



Morris County Historic Preservation Trust Fund
2012 NON-CONSTRUCTION GRANT APPLICATION

DEADLINE: FRIDAY, MARCH 30, 2012, 4:30 P.M. E.S.T.
SUBMIT TO: MORRIS COUNTY HISTORIC PRESERVATION TRUST FUND
DEPT. OF PLANNING & DEVELOPMENT
PO BOX 900, MORRISTOWN, NJ 07963-0900
973-829-8120

Please do not attach any materials which are not expressly requested in this application as these materials will not be accepted.

Please submit two paper copies and one electronic copy for the following:

1. Application Forms
2. Proposals from Professionals, Consultants, Contractors

Please submit all electronic files on one CD / DVD, including:

1. All photos as JPEG images, minimum 200 dpi at 4"x6" (500 KB)
2. Preservation Plans and other large documentation (with prior County approval)
3. All other supporting documentation

No submissions will be accepted via e-mail. Please collate all submissions. Double-sided printing is encouraged. Paper submittals shall be bound by staple, paper clip or binder clip only. The use of binders, plastic separators, non-recyclable materials, etc. are strongly discouraged. Submittals will not be evaluated on the basis of the aesthetic of the package.

If submitting more than one application, please prioritize each project.

PLEASE BE ADVISED THAT HANDWRITTEN SUBMISSIONS OF APPLICATION WILL NOT BE ACCEPTED. THANK YOU.

Name of Project: _____

Applicant

1. Name: _____
(Attachments A and C required for Charitable Conservancy)

Street Address: _____

Town/State/Zip: _____

Chief Executive Officer: _____

2. Contact Person: _____
Phone: Work _____ Ext _____ Home _____
Fax Number: _____
E-Mail: _____

3. Relationship of applicant to historic resource: (Attachment B required for all applicants)

Applicant owns property

Applicant leases property. Owner's Name: _____
If applicant is different than owner, submit copy of valid lease indicating possession and significant control over property.

Other (describe): _____

Property

4. Name (Historic, from NR/SR nomination): _____
Name (Present): _____
Street Address: _____
Municipality: _____ State _____ Zip _____
Block/Lot: Block _____ Lot _____

5. Date Built: _____
Major addition(s) and date(s): _____
Original use: _____
Architectural style(s): _____
Architect(s), if known: _____
Builder(s), if known: _____

6. Register of Historic Places Status (check all that apply; Attachment D required)

National Register of Historic Places _____ individual _____ district

NJ Register of Historic Places _____ individual _____ district

Certified NJ Eligible _____ individual _____ district

Locally designated _____ individual _____ district

NON-CONSTRUCTION GRANT

The property is currently Occupied Unoccupied

Gross square footage of the property _____ sq. ft.

7. Describe concisely the architectural, cultural and historical significance of the property.

8. Current physical condition of the property:

- Excellent (No visible repair work needed)
- Good (Need for general maintenance)
- Fair (In need of more than routine maintenance)
- Poor (In need of major repairs)

Describe any conditions, inappropriate use or preservation need threatening the property. If it is endangered, explain the nature of the threats.

Existing Use of Site: _____

Proposed Use of Site: _____

Describe any impact of proposed project on existing use of site:

Site location based on Street Map (8 1/2 x 11)

Photographs (Attachment E)

Existing Deed Restrictions _____

Encumbrances and Utility _____

Easements (if any) _____

9. Stewardship: Who is responsible for budgeting, supervising and performing maintenance work?

How will the property be maintained once the funded work is complete? (Complete Attachment F if project is \$50,000 or over.)

Provide the total operating budget for the property for the last three years. Include maintenance, operations, programs and special events, and staff salaries. (Does not apply to acquisition applications.)

	2009		2010		2011
Total Revenues		Total Revenues		Total Revenues	
Total Expenses		Total Expenses		Total Expenses	

Budget Summary

10. Total Project Cost: _____
 Match: _____
 Grant Request: _____

11. **Type of Application:** Refer to “Eligible Activities” listed in the Grant Rules and Regulations.

- Acquisition (fee simple)
- Plans and Reports

12. Provide brief summary describing project.

Project Team

17. Name(s) of proposed consultant(s) or contractor(s). Attach statement of credentials for each proposed firm and key personnel. Include Attachment H and completed Professional Services Checklist (Policy H-1). Please Note:

- For the preparation of Preservation Plans, Historic Structures Reports and Construction Documents it is highly encouraged that the principal team leader meet or exceed the requirements of 36 CFR 61 as a Historic Architect;
- For the preparation of National Register Nominations it is highly encouraged that the principal team leader meet or exceed the requirements of 36 CFR 61 in Architectural History;
- For the completion of archaeological research and investigations it is highly encouraged that the principal team leader meet or exceed the requirements of 36 CFR 61 in Archeology;
- For the completion of conservation assessments, it is highly encouraged that the principal team leader has completed a minimum of five similar conservation assessments addressing similar materials and conditions, i.e. stained glass assessments, tombstone assessments, etc.

If the principal team leader does not meet the requirements as outlined above, include an explanation as to why the selected principal consultant is well suited for the project.

Budget

18. Grant Request Worksheet (*Please round up numbers.*)

No work, including professional services with the exception of closings for acquisitions, completed prior to the execution of the Grant Agreement shall be eligible for funding.

Eligible Costs			
a. If request includes work on more than one structure, enter the name below and itemize costs for each.	Dollar Amount		
b. Total, Eligible Costs (all structures)			
c. MATCH REQUIRED Enter the product of line b column A x 50% for acquisition; x 0% if non-construction <= \$5,000; x 20% if non-construction > \$5,000.			
d. GRANT REQUEST Enter the product of line b column A x 50% for acquisition; x 100% if non-construction <= \$5,000; x 80% if non-construction > \$5,000.			

19. Cash-in-hand matching funds: Itemize and describe the source and status of funds that will be used to match the County grant requested. Indicate under “status” the date the funds were received or are expected. (Attachment I must contain letters of commitment for any funds not yet on deposit in your account.)

Source of Funds	Status	Amount
	Total	

20. If adequate matching funds are not currently available, explain your plans and schedule for raising the matching funds.

Public Benefit

21. Public access to the property:

	Current	At end of Project
Open to the public	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Open to the public on a regular basis - # Days/yr		
Open to the public on a regular basis - # Hours/day		
Open by appointment only	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of visitors per years		
How was this number calculated?	<input type="checkbox"/> Actual <input type="checkbox"/> Estimated	Source of count:

Describe potential of project to promote other preservation activity or related cultural or economic activity:

Describe the degree to which the project promotes preservation activity:

Describe how the project represents innovative design:

Describe how the project reaches new audiences:

Describe the interpretive program, if there is one:

Is the property compliant with the American Disabilities Act? Yes No
If not, has your organization prepared an “ADA
Self-Assessment Survey and Planning Tool”? Yes No

If not, when will your organization conduct an “ADA Self-Assessment Survey and Planning
Tool”?
Month / Year _____

The applicant certifies the following:

- a. The filing of this application has been approved by the governing body of the applicant;
- b. The facts, figures, and information contained in this application, including all attachments, are true and correct;
- c. Matching funds in the amount of \$ _____ are currently available, or will be available by _____ (date) for this project;
- d. Any funds received will be expended in accordance with the grant agreement to be executed with the Morris County Historic Preservation Trust Fund;
- e. The individual signing this agreements has been authorized by the organization to do so in its behalf, and by his/her signature binds the organization to the statements and representations contained in the application;

Acting as a duly authorized representative for the applicant organization, I am submitting this request for assistance from the Morris County Historic Preservation Trust Fund.

Name: _____

Title: _____

Signature of Individual _____ Date _____

CHARITABLE CONSERVANCY – Attachment A

Organization Information

Please submit a copy of each of the following:

- The organization’s by-laws
- Proof of qualification as an eligible charitable conservancy*
- Most recent financial audit
- 1. Date of incorporation _____
- 2. Estimated membership _____
- 3. Number of staff: _____ full-time paid _____ part-time paid
- 4. Volunteers: _____ full-time unpaid _____ part-time unpaid
- 5. State the mission of your organization.

Project Specific Information

- 6. Briefly describe why it is important to preserve this resource and how the resource fits into your organization’s mission. (Attachment J)

- 8. What would be the impact of acquisition on your organizational budget for the next three years?

- 9. Explain what would happen to the resource if the charitable conservancy ceased to exist?

* An eligible charitable conservancy is a corporation or trust whose purpose includes historic preservation of historic properties, structures, facilities, sites, areas or objects, or the acquisition of such properties, structures, facilities, sites, areas or objects for historic preservation purposes. Conservancy is exempt from federal income taxation under paragraph (3) of subsection (c) of section 501 of the Federal Internal Revenue Code of 1986 (26 U.S.C. s.501(c)(3)).

OWNER ASSURANCES – Attachment B

This attachment must be completed and executed by the owner of record, except for an acquisition.

Name of Owner:	_____	Name of Co-Owner:	_____
Home Address:	_____	Home Address:	_____
	_____		_____
	City_____		City_____
	State_____ Zip_____		State_____ Zip_____
Phone number:	_____	Phone number:	_____

I/we understand the purpose of the application to be submitted to the County of Morris and I/we hereby agree to its submission. I/we agree that the listing of the property in the New Jersey or National Registers of Historic Places will be a condition of a grant. (If applicant leases the property) I/we also confirm that a valid lease is in effect*.

_____	_____
Signature of Owner	Signature of Co-owner
_____	_____
Print Name	Print Name
_____	_____
Title	Title
_____	_____
Date: _____	Date: _____

* Attach a copy of the lease to this Assurance.

ADDITIONAL ATTACHMENTS

C. Applicant's Personnel. Include a list of Board members and the names, positions, terms of office and occupations of all members of the applicant organization who will be responsible for managing the grant-assisted project (*required for non profits*).

D. State of New Jersey Register of Historic Places status (*required for all applicants*).

- If the property is an individually listed or part of an individual or thematic property listing, include a copy of the complete nomination form.
- If the property is included in a historic district listing, and indicated on the nomination as a contributing resource to the historic district, include all relevant pages of the nomination form.
- If the property is not listed in the National or New Jersey Register of Historic Places, include a letter from the Deputy State Historic Preservation Officer (DSHPO) certifying eligibility for listing of a site in the New Jersey Register. A certification letter must be received from the DSHPO at the time of application deadline.

E. Photographs. Submit photographs in the form of digital files (on labeled disc) depicting the overall setting of the property and general views of the site and buildings, and conditions that demonstrate the need for the grant. Also, please include historic photographs (digital) if available. All photographic materials should be clearly labeled and dated (*required for all applicants*). (If the digital requirement presents a problem, call the office of Planning, Development and Technology, 973-829-8120.)

F. Long-Range Maintenance Plan and Budget. If project is equal to or greater than \$50,000, provide a 5-year maintenance plan and budget.

G. Documentation of Proposed Work. Include a clear description of the proposed work in as many of the following documents that apply to your project (*required for all applicants*):

- A request for proposal (RFP) for consultant services prepared by the applicant;
- A proposal addressed to the applicant on the letterhead of the consultant selected for the project;
- For application for Historic Structure Report or Preservation Plan, a completed and signed "Historic Structure Report & Preservation Plan Checklist";
- A copy of a signed agreement between the applicant and consultant;
- Current plans and specification;
- If the project is ready for bidding, a brief description of how you are soliciting bids.
- Appraisal (acquisition only)

H. Consultant's/Contractor's Personnel. Include a list of the names of the firms and their personnel who will participate directly in the grant-assisted project (required for all applicants). Note: Submit resumes of all project personnel and subconsultants. Applications

without named consultants should include, at a minimum, a statement of professional qualifications needed in the project.

- I. **Documentation of available match.** Provide letters of commitment specifying amount of matching funds for this project and/or a financial statement showing the amount of available funds. County or municipal governments must provide a resolution of the governing body committing to the specified match (*required for all applicants*).
- J. **Applicant's Long-Range Plan.** Include a current strategic or other long-range plan, specific to this site, for your community or organization (*required*). Plan can be as short as one page and should state your organization's goals and plans for implementation.

HISTORIC STRUCTURE REPORT & PRESERVATION PLAN CHECKLIST

This Checklist was compiled from *Historic Structure Reports & Preservation Plans: A Preparation Guide*, published by the New Jersey Historic Preservation Office in July 1998. The dark boxes (■) represent the minimum requirements for Historic Structure Reports (HSRs) and Preservation Plans (PPs.) All other items with the lighter boxes (□) are optional, but might be appropriate depending on the nature of the proposed project. Please refer to the *Preparation Guide* for more complete description of each of the categories.

Please include the completed HSR / PP Checklist and Project Personnel sections with the Grant Application. The HSR / PP Checklist and Project Personnel sections should reflect the information that will be provided and the participating team members if the project is funded by the Morris County Historic Preservation Trust Fund. If funded, the completed Checklist will become the basis for the document review.

HSR / PP REVIEW SCHEDULE:

Professional Consultants should anticipate a minimum of two reviews of HSRs and PPs by the Morris County Historic Preservation Trust Fund, typically at 75% and 100% completion. The submission of all required information in a timely manner allows approvals as quickly as possible and minimizes the potential for delays associated with requests for additional information or clarification. The Program reserves a 30-day review period upon receipt for all document submissions.

For projects that have received funding from the Morris County Historic Preservation Trust Fund for the preparation of HSRs and PPs, the following deadlines must be met to be considered for additional grant funds for the funding request year:

- **By 7 January 75% Documents must be delivered to Morris County for review.**
- **By 28 February 100% Documents must be delivered to Morris County for review.**

Projects failing to meet the submittal dates will not be considered for additional funding during that grant year.

Following completion of an HSR or PP, applicants are strongly encouraged to complete necessary construction documents prior to requesting funding for actual construction (refer to Professional Services Checklist Policy H-1 for additional information.) Some conservation related projects, such as the restoration of stained glass windows, are eligible to be considered for grant funding following the completion of a PP or HSR. Please contact the Trust Fund Coordinator to discuss the specific needs of your site.

Those projects for which Construction Documents were prepared without funding from Morris County Historic Preservation Trust Fund are welcome to submit their Construction Documents for a preliminary review prior to the Grant Application deadline. They may also submit completed Construction Documents with their Construction Grant Applications.

Completed by: _____ Date: _____

Signature: _____

HSR / PP CHECKLIST

Table of Contents

HSR PP

- Paginated Table of Contents

Identification of the Resource

Executive Summary [2 to 3 pages]

HSR PP

- Name and location of resource
- Overall description of the building or structure including number of stories, construction materials, major elements or features, and site features
- Dates of construction and major alterations
- Prioritized zones of significance
- Purpose and scope
- Overall recommended treatment approach
- Prior preservation, rehabilitation, restoration or reconstruction efforts
- General recommendations for work at major elements/features
- Interpretive programs
- Owners and stewards
- Maintenance/treatment provisions

Introduction [3 to 5 pages]

HSR PP

- Statement of significance
- Historic designations as applicable
- Description of methodology
- Organization of document
- Funding sources
- Individuals or consultants involved in preparation
- Contracting or sponsoring individuals, groups or organizations
- Extent of time available or needed to prepare document
- Parameters and/or limitations of document
- Areas of future study
- Acknowledgments of those who assisted in or cooperated with the document preparation

PART I. Developmental History

Historical Background and Context

History of Property

[minimum 15 pages for HSR and 5 pages for a Preservation Plan]

HSR PP

- Methodology of Research
- Historical and cultural significance
- Architectural significance
- Chronology of ownership, construction, alteration, use and significant events
- Prior studies or treatment efforts, dates, and individuals involved
- Copies of available historic documents, maps, illustrations, and photographs
- Complete citations for primary source material as it informs the text
- National and New Jersey Register Nomination Forms and prior Individual Intensive Survey Forms, if completed

Archaeological Evaluation

HSR PP

- Statement of significance
- Research design and methodology
- Results of research and testing
- Interpretations
- Archaeological site plan
- Photographs
- Artifact inventory and analysis
- Detail drawings and sketches
- Recommendations for future research

Completed by: _____

Date: _____

Signature: _____

Analysis of Existing Conditions

Site and Landscape Evaluation

HSR	PP	
<input type="checkbox"/>	<input type="checkbox"/>	Significance of landscape or site
<input type="checkbox"/>	<input type="checkbox"/>	Methodology of research
<input type="checkbox"/>	<input type="checkbox"/>	Chronology of alteration and use
<input type="checkbox"/>	<input type="checkbox"/>	Built features and plantings
<input type="checkbox"/>	<input type="checkbox"/>	Prior treatment efforts, dates, and individuals involved
<input type="checkbox"/>	<input type="checkbox"/>	Copies of pertinent historic documents, maps, illustrations, and photographs
<input type="checkbox"/>	<input type="checkbox"/>	Photographs, scaled site plan, and drawings of current conditions
<input type="checkbox"/>	<input type="checkbox"/>	Recommendations for future research

Architectural Description

[paragraph to 5 pages per feature or area]

HSR	PP	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Methodology of conducting evaluation
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Narrative description of exterior and interior conditions
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Identification of character defining and significant elements and features
<input type="checkbox"/>	<input type="checkbox"/>	Findings from any additional research
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Description of materials and/or features, and period of construction, installation, or modification
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Site plans, floor plans, elevations, and sections of current conditions
<input type="checkbox"/>	<input type="checkbox"/>	Measured drawings of molding profiles, significant features, hardware, mechanical elements, detail drawings, etc.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Recent photographs
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Recommendations for future research

Code and Accessibility Review

HSR	PP	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Methodology of conducting evaluation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Preliminary code and accessibility review
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recommendations and alternatives for improvement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impacts of improvement recommendations
<input type="checkbox"/>	<input type="checkbox"/>	Recommendations for variances

Structural Evaluation

HSR	PP	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Significance and description of structural system
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Methodology of conducting evaluation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chronology of alterations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing conditions of the structural system
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Capacity to adequately support recommended treatment, use, and interpretive programs
<input type="checkbox"/>	<input type="checkbox"/>	Diagrams of earlier structural systems
<input type="checkbox"/>	<input type="checkbox"/>	Prior treatment or remedial efforts
<input type="checkbox"/>	<input type="checkbox"/>	Drawings and photographs of existing conditions
<input type="checkbox"/>	<input type="checkbox"/>	Recommendations for future research

Building Systems Evaluation

HSR	PP	
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical engineer's report
<input type="checkbox"/>	<input type="checkbox"/>	Assessment of environmental conditions
<input type="checkbox"/>	<input type="checkbox"/>	Electrical engineer's report
<input type="checkbox"/>	<input type="checkbox"/>	Plumbing engineer's report
<input type="checkbox"/>	<input type="checkbox"/>	Security report
<input type="checkbox"/>	<input type="checkbox"/>	Fire protection engineer's report
<input type="checkbox"/>	<input type="checkbox"/>	Communications, computer networking, and applicable technological improvement studies
<input type="checkbox"/>	<input type="checkbox"/>	Recommendations for future research

Materials Analyses

HSR	PP	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Paint analysis
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mortar analysis
<input type="checkbox"/>	<input type="checkbox"/>	Other materials analyses
<input type="checkbox"/>	<input type="checkbox"/>	Photographs
<input type="checkbox"/>	<input type="checkbox"/>	Recommendations for future research

PART II. Treatment and Use

Treatment Philosophy [1 to 3 pages]

HSR PP

- Statement of recommended treatment philosophy[s], and boundaries as appropriate, including an appropriate period of significance for the resource
- Advantages and disadvantages of alternative treatments
- Statement of potential impacts of recommendation
- Rationale for proposed treatment recommendation
- Substantiation for treatment philosophy
- Plans or elevations delineating boundaries of areas of treatment if more than one treatment is proposed

Use and Interpretation of the Resource

[1 to 10 pages]

HSR PP

- Proposed and recommended use
- Impact of proposed use on historic fabric, systems, and the surrounding site
- Reasoning for capital project
- Interpretive programs
- Ownership, stewards, and interpretation

Room/Feature Treatment Recommendations

[minimum of a paragraph per identified room or feature]

HSR PP

- Recommended treatment for each area, material, element, or feature with reference to existing conditions documentation
- Statement of potential impacts of recommendation
- Supporting schematic drawings, floor plans or elevations to describe intent as necessary

Furnishings and Interior Decoration

Recommendations

HSR PP

- Furnishings recommendations
- Interior decoration recommendations

Prioritization and Cost Estimate [2 to 10 pages]

HSR PP

- Prioritized list of recommendations
- Preliminary cost estimate for all recommendations
- Identification of needed research and testing and estimated costs for its completion
- Identification of excluded work items

Maintenance Plan

HSR PP

- List of routine and cyclical maintenance items and corresponding time or intervals
- List of routine and cyclical inspections and appropriate time or intervals
- List of materials, cleaning methods and cleaning intervals
- Computerized inspection checklists
- Maintenance and work description forms
- Format for inspection and repair logbook

PART III. Record of Treatment

Physical Project Completion Report

HSR PP

-
- State the intent of each physical improvement project
 - Identify how the work was approached and the means of accomplishing the work
 - Identify individuals involved in the completion of the work including staff, volunteers, design professionals, and construction firms and supervisors
 - Identify the various phases of the project and the results, costs, and duration of each phase
 - Identify any discoveries or confirmations of assumptions resulting from the undertaking
 - Photograph areas affected by work before, during, and after project
 - Construction drawings and specifications; as-built drawings; submittals including drawings, samples, material data sheets, color samples, and cut-sheets
 - Field notes, project correspondence, project schedule with any revisions
 - Contract information with design professionals and contractors, project financial accounting information

Additional Information

Annotated Bibliography

HSR PP

-
- Annotated Bibliography

Glossary

HSR PP

-
- Glossary of terms

Appendices

HSR PP

-
- RFP or scope of work statement
 - Updated Individual Intensive Survey Form, complying with HPO Architectural Survey Guidelines [paper and electronic copy]
 - Prior and/or revised National and New Jersey Register Nomination forms, if completed
 - Prior Individual Intensive Survey Form, if completed
 - Copies of available historic documents, maps, illustrations, and photographs [if not included in main narrative]
 - Transcripts of interviews
 - Measured drawings of current conditions: architectural, engineering, etc. [if not included in main narrative]
 - Photographs of current conditions [if not included in main narrative]
 - Landscape architect's evaluation
 - Archaeological report
 - Structural evaluation [if not included in main narrative]
 - Engineer's evaluations
 - Paint and mortar analyses [if not included in main narrative]
 - Other materials analysis reports [e.g. dendochronology, moisture content, etc.]
 - Code and ADA review
 - Financial planning or fundraising activities recommendations
 - Professional services contracting guidelines for future consulting work
 - Other relevant reports or information as appropriate

Completed by: _____

Date: _____

Signature: _____

Name of Project: _____ HSR Preservation Plan

PROJECT PERSONNEL

The Morris County Historic Preservation Trust Fund encourages the involvement of historic preservation professionals with demonstrated experience and expertise in the completion of all components of Historic Structures Reports and Preservation Plans. In the space provided below, please list each of the firms and key personnel who will participate on the project team. (Attach additional sheets if necessary.) Please verify that the résumés of all key personnel are included with the application or attach as a supplement to this form. For any funded project, changes in key personnel are subject to review and approval by the Morris County Trust Fund prior to the individual's participation in the work.

INDIVIDUAL NAME

FIRM NAME

Completed by: _____ Date: _____

Signature: _____

PROFESSIONAL SERVICES CHECKLIST (POLICY H-1)

This Checklist was developed to serve as a tool in the Professional Services associated with the planning, designing and constructing of projects funded by the Morris County Historic Preservation Trust Fund. This Checklist is intended to clearly identify all consultants involved in a proposed project; and to clarify the associated requirements pertaining to the submission of documentation and affiliated services by Preservation Professionals if funding is awarded.

This checklist and its associated Professional Proposals must be submitted as part of the applicable grant application or the application will not be considered for funding. If funded by the Morris County Historic Preservation Trust Fund, this completed Checklist and associated Professional Proposals will become the basis for the review of Professional Services.

LONG-TERM FACILITIES PLANNING:

When reviewing applications for most historic sites, the Morris County Historic Preservation Trust Fund Review Board tends to give strong preference to those projects for which a preservation planning document, such as a Preservation Plan, Historic Structures Report, Historic Landscape Report, Conservation Assessment (or other such document that would be applicable to the specific needs of the historic resource) is completed prior to requesting funding for the preparation of Construction Documents or for Construction Funding. However, exceptions include some conservation projects such as the repair of stained glass windows. Please contact the Trust Fund Coordinator to discuss the specific needs of your site.

CONSTRUCTION DOCUMENT REVIEW SCHEDULE:

Professional Consultants should anticipate a minimum of two reviews of documents for construction by the Morris County Historic Preservation Trust Fund, typically at 75% and 100% completion. The submission of all required information in a timely manner allows approvals as quickly as possible and minimizes the potential for delays associated with requests for additional information or clarification. The Program reserves a 30-day review period upon receipt for all document submissions. Lack of response from the County should not be construed as approval.

For projects that have received funding from the Morris County Historic Preservation Trust Fund for the preparation of Construction Documents, the following deadlines must be met to be considered for construction related funds for the funding request year:

- **By 7 January** **75% Construction Documents must be delivered to Morris County for review.**
- **By 28 February** **100% Construction Documents must be delivered to Morris County for review.**

Projects failing to meet the submittal dates will not be considered for Construction funding during that grant year.

Those projects for which Construction Documents were prepared without funding from Morris County Historic Preservation Trust Fund are welcome to submit their Construction Documents for a preliminary review prior to the Grant Application deadline. They may also submit completed Construction Documents with their Construction Grant Applications.

Applicant Print: _____	Signature/Date: _____
Project Team Leader Print: _____	Signature/Date: _____

PROFESSIONAL PROPOSALS:

The principal or lead consultant, often the project architect, should submit an overall description of the project that identifies the work to be completed by their firm as well as the specific work to be completed by each of the subconsultant firms; and a detailed break-down of all associated fees. The following information shall be included in the principal consultant's Professional Proposal:

- **Identify Project Scope of Work:** A description of the work to be completed as part of the proposed professional services. This includes a statement describing the problem at the historic resource to be addressed by the Professional(s), e.g. "The scope of work will address the restoration of the exterior of the building and replacement of the roof in accordance with the Short Term Recommendations as identified in the Preservation Plan."
- **Identify Associated Professional Services Scope of Work:** A description of the work to be completed as part of the proposed Professional Services. The Scope of Professional Services should be a detailed description of everything the Project Team intends to do for the Client/Applicant. It should be as complete as possible, leaving no ambiguity as to whether a duty or deliverable is included within the basic fee.
 - *Level of Documentation:* Clearly state the specific level of documentation to be prepared by the Preservation Professional as part of the Professional Services. If the level of documentation is not specifically identified, the County will assume that full Construction Documents will be prepared as described below.
 - *Project Schedule:* Clearly state the anticipated Project Schedule. Successful grant applicants for the Morris County Historic Preservation Trust Fund are typically notified of award by the end of June with Grant Agreements executed by the end of September. No work completed prior to the execution of the Grant Agreement is eligible for funding from Morris County.

For projects that have received funding from the Morris County Trust Fund for the preparation of Construction Documents, **75% Construction Documents must be delivered to the County for review by the 7th of January and 100% Construction Documents must be delivered to the County for review by the 28th of February to be considered for construction related funds for the funding request year.** Projects failing to meet the submittal dates will not be considered for Construction funding during that grant year.

- *Description of Services and Fees:* The description of the Professional Services work and associated fees should correspond to anticipated submission intervals and/or requests for Morris County reimbursement. In the case of the preparation of Construction Documents, reimbursement will correspond with the percentage of completion of all phases of Professional Services related to the preparation of Construction Documents (e.g. Schematic Design, Design Development, etc.). Payment for bidding related services can occur following the execution of an agreement with the selected Contractor. Morris County reimbursement for Construction Administration related services can correspond with the percentage of completion of the Construction work.

Applicant
Print: _____ Signature/Date: _____

Project Team Leader
Print: _____ Signature/Date: _____

- *Construction Documents:* Full Construction Documents must be submitted for all projects with an anticipated construction value of over \$50,000. For the purposes of this Program, a complete set of Construction Documents provides a comprehensive, fully coordinated set of detailed plans, elevations, sections and details sufficient to accurately and completely describe the proposed scope of construction work; in addition to detailed Construction Specifications Institute standard 16-part or 50-part specifications. The coordinated drawings and specifications should allow the Contractor to determine a guaranteed maximum price and obtain necessary permits to construct the project. Applicants for conservation projects must discuss the preparation of Construction Documents with the County prior to submission of application.

Non-profit organizations that plan to submit construction grant requests exceeding \$50,000 must have prepared a Preservation Plan and obtained professional construction costs estimates from an independent cost estimator based upon Construction Documents before they are eligible to apply for funding towards the actual construction.

- *Bidding Phase:* Clearly state the Professional Services to be provided during the Bidding Phase of the project, including whether an on-site pre-bid meeting is included in the Professional Services. All construction projects whose anticipated construction value exceeds \$50,000 must be publicly bid. It is also strongly encouraged that potential contractors be pre-qualified whenever permitted by local regulations.
- *Construction Administration:* Clearly state the extent to which Construction Administration is included in the Professional Services. At a minimum, the Morris County Historic Preservation Trust Fund encourages Professional Services at pre-construction meetings, regular construction meetings and observations to review the work progress, and at the completion of the project to approve the Contractor's final payment application. In addition, the Construction Administration services should include Contractor submittal review, review of Contractor's Applications for Payment, and the preparation of project punch lists. In some cases, it might also be appropriate to include site reviews from Professional Subconsultants such as engineers, archaeologists, conservators, etc.
- *Additional/Excluded Services:* As appropriate, identify potential additional services or conditional statements to further clarify Professional Services included or excluded from the Consultant's proposal.

Applicant
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- **Identify Firms and Key Individuals in Project Team:** Please note that any proposed changes to the Project Team’s firms, individuals, or responsibilities following a grant award are subject to review and written approval from the Morris County Historic Preservation Trust Fund.
 - Clearly name all of the firms who will be working on the project and their specific responsibilities for each portion of the Project Scope of Work.
 - Professional Proposals must be submitted by each firm anticipated to be part of the Project Team. Each proposal must clearly state the proposed Scope of Services as well as a break-down of associated fees. Please identify the key members of the Project Team and their specific roles in the project. Provide résumés for all Project Managers, and key personnel that include each individual’s qualifications and demonstrated experience in similar historic preservation projects.
 - For the preparation of Construction Documents for building-related projects, strong preference is given to individuals who meet or exceed the Federal Professional Qualifications Standards 36CFR61 for a Historic Architect.

□ **Fee Proposal:**

- The principal or lead consultant, often the project architect, should submit an overall proposal that includes the professional fees for all members of the Project Team. Fee proposal break-down should correspond to anticipated reimbursements from the Morris County Historic Preservation Trust Fund. Typical fee proposal break-down at a minimum includes Construction Documents, Bidding and Construction Administration Phases.

In the preparation of Construction Documents, Morris County reimbursement will correspond with the percentage of completion of all phases of Professional Services related to the preparation of Construction Documents (e.g. Schematic Design, Design Development, etc.). Payment for bidding related services can occur following the execution of an agreement with the selected Contractor. Morris County reimbursement for Construction Administration related services can correspond with the percentage of completion of the Construction work.

- Each participating firm shall provide a break-down of the fee proposal by appropriate phase or project scope of work corresponding to anticipated reimbursements from the Morris County Historic Preservation Trust Fund.
- Provide hourly rates for all members of the Project Team.
- Provide Reimbursable Expense Rates for all project-related expenses as applicable.
- Identify Deliverables that are included in the project fee as applicable (i.e. number of sets of review and final Construction Documents provided to the Owner or for Morris County review. Please note that two sets of all submission information are required for Morris County review.)

Applicant
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PROJECT TEAM:

Please identify the key members of the Project Team below and their specific roles in the project.

FIRM	INDIVIDUAL(S)	RESPONSIBILITY(-IES)
ARCHITECT		
STRUCTURAL ENGINEER		
MEP ENGINEER		
LANDSCAPE ARCHITECT		
COST ESTIMATOR		
CONSERVATOR		
PAINT ANALYSIS		
MORTAR ANALYSIS		
SPECIALTY CONTRACTOR / CRAFTSMAN		
OTHERS (IDENTIFY)		

Applicant
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Project Team Leader
Print: _____ Signature/Date: _____

APPLICANT CHECKLIST

This checklist is enclosed to ensure that you submit a complete application. Before submitting your application, run through the following checklist. Do not return this form with the application.

- Completed application
- Organization's By-Laws
- Proof of qualification as a charitable conservancy
- Site Plan (**8 1/2 x 11**) Include a site plan if the project is part of a complex of historic properties.
- Photographs
- Attachments A through J
- For application for Historic Structure Report or Preservation Plan, a completed and signed "Historic Structure Report & Preservation Plan Checklist".
- If applicable, a completed and signed "Professional Services Checklist" (Policy H-1)

**THIS PAGE IS FOR THE APPLICANT'S USE.
DO NOT RETURN WITH APPLICATION.**