



**MORRIS COUNTY  
HISTORIC PRESERVATION TRUST FUND**

**PROFESSIONAL SERVICES CHECKLIST**

**Purpose:**

To establish a Checklist for Professional Services associated with the planning, designing and constructing of projects funded by the Morris County Historic Preservation Trust Fund.

**Applicability:**

All applicants seeking funding for a) Professional Services and/or b) Construction activities requiring Professional Services shall complete and submit the Checklist in compliance with this policy.

**Definitions:**

For purposes of this policy, “Professional Services” shall mean services provided by professionals that are involved with the planning, designing and construction of historic preservation projects, including Architect, Structural Engineer, MEP (Mechanical, Electrical, Plumbing) Engineer, Landscape Architect, Cost Estimator, Conservator, Contractor/Craftsman, and personnel responsible for Paint Analysis and Mortar Analysis, and others.

**Informational Note:**

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 would 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.

Adopted:	Effective:	Revision #:	Last Revised:
Oct. 15, 2008	Oct. 15, 2008		

## **PROFESSIONAL SERVICES CHECKLIST (POLICY H-1)**

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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.

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### **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.

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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 7<sup>th</sup> of January and 100% Construction Documents must be delivered to the County for review by the 28<sup>th</sup> 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.

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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.

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Applicant  
 Print: \_\_\_\_\_ Signature/Date: \_\_\_\_\_

Project Team Leader  
 Print: \_\_\_\_\_ Signature/Date: \_\_\_\_\_

□ **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  
Print: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

Project Team Leader  
Print: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

### PROJECT TEAM:

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

FIRM	INDIVIDUAL(S)	RESPONSIBILITY(-IES)
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ARCHITECT

STRUCTURAL ENGINEER

MEP ENGINEER

LANDSCAPE ARCHITECT

COST ESTIMATOR

CONSERVATOR

PAINT ANALYSIS

MORTAR ANALYSIS

SPECIALTY CONTRACTOR / CRAFTSMAN

OTHERS (IDENTIFY)

Applicant

Print: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

Project Team Leader

Print: \_\_\_\_\_

Signature/Date: \_\_\_\_\_