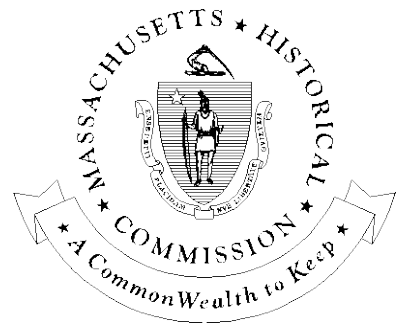


MASSACHUSETTS
PRESERVATION
PROJECTS FUND

Local Project
Coordinators'
Manual

**MPPF Round 28 (FY23)
Development Projects**

July 2022



MASSACHUSETTS HISTORICAL COMMISSION
William Francis Galvin, Secretary of the Commonwealth
220 Morrissey Boulevard, Boston, Massachusetts 02125

MASSACHUSETTS HISTORICAL COMMISSION

MASSACHUSETTS PRESERVATION PROJECTS FUND LOCAL PROJECT COORDINATORS' MANUAL

INTRODUCTION

Congratulations on being awarded a matching grant from the Massachusetts Preservation Projects Fund. We look forward to working with you on your project. Your project was selected in part because of the urgency of the preservation work and your ability to implement it in a timely manner. Please observe the program guidelines and schedule. The success of the grant program is crucial to continued funding for historic preservation grants. Your cooperation is appreciated.

This manual—along with the project schedule and checklist—will assist you in complying with the guidelines of the Massachusetts Preservation Projects Fund program. **PLEASE read through the entire manual to get an understanding of what will be expected of you from start to finish of the project. We have noted over the years that the majority of questions LPCs ask can be answered by referring to the appropriate section in the manual.**

The sections of this manual are arranged chronologically to assist you in meeting the project schedule. Please feel free to contact the grants program staff person or project manager assigned to you anytime during the grant process at (617)727-8470. The following staff are members of the grants division:

Paul A. Holtz, Co-Director/Historical Architect, paul.holtz@sec.state.ma.us
Nancy Alexson, Co-Director/Fiscal Manager, nancy.alexson@sec.state.ma.us
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For more information about the Massachusetts Historical Commission and the MPPF Program, please visit our website at:

www.sec.state.ma.us/mhc/

MPPF ROUND 28 SCHEDULE

March 18, 2022	Applications due at Massachusetts Historical Commission. Postmark of this date is acceptable. (Municipalities must allow adequate time for Designer Selection procedures under M.G.L. Chapter 7C, §§44-57 in order to meet this deadline.) NOTE: If awarded a grant, project personnel must attend the July 7, 2022 (Thursday) LPC workshop meeting listed below. Please plan accordingly.
May 18, 2022	Town Meeting vote deadline for Preservation Restriction and funding, if applicable.
June 8, 2022	Funding allocations made by Massachusetts Historical Commission. Written notification regarding award status will follow.
July 7, 2022	Deadline for awardee acceptance letters.
July 7, 2022	LPC Workshop - Recipients meet via ZOOM with MHC Grants staff to discuss program requirements and material needed to execute a contract with MHC. Project architect attendance is highly recommended.
July 8 – 29, 2022	Recipients meet with MHC grant staff to establish final project scope of work.
July 8 – Aug. 31, 2022	Architects prepare bid-level construction documents. Pre-Development grant Recipients finalize Request for Proposals (RFP).
August 31, 2022	Deadline for submission of final approved construction documents (or RFP for pre-development projects).
Sept. 1 – Nov.18, 2022	Project bid/advertisement period.
October 31, 2022	All recipients should be under contract with MHC by October 31, 2022. Development Projects: deadline for completion of procurement process and selection of construction contractor. Pre-Development Projects: deadline for consultant selection.
November 2022	Targeted construction/pre-development planning work for all projects to commence by this date including the placement of project sign. The project sign must remain in place until the project is closed out.
June 30, 2023	Deadline for completion of all MHC-funded project work.
July 31, 2023	Deadline for submission of printed Project Completion Report. Provide 2 copies including financial documentation and final payment request.
July – August 2023	State Accounts Payable period ends.

State funds may be released in two payments. The first payment is contingent on expenditure of 50% of the total project budget (contract) and the procurement documentation, financial documentation, and Preservation Restriction being in place and on file at the MHC. Final payment will be released upon submission and approval of the Completion Report and final payment financial documentation.

MPPF Development Project Checklist - Round 28

In order to successfully move your project through the MPPF process, MHC strongly suggests that all LPCs and their architects/engineers use the following project checklist.

- Attend Local Project Coordinators' (LPC) Workshop.

Initial Site Visit: July & early Aug. 2022

- Schedule and hold project start-up site visit with MHC, LPC, and architect/engineer. As a team, establish project budget based on current total of funds, further define scope of work, and determine the proper method of procurement.

Development of Bidding Documents: July - **Aug. 31, 2022**

- Development of plans and specifications by preservation professional. For municipalities, LPC notifies Procurement Officer about project & coordinates development of all required municipal "front-end" documents for project manual.
- Submit fully developed, bid-level construction documents, final estimated project budget, and draft legal ad to MHC for review and approval.

Contracting with MHC: Sept. 1 - **Oct. 31, 2022**

- LPC facilitates the signing of the State Contract and its prompt return to MHC for execution and further processing.

Preservation Restriction: Sept. 1, 2022 - April 1, 2023

- Submit additional documentation required for MHC's drafting of the Preservation Restriction (PR).
- LPC facilitates the signing/notarization of the PR and its prompt return to MHC for approval by the MHC Executive Director.
- Once the approved PR is received, have the fully executed PR recorded at the proper Registry of Deeds and return a photocopy of the recorded PR to MHC.

Procurement Procedures: Sept. 1, 2022 - Jan. 1, 2023

- Once MHC approves final bidding documents and legal ad, place bid advertisements.
- Bid opening and immediate submission of Bid Tabulation(s) to MHC.
- Together with your architect/engineer, check contractor's references and submit to MHC the architect/engineer's final summary and written recommendation.
- Contractor selection upon approval/concurrence from MHC.
- Submit remaining Procurement Documentation to MHC.

The Construction Project: Nov. 1, 2022 - June 30, 2023

Progress Reporting and Site Visits

- Coordinate construction progress meetings with MHC, as necessary. Schedule on-site mock-up review and approvals to comply with Special Conditions of State Contract found in Attachment A of the contract.
- Ongoing photography and documentation for completion report.
- Report any scope, material, or method changes to MHC for approval.

The Project Sign

- Submit a draft of the project sign, showing text and layout, for MHC review and approval.
- Project sign installed within 2 weeks of construction start. Submit photo of installed sign to MHC.
- Project sign may be removed after final payment has been received.

Grant Reimbursement: Nov. 1, 2022 - July 31, 2023

LPC may submit 1st partial payment request to MHC once the following have been completed:

- Executed contract, recorded PR and all procurement documentation are on file at MHC.
- The full amount (or a portion) of the local share is expended and documented with invoices and cancelled checks or Town Warrants.

Final Site Visit: June - July 2023

- Schedule and hold final site visit with MHC; MHC-funded portion of work (grant + match), must be completed by: **June 30, 2023**

Completion Report & Final Payment Request: July 2023

- Prepare Completion Report and final payment request; report must be submitted by: **July 31, 2023**

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Section I:

ROLES AND RESPONSIBILITIES

LOCAL PROJECT COORDINATOR (LPC)

Primary project manager: Coordinates all communication between MHC and project participants, and provides day-to-day project management. Please note that the Local Project Coordinator will need to commit a substantial amount of time to ensure a successful MPPF project including periodic meetings with MHC staff during normal business hours.

- Coordinates all communication between MHC staff and the Grantee, and between the Grantee and the architect/engineer.
- Reviews plans and specifications with the architect/engineer and MHC staff.
- Coordinates with Chief Procurement Officer to obtain all necessary bidding and contracting forms for construction documents (municipal Grantees only) and submits draft legal ad (Invitation to Bid) to MHC for review and approval.
- Works with architect/engineer to develop estimated project budget.
- Assumes primary responsibility for the procurement process, working with the architect/engineer (and Chief Procurement Officer, for municipalities) on contractor procurement, contract award, preparation and submission of procurement documentation to MHC.
- Coordinates with MHC on preparation of contract between MHC and Grantee.
- Arranges for project sign.
- Serves as local contact for publicity and actively promotes publicity about the project.
- Coordinates with MHC and Grantee in the preparation, execution and recording of the preservation restriction (when required).
- Keeps project on track! See Project Schedule for project deadlines.
- Monitors the progress of the project during the course of construction with the architect/engineer, and makes progress reports to MHC.
- Coordinates site visits with MHC staff.
- Ensures proper documentation of project work with photographs and narrative report (this may be assigned to the architect/engineer for a nominal fee).
- Submits financial documentation and prepares requests for reimbursement.
- Oversees preparation of project Completion Report and verifies completeness.

ARCHITECT/ENGINEER

Technical services and construction administration.

- Prepares plans and specification in accordance with Secretary of the Interior's *Standards for the Treatment of Historic Properties*.
- Compiles a potential list of qualified contractors to receive a copy of the posted Invitation to Bid
- Works with LPC to secure MHC contract by providing estimated project budget (broken out by CSI division categories) and bid-level construction documents for review and approval.
- Advises the LPC and represents the Grantee on procurement of contractor services and provides documentation to LPC for submittal to MHC.
- Administers bidding documents during course of construction. This usually includes regular site visits and meetings with the LPC and Contractor, and should include recording work in progress with notes and photographs.
- Verifies and authorizes any change of scope and related costs with the LPC and MHC.
- Approves progress payments to the contractor.
- Certifies project completion (see Section XI: Completion Report and Project Documentation).
- Provides project documentation to LPC for Completion Report (this may be a negotiated service).

PRESERVATION CONSULTANT (IF APPLICABLE)

Specialized historic preservation services.

- Typically acts as consultant to the architect/engineer in specialized areas such as paint analysis, masonry restoration, and historical research.
- Provides analysis and documentation to architect/engineer in timely fashion for use in preparation of plans and specifications.
- Is available for consultation during the course of project.

CONTRACTOR

Primary responsibility for project work implementation.

- Provides bids in response to procurement process.
- Provides a schedule of values broken out by CSI division categories that corresponds exactly to the breakout of the original estimated project budget or Attachment B of the MHC contract.
- Secures any necessary building or other permits.
- Performs the project work according to the plans and specifications.
- Notifies architect/engineer of any unforeseen conditions immediately and works constructively to remedy problems.
- Provides cost estimates for additions or deductions to the contract price in a timely fashion.

- Provides any requested project documentation during the course of work such as photographs and narrative report.
- Submits any samples or elements for record purposes in a timely fashion.

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Grant administration is generally assigned to a specific staff member who will work with the LPC and Architect/engineer throughout the course of the project.

- Makes initial site inspection, generally before the draft bidding documents are submitted.
- Reviews and comments on bidding documents and estimated project budget and provides final approval prior to advertisement.
- Ensures that all work complies with the Secretary of the Interior's *Standards for the Treatment of Historic Properties*, and MHC guidelines as stipulated in the Contract and Local Project Coordinators' Manual.
- Prepares Contract between MHC and Grantee.
- Prepares the Preservation Restriction.
- Oversees procurement process, including approval of contractor and contract price (or consultant if applicable), and checking the procurement documentation.
- Makes periodic site inspections during the course of preservation work.
- Reviews and prepares material for any amendments to the Contract.
- Reviews the Completion Report and Project Documentation for completeness and accuracy.
- Processes partial and final grant payments.

Section II: DEVELOPMENT OF BIDDING DOCUMENTS

The initial site visit is a great chance for MHC to see your resource in person and work with you and your architect/engineer to assess the status of those aspects of the project listed below that will determine the final scope of work specified in the bidding documents and how it will be achieved.

Current level of funding - your request to MHC may not have been fully funded while additional funding through donations or grants, since applying to the MPPF, has increased your funds in hand. Making sure to set aside funds for advertising and construction oversight by your architect/engineer, how much do you *actually* have to put toward the construction work?

Current condition of your resource - masonry deterioration has worsened requiring a different approach to the repairs such as complete rebuilding vs. repointing. Or you applied for window restoration, but roof failures in the months that followed have led to active water infiltration. This is the time to re-assess the repair needs of your resource and modify the scope of work, and therefore the plans and specifications, accordingly.

After prioritizing the work, we will help you to identify such things as the type of contractor needed, the qualification requirements that need to be written into the documents, and the lawful way of procuring that contractor.

By September 1, the LPC and/or architect/engineer needs to submit the following for review and approval by the MHC:

- **Construction Documents:** The fully developed, final version of the documents must be in biddable form combining the technical plans/specifications with all of the required bidding and contracting forms including the “Invitation to Bid.” Please follow the Construction Specifications Institute (CSI) division or trade categories in organizing the project work within the project manual. Alternates may be a flexible means of adding or deducting items to scope of work. The bidding documents should list the alternates in the order of priority for implementation. The alternates must be approved by MHC. All work involving historic building fabric and historic non-building resources must conform to the Secretary of the Interior’s *Standards for the Treatment of Historic Properties*. MHC will review, make comments and suggestions, assure compliance with the Secretary’s Standards (see Appendix A), and **provide final approval of the bidding documents and legal ad prior to advertisement.**
- **Budget breakdown in CSI categories:** If possible, include quantities and unit pricing. The estimated project budget should include Division 1 – General Requirements and any add/deduct alternates. It should also be broken out by CSI division categories according to the project manual’s Table of Contents and schedule of values the preservation architect or engineer will be requesting of the selected contractor.

The project budget is to be tracked from estimated to “as bid” to final cost, including all change orders, and reported in the Comparative Budget of the Completion Report; it is imperative, therefore, that the estimated project budget correspond division-by-division with the contractor’s schedule of values.

- Potential listing of qualified contractors to receive Invitation to Bid.

NOTE: MHC requires 15-30 days to review and comment on the draft bid-level construction documents, estimated project budget, and legal ad. The commencement of the bid process cannot occur until all bidding documents have been approved by MHC staff.

Section III: CONTRACTING WITH MHC

To start the procurement process and the preservation work itself, you must have a contract with MHC. The Contract between the Grantee and MHC will be drafted by MHC and includes:

- The Contract itself, a standard state form – **no changes are permitted**
- **Attachment A – Scope of Services** including a Description of Work that incorporates the final, MHC-approved bid-level construction documents by reference and any Special Conditions associated with the contract.
- **Attachment B – Approved Expenditures (Estimated Project Budget)** for eligible project work and payment schedule.
- **Attachment C – Project Completion Report** instructions.

In order for a contract to be prepared, the LPC and/or architect/engineer must submit the following items:

- **Construction Documents:** The fully developed, final version of the documents must be in biddable form combining the technical plans/specifications with all of the required bidding and contracting forms including the “Invitation to Bid.”
- **Budget breakdown in CSI categories:** If possible, include quantities and unit pricing. The estimated project budget should include Division 1 – General Requirements and any add/deduct alternates.

With MHC approval, an MHC grant contract will be assembled and **two copies sent to you for signature by the Grantee’s designated person with signature authority. Return both contracts to MHC** for signature by the Secretary of the Commonwealth or his representative and/or state budget director. **Contracts must be signed and dated and returned to MHC prior to the specified anticipated start date, or payments may be delayed or jeopardized.** A fully executed copy will be returned to you for your records.

The contract process can take up to a few weeks, so please plan your schedule accordingly. **Reminder: Grantee cannot award contract to the selected contractor until the MHC contract has been fully executed.**

Section IV: PRESERVATION RESTRICTION

The standard MHC Preservation Restriction Agreement (Restriction) meets the requirements of the Massachusetts Preservation Projects Fund. The Restriction is a condition of the grant award. NOTE: like the MHC grant contract, the standardized language of the Restriction cannot be modified.

The perpetual interior/exterior Restriction will be developed by MHC staff and mailed to you for signature and notarization. In order to tailor the Restriction to your project, grants staff must have on file, the following items:

- Registry copy of the recorded deed for your property, (PLEASE NOTE: a professional engineering survey for the property will need to be drawn and recorded if a deed does not exist)
- full legal boundary description OR a copy of any legally recorded plot plan referenced in the deed OR a professionally completed survey
- correct physical address of property
- legible copy of the current Assessor's Map showing the entire deeded parcel
- certified copy of the town meeting vote to enter into the restriction (or the like, if applicable)

We require that you follow the instructions outlined below. Also, we suggest that you consult with your lawyer before signing any legal document.

1. Confirm the accuracy of the information relating to your property in the second paragraph as well as the attached plot plan or survey and Assessor's Map delineating the deeded parcel.
2. For municipalities, sign, or have signed by the designated signatory, the Restriction where indicated in the presence of a notary public who should also sign. For non-profit organizations, the president or vice president AND treasurer or assistant treasurer (or equivalents) must sign the Restriction. In all instances where the grant recipient does not have clear title to the property, the Restriction must be executed by all persons having or claiming an interest in the property. For example, if there is a mortgage, an Assent by Mortgagee will be included in the Restriction and must be signed by the mortgagee; if the property is owned jointly, both owners must sign.
3. Return the document to MHC for approval. Once approved by our Executive Director, the Restriction will be returned to you for recording at the appropriate Registry of Deeds.
4. Take the completed, fully executed, and notarized copy of the Restriction to the Registry of Deeds in your area and have it recorded. You must have the entire Restriction, including the Restriction Guidelines and all attached exhibits, recorded; the exhibits are referenced within the main body of the restriction and must be recorded as well. A book and page number will be assigned.

5. You should expect to pay a recording fee of approximately \$105.
6. Submit a photocopy of the recorded restriction which shows the book and page number stamped by the Registry to the MHC before the deadline noted in the Project Schedule and keep a copy for your own records.

If the Registry is back-logged and will not be able to provide a copy of the recorded Restriction within the normal 2 to 3 week timeframe, request a filing copy and submit this along with a copy of your receipt to MHC. Then, submit the fully recorded version to MHC, once obtained.

Please remember: MHC must have a copy of the recorded Restriction (or filing receipt) before any funds can be released.

Section V:

PROCUREMENT PROCEDURES

These standards are intended to ensure that quality materials and services are obtained in an open and fair manner, efficiently, economically, and in compliance with provisions of applicable State Law and Executive Orders. They are applicable to projects receiving Massachusetts Preservation Projects Fund through the MHC.

GENERAL INFORMATION ON PROCUREMENT

- A. All procurement transactions must be conducted in a manner that provides maximum open and free competition regardless of dollar value.
- B. Grantees should work closely with their architect/engineer to ensure broad participation, seeking qualified contractors at the best price. Contractor qualification requirements *must be included* in the bidding documents establishing the minimum required experience having previously completed historic preservation projects on State or National Register-listed properties.
- C. A written construction contract including contract provisions is required for all contractors and subcontractors. It is typically the project architect or engineer that prepares the construction contract and not the awarded contractor.
- D. The “cost plus a percentage of cost” and “percentage of construction cost” methods *cannot* be used for grant-assisted projects. Also, grant recipients are not allowed to negotiate with prospective contractors during the procurement period in an effort to obtain a lower bid or what is sometimes referred to as a “best and final offer.”
- E. Affirmative steps must be taken to assure that small, minority or women’s businesses are utilized when possible as sources of supplies, equipment, construction and services.
- F. The method of procurement must receive the *prior approval* of the MHC.
- G. Pre-bid meetings are highly advised to acquaint potential bidders with the scope of work and conditions and also give the owner and architect the opportunity to gain some knowledge of prospective bidders. Bidder attendance should be strongly encouraged.

METHODS OF PROCUREMENT

While grant recipients may propose the method or methods to be used on the project, **the MHC must approve the method to be used.** Failure to receive such prior approval or the use of an inappropriate method may result in the cancellation of the grant allocation.

The type of bidding selected will depend on the legal status of the Grantee—either municipality or nonprofit—and the total project cost. The form of bidding must ensure the most cost-effective and best-quality preservation work.

MUNICIPALITIES

Cities and Towns must be in compliance with M.G.L. Chapter 149 and M.G.L. chapter 30B. See the charts on the following page for a breakdown of the required procurement procedures, based on the estimated contract amount or project budget, for the proposed restoration and repair work.

You may find it useful to download a copy of the charts prepared by the Office of Inspector General for local officials to use as a quick guide on public procurement procedures that must be followed pursuant to the Massachusetts General Laws:

<https://www.mass.gov/files/documents/2019/01/22/Procurement-Charts-2018.pdf>

The LPC must coordinate with the municipality's designated procurement officer in the bidding process and work closely with the architect/engineer and MHC in developing the bidding and contractor qualification requirements—specific to your project—for the legal ad and construction documents.

Please note the following:

- 1) If advertisement is required:
 - a) The advertisement should include the statement, “State Law prohibits discrimination,” and statements about Affirmative Action and Equal Opportunity.
 - b) The advertisement should state that the site is listed in the State Register of Historic Places, all work must comply with the Secretary of the Interior’s *Standards for the Treatment of Historic Properties*, and the project is being partially funded with a grant from the Massachusetts Preservation Projects Fund, Massachusetts Historical Commission.
- 2) Once bids are received, the **bid tabulation(s) must be submitted immediately to MHC for review.**
- 3) **The construction contract cannot be awarded until MHC concurs with the contractor selection and the MHC contract has been fully executed.**
- 4) Any and all bids may be rejected when it is in the grant recipient’s best interest to do so, and when such rejections are in accordance with acceptable Federal, State and local laws. You must communicate with MHC before rejecting bids. **Documentation justifying bid rejection must be retained for audit purposes and a summary provided to MHC.**

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M.G.L. c. 149 – BUILDING CONSTRUCTION CONTRACTS

Estimated Contract Amount	Under \$10,000		Over \$50,000 to \$150,000		Over \$150,000	
	Under \$10,000	\$10,000 to \$50,000	Over \$50,000 to \$150,000	Over \$150,000	Over \$10,000,000	Over \$10,000,000
Procurement Procedure	Sound business practices (as defined in M.G.L. c. 30B, § 2). ¹	Use a written scope-of-work statement to solicit written responses from no fewer than 3 persons who customarily perform such work.	Sealed bids (using M.G.L. c. 30, § 39D).	Sealed bids (using M.G.L. c. 149, §§ 44A – 44J).	Solicit statements of qualifications prior to soliciting sealed bids (using M.G.L. c. 149, §§ 44A – 44J).	
Notice/Advertising Requirements	None.	Post a notice at least two weeks before responses are due on 1) your jurisdiction's website; 2) COMMBUYS; 3) in the Central Register; and 4) in a conspicuous place near your office. ²	Post a notice 1) in your jurisdiction's office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the Central Register; 3) in a newspaper; and 4) on COMMBUYS. ³	Post a notice 1) in your jurisdiction's office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the Central Register; 3) in a newspaper; and 4) on COMMBUYS. ³	Advertise the request for qualifications at least two weeks before responses are due (1) in a newspaper; (2) in the Central Register; and (3) on COMMBUYS. ³	
DC-AMM Certification	No.	No.	No.	Yes. General bidders if more than \$150,000 and filed sub-bidders if more than \$25,000.	Yes. General bidders if more than \$150,000 and filed sub-bidders if more than \$25,000.	
OSHA Training	No.	Yes.	Yes.	Yes.	Yes.	
Prequalification	No.	No.	No.	Optional. ⁴	Yes.	
Filed Sub-bids	No.	No.	No.	Yes, if more than \$25,000.	Yes, if more than \$25,000.	
Bid Deposit	No.	No.	5% of the value of the total bid.	5% of the value of the total bid or sub-bid.	5% of the value of the total bid or sub-bid.	
Payment Bond	No.	50% payment bond if contract is >\$25,000. ⁵	50% payment bond.	100% payment bond.	100% payment bond.	
Performance Bond	No.	No.	No.	100% performance bond.	100% performance bond.	
Prevailing Wage	Yes.	Yes.	Yes.	Yes.	Yes.	
Contractor Evaluation	No.	No.	No.	Yes.	Yes.	
OSD or Blanket Contract Option	Yes.	Yes.	No.	No.	No.	

¹ M.G.L. c. 149, § 44A(2)(A), as amended by Chapter 218 of the Acts of 2016. M.G.L. c. 30B, § 2, defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes."

² M.G.L. c. 149, § 44A(2)(B), as amended by Chapter 218 of the Acts of 2016.

³ M.G.L. c. 149, § 44I, as amended by Chapter 218 of the Acts of 2016.

⁴ M.G.L. c. 149, § 44J, as amended by Chapter 218 of the Acts of 2016.

⁵ The advertising procedures listed herein only to the extent of the prequalification process. Within 14 days of the completion of the prequalification process, you are required to post a notice in your jurisdiction and on COMMBUYS listing those general contractors and subcontractors that have been prequalified. A copy of the notice must be sent via first class mail, postage pre-paid, to all prequalified general and subcontractors along with an invitation to bid. The invitation to bid must have a deadline of at least two weeks. Although you may only consider bids from those general and subcontractors who have been prequalified, the advertising requirements for building construction contracts over \$150,000 apply.

⁶ If you decide to use the optional prequalification process for projects over \$100,000, follow the procedures listed in the "Over \$10,000,000" column. (Note: The prequalification threshold was not raised in 2016.)

⁷ M.G.L. c. 149, § 49.

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M.G.L. c. 30B – PROCUREMENT OF SUPPLIES AND SERVICES

Estimated Contract Amount		Under \$10,000	\$10,000 to \$50,000	Over \$50,000
Procurement Procedure	Sound business practices. ¹	Use a written purchase description to solicit written quotations from no fewer than 3 persons who customarily provide the supply or service. ¹	Sealed bids or proposals (M.G.L. c. 30B, §§ 5 or 6).	
Notice/Advertising Requirements	None.	None.	Post a notice 1) in your jurisdiction's office, and, at least two weeks before bids or proposals are due, publish 2) in a newspaper, and 3) on COMMBUYS.	If the procurement will exceed \$100,000, at least two weeks before bids or proposals are due, publish in the <i>Goods and Services Bulletin</i> .
Award contract to:	Responsible person offering the best price.	Responsible person offering the needed quality of supply or service at the lowest price quotation.	Under § 5, the responsible ¹ and responsive ⁴ bidder offering the best price. Under § 6, the most advantageous proposal from a responsible and responsive proposer taking into consideration price and non-price proposals.	
Written Contract Required⁵	No. Keep written records as a best practice.	Yes.	Yes.	
Maximum Contract Term⁶	Three years, unless majority vote authorizes longer.			
OSD Option	Yes.			

¹ M.G.L. c. 30B, § 2, defines sound business practices as “ensuring the receipt of favorable prices by periodically soliciting price lists or quotes.”

² M.G.L. c. 30B, § 4, as amended by Chapter 218 of the Acts of 2016.

³ M.G.L. c. 30B, § 2, defines a responsible bidder or offeror as “a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance.”

⁴ M.G.L. c. 30B, § 2, defines a responsive bidder or offeror as “a person who has submitted a bid or proposal which conforms in all respects to the invitation for bids or request for proposals.”

⁵ M.G.L. c. 30B, § 17(a), states “All contracts in the amount of \$10,000 or more shall be in writing, and the governmental body shall make no payment for a supply or service rendered prior to the execution of such contract.”

⁶ M.G.L. c. 30B, § 12(b), states “Unless authorized by majority vote, a procurement officer shall not award a contract for a term exceeding three years, including any renewal, extension, or option.”

NONPROFIT ORGANIZATIONS

The procurement procedures that nonprofits are required to use have been patterned after state requirements for municipalities. The LPC should consult with MHC and the project architect/engineer in determining the best method of procurement and must obtain approval from MHC *before* starting the bidding process.

A. Small Purchase Procedures

- 1) May be used when the total estimated project cost is \$50,000 or under, (MPPF grant award is \$25,000 or less). Projects with a larger estimated total cost cannot generally use this method unless there is a justifiable reason for dividing the work into smaller components (e.g., the work items would not normally be grouped together).
- 2) Efforts must be made to obtain estimates from an adequate number of qualified sources (this is generally defined as at least 3 contractors). Quote requests must be in written form and well communicated to each potential vendor. Newspaper ad is not a requirement although this method should be considered if informal solicitation results in an inadequate response.

B. Competitive Bids - **THIS IS THE FORM OF BIDDING MOST GRANTEES WILL USE.**

- 1) Must be used when the total estimated project cost is over \$50,000, (MPPF grant award is greater than \$25,000).
- 2) Requires a formal paid ad in a newspaper of general circulation in the community in which the project is located inviting bids. Advertisements should be published at least two times. This can be either two successive times in one publication, or one time published in two different publications.
 - a) The advertisement should include the statement, "State Law prohibits discrimination," and statements about Affirmative Action and Equal Opportunity.
 - b) The advertisement should state that the site is listed in the State Register of Historic Places, all work must comply with the Secretary of the Interior's *Standards for the Treatment of Historic Properties*, and the project is being partially funded with a grant from the Massachusetts Preservation Projects Fund, Massachusetts Historical Commission.
 - c) Sample legal ad (project manual "Invitation to Bid" language) for nonprofits found on the following page.
- 3) There may be further requirements imposed by the funds used as the matching share of the project (such as Community Development Block Grant funds).

EXAMPLE ADVERTISEMENT

NONPROFITS

Invitation to Bid

The Trustees of Historic Museum, Boston, Massachusetts, the Awarding Authority, request bids for the replacement of wood shingles and flashing on the roofs of the summer kitchen and shed of the circa 1800 Historic Museum, Boston, Massachusetts which is listed in the State and National Registers of Historic Places.

The project is being partially funded with a grant from the Massachusetts Preservation Projects Fund through the Massachusetts Historical Commission. All work must be performed in accordance with the documents prepared by Smith & Jones and Associates, Architect, Washington Street, Boston, Massachusetts 02119 (Telephone: 617-555-1919) and meet the Secretary of the Interior's *Standards for the Treatment of Historic Properties*. State law prohibits discrimination. Awarding of this contract is subject to Affirmative Action and Equal Opportunity guidelines. A copy of the bidding documents may be obtained by writing or telephoning the architect at the above address.

A pre-bid meeting will be held at the Historic Museum at the corner of Main and Washington Streets, on October 2, 20XX, at 10:00 AM.

Bids shall be evaluated on the basis of price, previous experience with similar types of construction projects, ability to perform the work in a timely manner, and references. All bids must be delivered to the architect's office at the above address prior to October 17, 20XX, to be eligible for consideration and all of the grant-funded work must be completed by June 30, 20YY.

- 4) Bid response time must be at least 21 days unless a longer period is required by state or local laws/regulations, by other funding sources, or by MHC if it is determined appropriate for an individual project by the nature of the work. A shorter period may be allowed (14 day minimum) for a second bid round **only with the approval** of MHC if the first round was unsuccessful. **The bid tabulation(s) must be submitted immediately to MHC for review.**
- 5) A fixed price contract must be awarded to the **best value and qualified bidder** whose bid is responsive to the invitation and is most advantageous considering price, discounts, transportation costs, taxes, and the contractor's ability to fulfill the contract. **The contract cannot be awarded until MHC concurs with the contractor selection and the MHC contract has been fully executed.**
- 6) Alternates may be a flexible means of adding or deducting items to scope of work. The bidding documents should list the alternates in the order of priority for implementation. The alternates should be approved by MHC in advance of actual bidding.
- 7) Any and all bids may be rejected when it is in the grant recipient's best interest to do so, and when such rejections are in accordance with acceptable Federal, State and local laws. You must communicate with MHC before rejecting bids. **Documentation justifying bid rejection must be retained for audit purposes and a summary provided to MHC.**

C. Non-Competitive Negotiation (Sole Source)

- 1) This method is only used under special circumstances or if, after solicitation of a number of sources, competition is determined to be inadequate.

CONTRACTING WITH SMALL AND MINORITY FIRMS AND WOMEN'S BUSINESS ENTERPRISES

Efforts to encourage the participation of small and minority firms and women's business enterprises should be made whatever method of procurement is used. Efforts can include:

- A. Contacting public/private agencies that work with small and minority/women's businesses for assistance, such as the Supplier Diversity Office (SDO).

The McCormack Building Supplier Diversity Office (SDO) One Ashburton Place, Room 13 Boston, MA 02108	(617)502-8831 fax: (617)502-8841 webmaster.sdo@mass.gov https://www.mass.gov/supplier-diversity-office
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- B. Placing ads in a minority newspaper or newsletter circulated by an agency which has contact with such firms such as The Bay State Banner, www.baystatebanner.com
- C. Sending invitations to bid or requests for proposals to qualified small and minority or women's businesses or to general contractors who use such firms as sub-contractors.

PROCUREMENT DOCUMENTATION

No reimbursements will be made unless complete, adequate procurement documentation is on file at the MHC. The enclosed checklist entitled "Procurement Requirements" must be completed and submitted as a cover sheet with the following procurement documentation within 30 days of executing contract with selected contractor:

- 1a. *A copy of the project advertisement(s).* Submit a copy of the entire page on which the ad was printed, for each ad, showing the date of publication and the name of the newspaper. Projects which are approved to use small purchase procedures are not required to place a paid ad and may wish to mail or telephone requests for written estimates and submit a copy of this solicitation list instead.

Municipalities are expected to submit copies of both the newspaper and *Central Register* advertisements. (Copies of ads are not necessary if the project has been approved for Small Purchase Procedures).

- 1b. *A copy of the solicitation list.* Submit a list of contractors that were contacted directly about your project and when. (A solicitation list may be used alone, without advertisements, only when the project has been approved for Small Purchase Procedures).
2. *Copies of **all** responses or bid forms (including proposals from RFPs) received and the date that bid tabulation(s) were submitted to MHC. (**PLEASE NOTE:** be sure to contact the MHC with information on bid process or proposal costs *after* you have received responses but *before* the contract is awarded.)*
- 3a. *Provide a recommendation letter from the architect/engineer/consultant justifying contractor selection. If the lowest bidder is not selected, briefly describe the reason for the selection based on the review of bids/proposals and reference checking.*
- 3b. *A copy of MHC's concurrence letter or e-mail message.* Identify when and how MHC concurred with the selection recommendation.
4. *A copy of the written notice (and/or Notice to Proceed) awarding the contract.*
5. *A copy of the signed contract for the project work.* Insert name and address of the selected contractor.
6. *A description of the methods used to encourage small and minority businesses and women's business enterprises.*

PROCUREMENT REQUIREMENTS (Development Project)

Date: _____ End Date: JUNE 30, _____

Grant Round: # _____ (or Emergency Project: FY _____ or Other Project Type _____)

City/Town: _____ Property: _____

Attach all of the following items:

METHOD OF PROCUREMENT

- A. Small Purchase Procedures
- B. **Competitive Bids - Nonprofits Only**
- C. Non-Competitive Negotiation
- D. **Municipalities** (M.G.L. Chapter 149, M.G.L. Chapter 149, M.G.L. Chapter 30B, and M.G.L. Chapter 30-30M)

PROCUREMENT DOCUMENTATION ATTACHED

- 1a. Copy of Advertisements published on: _____ published in: _____ response time: _____ days
- AND
- 1b. Solicitation List (may be used alone *only* when project has been approved for Small Purchase Procedures)

- 2. Copies of all bid forms (or RFP proposals) Number of bids received: _____
- Bid tabulation(s) previously submitted on: _____

- 3a. Copy of recommendation letter from Architect/Eng'r/Consultant justifying contractor selection and based on:
 - lowest offer
 - or because: _____

- 3b. MHC concurred on: _____ via: phone enclosed e-mail message/letter

- 4. Copy of written notice awarding the contract (and/or Notice to Proceed)

- 5. Copy of executed contract with:
 - Name _____ Address – Street No. and Name, City, State _____
 - (Contractor) (Contractor's Address)

- 6. Affirmative steps taken to encourage small and minority or women's business enterprises or to procure goods/services from labor surplus areas:

Section VI: THE PROJECT - PUBLICITY AND PROJECT SIGN

You have a great opportunity to publicize your project through press releases, events and the project sign. Identifying and cultivating favorable relationships with the local and regional press will enable you to secure media coverage that will recognize your hard work, stimulate support, and acknowledge the participation of the Massachusetts Historical Commission and the importance of the Massachusetts Preservation Projects Fund.

During the course of the grant project, you must include acknowledgment of MHC assistance in your press releases, announcements, etc. The required text is:

This property, which is listed in the State Register of Historic Places, has received a matching grant from the Massachusetts Preservation Projects Fund through the Massachusetts Historical Commission, Secretary of the Commonwealth, William Francis Galvin, Chairman.

Grant recipients must display a project identification sign at the project site while work is in progress. This sign acknowledges state involvement and must be placed in a prominent location. **The sign is a condition of the grant award and is an eligible cost.** The project sign should be installed as soon as possible after execution of a contract between MHC and the grant recipient or within two weeks of the start of the project. **Submit a draft of the proposed sign to MHC staff for review and approval before its placement at the project site.** At a minimum, the sign must contain the following information:

- A. *Preservation Works!* (text must be italicized)
- B. Identity of the project: Name as listed in the State Register of Historic Places, including the district name if applicable.
- C. Acknowledgment: This property, which is listed in the State Register of Historic Places, has received a matching grant from the Massachusetts Preservation Projects Fund through the Massachusetts Historical Commission, Secretary of the Commonwealth, William Francis Galvin, Chairman.

The names of the grant recipient, architect/engineer or preservation consultant (name of firm), contractor (name of company) or others may be included. You may acknowledge additional funding sources, but this information must be listed below the MHC-required text.

Grant recipients are required to show evidence of compliance by submitting a photograph of the sign at the work site both at the start of the project for our files as well as in the Completion Report.

MHC requires that all signs meet the following specifications:

SIZE: 4' x 4' (minimum)

MATERIAL: 1/2" or 3/4" exterior plywood, sheet metal, etc.

COLOR: All signs must be lettered in white on a red field.

Project sign, size, and location must clearly indicate the required acknowledgment information so it is highly visible to the public. A reasonable cost for the preparation and erection of the sign (generally around \$500) is an eligible project expense when included in the project budget; maintenance of the sign is not.

Projects signs are temporary; they must be erected at the beginning of the project and must remain in place until the final grant payment has been received and the project closed out.

SAMPLE SIGN:

<p><i>Preservation Works!</i></p> <p>The Captain John Cabot House</p> <p>This property, which is listed in the State Register of Historic Places, has received a matching grant from the Massachusetts Preservation Projects Fund through the Massachusetts Historical Commission, Secretary of the Commonwealth William Francis Galvin, Chairman.</p> <p>Anywhere Historical Society</p> <p>Preservation Consultant: Smith and Jones Associates, Architects (optional)</p> <p>Contractor: Skilled Construction Company</p>	<p>➤ Identification as preservation work</p> <p>➤ Identification of project</p> <p>➤ Acknowledgment of MHC and State Register</p> <p>➤ Grant recipient</p> <p>➤ Preservation consultant</p> <p>➤ Contractor (optional)</p>
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SECTION VII: THE PROJECT - PROGRESS REPORTING/SITE VISITS

The Massachusetts Historical Commission requires that grant-assisted projects begin as soon as possible after the project approval/contract execution and proceed to completion within the timetable described in your contract with us. **Payment of grant funds for projects not completed by the end of the contract period (see schedule) cannot be guaranteed.**

To assist in keeping MHC files up-to-date and in scheduling timely site visits, you must contact us at the following times:

1. *Following receipt of bids/proposals/estimates and before contract award* – The MHC will need to know the bid results and know how prices compare to the estimated costs shown in your contract budget. If there are substantial differences in anticipated costs, the MHC may request that you seek additional proposals/estimates or re-bid the project (see Section X: Changes to Approved Projects). **The bid tabulation(s) must be submitted for MHC review. Contract cannot be awarded until MHC concurs with the contractor selection.**
2. *At the start of work* – Please let us know when work will begin and when completion is expected.
3. *Before beginning or at completion of specific work items* – These items will be pre-determined in consultation with our staff at the start of the project. **Please refer to the Special Conditions identified in Attachment A of your MHC contract.** Some projects will require several in-progress visits while others will need only one visit, depending on the kind of work being done.
4. *At completion of the total project* – In most cases, the final site visit will be scheduled after you have submitted your completion report material.

Contacting us at the times shown (or at any time when problems, delays, or unusual circumstances occur) will help us to monitor the project. While we cannot substitute for the kind of on-site supervision your architect/engineer or preservation consultant can provide, consultations and site visits can assist in bringing the project to a successful completion. We appreciate your cooperation.

Section VIII: THE PROJECT - PHOTOGRAPHY

A primary function of project documentation is visual recording. Take numerous photographs. They are an indispensable means of capturing conditions—especially useful when memories fade, disputes arise, and when MHC wants the Completion Report! Your successors in the future will also appreciate this visual record.

Please take some photographs that include the craftspeople at work or other “people photos.” MHC wants to demonstrate that preservation is people! Also, take close-up or detail shots that document existing or uncovered conditions and final completed work. Remember to re-shoot if weather conditions are not optimal. Submit a photo of the project sign to MHC once installed. A photo of the project sign must also be included in the final Completion Report.

Take **before, during, and after** photos—preferably from the same location so that progress can be compared. **Processed prints or prints from high-quality digital images (300 dpi or higher; at least 800x600 pixels) printed out onto photographic-quality paper will be required as part of the Completion Report.** For archival purposes, digital images need to be printed using the same manufacturer of printer, paper, and inks.

Images can also be incorporated into the Narrative section of the Completion Report. With this option, the Narrative can be printed using a color printer and standard paper, however, a set of actual prints of the embedded images will also be required with the original copy of the report. You will be required to submit either a cd or flash drive with all of the digital images contained in the Completion Report (no generic cds, within jewel case).

LPC's may elect to assign photography to the project architect/engineer. This should be included in the scope of services at initiation. Sometimes it is possible to request photography from the contractor—again this must be negotiated in advance.

Please refer to the information on photographic documentation in the Completion Report and Project Documentation for additional requirements.

Section IX: THE PROJECT - CHANGES TO APPROVED PROJECTS

Some of the most common questions relate to changes in the scope of work or budget of approved projects. This section describes MHC policy and procedures to clarify when prior approval for change is necessary and how to request it.

1. When final negotiations with MHC on the scope of work and estimated budget for your project are completed and approved by the MHC, a contract for the project is entered into between the grant recipient and the MHC. You will be expected to complete the contracted project. Only minor changes may be made without approval.

Major changes are those changes which involve *10% or more* of the estimated project cost or which:

- a. alter the basic scope of the project;
 - b. substitute unapproved materials or methods;
 - c. add or delete work categories shown on the MHC approved budget as individual line items.
2. Major changes to approved project without prior MHC approval are not allowed. We cannot guarantee payment for costs incurred for unapproved changes. Such changes may result in the cancellation of the entire grant allocation for the project.

If you are not sure whether a proposed change should be considered major or minor, contact the MHC Grants Division. If the change is minor, the MHC will advise you to proceed and to document the change in the Completion Report. **If the change is major, you will be required to request and receive prior approval in writing from MHC and, if approved, sign a contract amendment.**

PROCEDURES FOR MAJOR CHANGES IN THE PROJECT SCOPE OR BUDGET

1. Write a letter or send e-mail to your MHC project manager, describing the proposed change, the reasons why it is necessary and the effect it will have on the project (you may call first but the call must be followed by a letter).
2. If the proposed change affects the project estimate, enclose a comparative budget with your letter. Please use a copy of the budget in your contract with proposed new figures shown to the right of the original estimates by line item.
3. Your request will be reviewed, you will be contacted if there are any questions, and your request will be approved or denied in writing.

4. At the completion of the project, be sure to describe the approved change in your Completion Report narrative and include a copy of your change request letter/e-mail and MHC approval as part of your documentation.

The MHC receives most change requests after project bids/proposals/estimates are obtained. Increased costs alone are not generally considered to be sufficient reason to reduce or delete work items. It is *important that the project scope and cost estimates be carefully developed before initiation*. You should be prepared to either solicit additional bids or absorb the additional cost in the non-state share of the project. While the MHC will consider requests for increases in the state share of the project—such increases are not automatic—and can only be considered on a case-by-case basis, if un-obligated funds are available. Such additional funding must be matched by additional non-state funding.

Change requests for necessary items during the course of the project will be reviewed carefully in relation to the objectives of the project and the Secretary of the Interior's *Standards for the Treatment of Historic Properties*. The MHC will respond as promptly as possible to requests.

Section X: GRANT REIMBURSEMENT

The full amount (or a portion of) the local share must be expended and documented with fully signed, itemized architect/engineer-certified invoices (cover page and continuation sheet) and cancelled checks or city/town warrants before requests can be made for the state share of the project.*

The Grantee can request half of the amount they have paid for eligible project costs. **For example, if the Grantee expends \$60,000 out of the \$120,000 total project cost they may request a \$30,000 reimbursement.** Please note that it usually takes 4 to 6 weeks to receive payment (electronically) once documentation is submitted to the MHC.

NOTE: No payment requests can be processed without the following information on file at the MHC:

- A. fully executed MHC contract & state vendor code
- B. a complete procurement package
- C. a photocopy of your recorded preservation restriction

A “Request for Matching Funds” form is on the next page and is available electronically.

NOTE: Reimbursement will be based on the scope of work identified in your MHC Contract. Work accomplished and paid for outside the project shown in your MHC Contract is NOT eligible for matching funds. As a reminder:

Allowable costs include: Overall building preservation, building code compliance, barrier-free access where historic fabric is directly involved, the project sign, photography, recording of the Preservation Restriction, and legal ads. Eligible interior work is generally limited to restoration based upon documented historic evidence. Grant funding (grant plus matching share) can only be used to cover costs of materials and construction labor necessary to ensure the preservation, safety, and accessibility of historic cultural resources. Development of universal access is allowable only as part of a larger project (ideally, no more than 30% of the grant project costs).

Non-allowable costs include: Project work involving routine maintenance, upgrading of mechanical systems (i.e., heating, ventilation, air conditioning, electrical, plumbing, fire suppression), renovation of non-historic or interior spaces, moving of historic buildings, or construction of additions are NOT eligible. For buildings actively used for religious purposes, projects involving the interior of buildings, stained glass windows or other religious symbols are generally not considered eligible. Associated architectural/engineering fees are not eligible for funding nor can they be used as matching share.

*Generally MHC will reimburse the Grantee in two payments for half of what was expended (up to the total grant award) as stated in Attachment B: Approved Expenditures of the MHC contract. Please refer to your MHC contract.

MASSACHUSETTS HISTORICAL COMMISSION
MASSACHUSETTS PRESERVATION PROJECTS FUND

State Share: _____ (total grant award)

Local Share: _____ (remaining portion)

Total Project Cost: _____ (total eligible costs)

REQUEST FOR MATCHING FUNDS

Date: _____ Partial Payment: Final Payment: (check one)

1. Project Name: _____

2. Name of Recipient: _____

Address: _____

City: _____ Zip Code: _____

3. Local Share of Expenditures (total expended this period for eligible work):..... \$ _____

_____ copies of invoices attached w/copies of cancelled checks (both sides) or warrants for payment

4. Amount of this Request (state share):\$ _____

5. Total Grant Amount:.....\$ _____

Amount Previously Requested:.....\$ _____

Amount Now Requested:\$ _____

Balance:.....\$ _____

CERTIFICATION

I certify that to the best of my knowledge and belief this report is true in all aspects, is in agreement with accounting records, and that all disbursements have been made for the purposes and conditions of the contract.

Signature: _____

Title: _____
(Local Project Coordinator or Project Representative)

**APPROVED FOR REIMBURSEMENT -
MHC USE ONLY**

Date Processed: _____

MHC Architect/
Preservation Planner: _____

Grants Division: _____

Section XI: COMPLETION REPORT AND PROJECT DOCUMENTATION

In order to consider a project grant complete and release final payment, the MHC requires a project Completion Report (**an original and one copy**) and acceptable documentation of project expenditures. The “closing-out” and final payment of some grants has been unnecessarily delayed because reports or documentation initially sent to us were inadequate. This section is intended to clarify project completion requirements. Please read it carefully. Call a Grants Division staff person if you have any questions.

The project Completion Report is very important for a number of reasons, and the Grantee should be careful in preparing the document. The Report is placed in the MHC grant file and is a public document. The Report should document your efforts in preserving an important cultural and historic resource in your community and the Commonwealth of Massachusetts. Some of our past project completion reports are being used as case studies by the preservation community. There are times when the public wants to know who was the architect/engineer, preservation consultant, or contractor on a specific project; therefore, it is important to evaluate them honestly. All projects do not run smoothly; the problems you may have incurred and how you dealt with it might help someone else with a similar project. The Completion Report will illustrate your skills as a project coordinator. And significantly, the Completion Report records the work and is a valuable reference for future owners/stewards of the historic property.

Before you begin to prepare completion materials *re-read the contract for your grant project*. Included in the contract, or incorporated by reference, is information on the project period, the approved work items, estimated budget, plans and specifications for the project, and any special conditions. Re-reading the contract, and using it as a guide in preparing grant completion materials, will help you to assemble and submit all of the required information. This will allow MHC to process payment requests and close out the project without having to ask for substantial additional information or clarification. **An electronic Word file version of our standard completion report format is available and can be sent via e-mail at your request.**

COMPLETION REPORT OUTLINE

Cover Sheet: PROJECT COMPLETION REPORT

Title Page:

Section I: Comparative Budget

Section II: Public Benefit Statement

Section III: Documentation of Job Creation Statistics & Other Special Conditions

Section IV: Narrative Report

- a. Introduction
- b. Use of Property
- c. Project Description
- d. Photographs

Section V: State Site Visit Comments (will be added by MHC staff)

Appendices:

Required:

- a. Project Supervisor Certification
- b. List of Project Participants
- c. MHC Inventory Form
- d. Preservation Restriction

Optional:

- e. Paint or Mortar analysis (including mortar mix), if applicable
- f. Product Submittal Information
- g. Miscellaneous

HOW TO FILL OUT COMPLETION REPORT

Title Page:

Items should be self-explanatory. Please contact your MHC project manager if you have any questions.

SECTION I: COMPARATIVE BUDGET AND FINANCIAL DOCUMENTATION

A line-by-line or division-by-division comparison of the estimated (contract Attachment B) vs. “as bid” vs. actual final cost must be included. The actual project cost must be supported by adequate financial documentation, submitted to your MHC project manager separately. The final payment request must include a completed Request for Matching Funds form, photocopies of the signed and certified itemized invoices or applications for payment (entire requisition—AIA G702 and G703), and copies of the related cancelled checks (both sides of check) or bank statements. Cities and towns may submit warrants as proof of payment. If change orders were approved and referenced in an application for payment, copies of the fully executed change orders **must** also be included as part of the financial documentation.

Care should be taken to ensure that the invoices are sufficiently detailed and that related checks or warrants are marked to clearly demonstrate their relationship to each other and to the approved project. A neatly organized summary of these actual expenditures keyed to the line items shown on the approved estimated project budget in your contract is usually the best way to present this information. **NOTE: please remember that work accomplished and paid for outside the project shown in your contract is not eligible for matching funds.**

Describe any major line item differences by comparing estimated (contract) to actual costs (completed work).

NOTE: Supporting documentation for the expenditures described in Section I should be carefully organized and submitted along with the Completion Report.

SECTION II: PUBLIC BENEFIT STATEMENT

Please complete the MHC form for this section and attach a copy of the recorded Preservation Restriction in the Appendices. For projects involving interior work, list days per year open to the public, as well as hours of operation.

SECTION III: DOCUMENTATION OF JOB CREATION STATISTICS & OTHER SPECIAL CONDITIONS

As a Special Condition associated with all MPPF grant contracts, the total number of hours worked to complete the MPPF grant-assisted project (general contractor plus sub-contractors, combined), including construction management and administration, but excluding architect's hours, must be compiled and included here.

If the project included other Special Conditions (as identified in Attachment A of the MHC contract), describe what they were and how they were met. Copies of construction meeting minutes documenting MHC sample or mock-up review and approvals can be inserted as evidence of meeting the conditional contract requirements.

SECTION IV: NARRATIVE REPORT

a. **Introduction:**

A brief history of the property.

b. **Use of property:**

Description of property use before and after project work.

c. **Project Description:**

The preferable way to describe the project is to provide a description of each of the major work items accomplished as listed in the project budget. The description may be one or two paragraphs for simple projects, or a few pages for more complex work items.

Note condition before, during, and at completion by work categories (line items) listed in the contract budget. Include, if applicable, information in test results (paint, mortar, masonry cleaning or archaeology, etc.); comments on products and materials; explanation of any problems, delays due to adverse conditions or favorable developments; evaluation of consultants and contractors; and description of concurrent work outside the scope of the MHC-funded project. Any changes in the approved work items, cost estimate or time schedule must be adequately explained with evidence of prior MHC approval noted/described for such changes (see Section IX: Changes to Approved Projects).

d. **Photographs:**

A representative selection of before, during and after photos (preferably from the same orientation) as well as a photo of the installed project sign are required. High quality digital images should be 300 dpi or higher and at least 800x600 pixels. Color images can be printed onto high-quality photo paper or made into 4" x 6" prints and inserted into plastic photo sleeves. Either way, the photos should be numbered, have captions, and **keyed into the text of the report wherever possible**. For archival purposes, digital images need to be printed using the same manufacturer of printer, paper, and inks. Images can also be incorporated into the text. With this option, the narrative can be printed using a color printer and standard paper, however, a set of actual prints of the embedded images will also be required with the original copy of the report.

Along with the photos identified above, submit two 8" x 10" facade views, from different angles and including the project work area, for the completed project and a flash drive or cd (non-generic cd, in a jewel case) containing the images used in the report. The second copy of the report may be a high-quality photocopy of the original report and photos or preferably, a print out from a color printer.

Please contact your MHC project manager if you have any questions regarding the photographic requirement. Photos submitted with the original application may be reused as part of the Completion Report. Again, a photograph of the installed project sign is also required.

SECTION V: STATE SITE VISIT COMMENTS

These will be added by the MHC staff. If colored or tab dividers are used, please insert one for this section.

APPENDICES:

Required:

a. **Project Supervisor Certification:**

Submit written certification on consultant's letterhead, signed by the approved preservation professional who supervised project work. The certification must include the following statement: **"The project was accomplished according to the plans and specifications approved by the Commission as described in the project contract and met the Secretary of the Interior's *Standards for the Treatment of Historic Properties.*"** (for landscape/burial ground projects, add: ***with Guidelines for the Treatment of Cultural Landscapes.*** ")

b. **List of Project Participants:**

Architects, Engineers, Consultants, General Contractor and Sub-contractors (if applicable): Include name of contact person, company names, addresses, phone and fax numbers, e-mail addresses, websites, and work category (e.g., Masonry Contractor, Terra Cotta Fabricator, etc.).

c. **MHC Inventory Form:**

MHC staff will determine whether or not an up-to-date Inventory Form is currently on file at the MHC; if not, MHC staff will advise you whether an Inventory Form must be prepared or updated and submitted with the Completion Report. You may choose to contract with your architect or preservation consultant in advance to draft (or update) the Inventory Form.

If required to do so, complete the MHC Inventory Form B - Building (if applicable). Project involving monuments, archaeological or cultural landscapes should consult with MHC staff to obtain the appropriate form. Electronic versions of the inventory forms are available for download from the MHC website. Please contact your MHC project manager for a copy of the instructions. The photograph requirement for this form is a 3-1/2" x 5" or 4" x 6" color photo of the property (after work has been completed). For archival purposes, print on photo quality paper, using the same brand of ink and paper as the printer.

d. **Preservation Restriction:**

Include a copy of the Preservation Restriction stamped with book and page number and date of recording.

Optional:

e. **Paint or Mortar Analysis** (including mortar recipe), if applicable.

f. **Product Submittal Information**

g. **Miscellaneous** (i.e. newspaper clippings, meeting minutes, etc.).

APPENDICES:

- A. Secretary of the Interior's Standards for the Treatment of Historic Properties
- B. Project Completion Report Formatting Example
- C. MHC Inventory Form B - Buildings
- D. Uniform Construction Index
- E. Standards for Awarding MPPF Grants

September 1995

**The Secretary of the Interior's
Standards for the Treatment of Historic Properties
1995**

**U. S. Department of the Interior
National Park Service
National Center for Cultural Stewardship
& Partnership Programs
Heritage Preservation Services
Washington, D.C.**

The Secretary of the Interior is responsible for establishing professional standards and providing advice on the preservation and protection of all cultural resources listed in or eligible for the National Register of Historic Places.

Treatments

There are Standards for four distinct, but interrelated, approaches to the treatment of historic properties-- Preservation, Rehabilitation, Restoration, and Reconstruction. **Preservation** focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. (Protection and Stabilization have now been consolidated under this treatment.) **Rehabilitation** acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character. **Restoration** is undertaken to depict a property at a particular period of time in its history, while removing evidence of other periods. **Reconstruction** re-creates vanished or non-surviving portions of a property for interpretive purposes.

In summary, the simplification and sharpened focus of these revised sets of treatment Standards is intended to assist users in making sound historic preservation decisions. Choosing an appropriate treatment for a historic property, whether preservation, rehabilitation, restoration, or reconstruction is critical. This choice always depends on a variety of factors, including the property's historical significance, physical condition, proposed use, and intended interpretation.

Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

Standards for Preservation

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Restoration is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

Standards for Restoration

1. A property will be used as it was historically or be given a new use which reflects the property's restoration period.
2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period will not be undertaken.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Materials, features, spaces, and finishes that characterize other historical periods will be documented prior to their alteration or removal.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials.
7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
10. Designs that were never executed historically will not be constructed.

Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Standards for Reconstruction

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of a landscape, building, structure, or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
3. Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color, and texture.
5. A reconstruction will be clearly identified as a contemporary re-creation.
6. Designs that were never executed historically will not be constructed.

Preservation as a Treatment. When the property's distinctive materials, features, and spaces are essentially intact and thus convey the historic significance without extensive repair or replacement; when depiction at a particular period of time is not appropriate; and when a continuing or new use does not require additions or extensive alterations, Preservation may be considered as a treatment. Prior to undertaking work, a documentation plan for Preservation should be developed

Rehabilitation as a Treatment. When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for Rehabilitation should be developed.

Restoration as a Treatment. When the property's design, architectural, or historical significance during a particular period of time outweighs the potential loss of extant materials, features, spaces, and finishes that characterize other historical periods; when there is substantial physical and documentary evidence for the work; and when contemporary alterations and additions are not planned, Restoration may be considered as a treatment. Prior to undertaking work, a particular period of time, i.e., the restoration period, should be selected and justified, and a documentation plan for Restoration developed.

Reconstruction as a Treatment. When a contemporary depiction is required to understand and interpret a property's historic value (including the re-creation of missing components in a historic district or site); when no other property with the same associative value has survived; and when sufficient historical documentation exists to ensure an accurate reproduction, Reconstruction may be considered as a treatment. Prior to undertaking work, a documentation plan for Reconstruction should be developed.

The Secretary of the Interior's *Standards for the Treatment of Historic Properties* may be applied to one historic resource type or a variety of historic resource types; for example, a project may include a complex of buildings such as a house, garage, and barn; the site, with a designed landscape, natural features, and archeological components; structures such as a system of roadways and paths or a bridge; and objects such as fountains and statuary.

Historic Resource Types & Examples

Building: houses, barns, stables, sheds, garages, courthouses, city halls, social halls, commercial buildings, libraries, factories, mills, train depots, hotels, theaters, stationary mobile homes, schools, stores, and churches.

Site: habitation sites, funerary sites, rock shelters, village sites, hunting and fishing sites, ceremonial sites, petroglyphs, rock carvings, ruins, gardens, grounds, battlefields, campsites, sites of treaty signings, trails, areas of land, shipwrecks, cemeteries, designed landscapes, and natural features, such as springs and rock formations, and land areas having cultural significance.

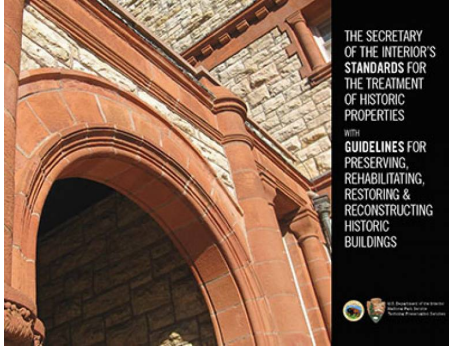
Structure: bridges, tunnels, gold dredges, firetowers, canals, turbines, dams, power plants, corn-cribs, silos, roadways, shot towers, windmills, grain elevators, kilns, mounds, cairns, palisade fortifications, earthworks, railroad grades, systems of roadways and paths, boats and ships, railroad locomotives and cars, telescopes, carousels, bandstands, gazebos, and aircraft.

Object: sculpture, monuments, boundary markers, statuary, and fountains.

District: college campuses, central business districts, residential areas, commercial areas, large forts, industrial complexes, civic centers, rural villages, canal systems, collections of habitation and limited activity sites, irrigation systems, large farms, ranches, estates, or plantations, transportation networks, and large landscaped parks.

The Technical Preservation Services Branch (TPS), Heritage Preservation Services Division, prepares illustrated guidelines to assist property owners and others in applying the treatment Standards to specific property types, such as historic buildings and landscapes. Guidelines establish a model process to follow when planning for treatment, providing technical and design recommendations within a consistent philosophical context. Please write: Technical Preservation Services, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127 for further information as well as order forms.

TPS publishes other educational information on preserving, rehabilitating, and restoring historic buildings and landscapes. Many TPS publications, such as the *Preservation Briefs* series, are available from the Superintendent of Documents, Government Printing Office. Write to TPS at the above address for a free copy of the current *Catalog of Historic Preservation Publications*, which includes stock numbers, prices, and a convenient order form.



The Secretary of the Interior's Standards for the Treatment of Historic Properties With Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings

Agency Publisher:

[Department of the Interior \(DOI\)](#)
[National Park Service \(NPS\)](#)

Format:

Paperback

USA Price:

\$42.00 [Display Foreign Price](#)

Stock:

In stock

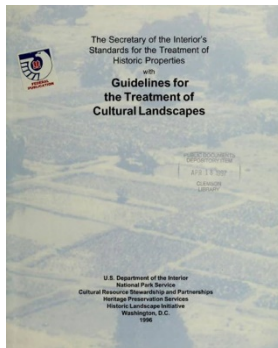
GPO Stock Number:

024-005-01329-6

ISBN:

9780160934834

Provides guidance to owners of historic buildings, stewards and managers, preservation architects, preservation consultants, developers, contractors and project reviewers prior to and during the planning and implementation of Historic Preservation Projects. This publication is part of the Secretary of Interior's Standards for the Treatment of Historic Properties. It addresses the 4 treatments of historic properties: preservation, rehabilitation, restoration, and reconstruction. This set of Guidelines illustrates how to apply these four treatments to historic buildings in a way that meets the Standards.



The Secretary of the Interior's Standards for the Treatment of Historic Properties With Guidelines for the Treatment of Cultural Landscapes

Agency Publisher:

[Department of the Interior \(DOI\)](#)
[National Park Service \(NPS\)](#)

Format:

Paperback

USA Price:

\$29.00

\$7.25

[Display Foreign Price](#)

Stock:

In stock

GPO Stock Number:

024-005-01291-5

ISBN:

9780160891090

Provides guidance to cultural landscape owners, stewards, and managers, landscape architects, preservation planners, architects, contractors and project reviewers prior to and during the planning and implementation of cultural landscape Historic Preservation Projects. Part of the Secretary of Interior's Standards for the Treatment of Historic Properties which addresses the four treatments of historic properties: preservation, rehabilitation, restoration and reconstruction. This set of Guidelines illustrates how to apply these four treatments to cultural landscapes in a way that meets the Standards.

MASSACHUSETTS PRESERVATION PROJECTS FUND

PROJECT COMPLETION REPORT

Project:

Location:

MPPF #:

Round:

FY:



MASSACHUSETTS HISTORICAL COMMISSION

William Francis Galvin, Secretary of the Commonwealth
220 Morrissey Boulevard, Boston, Massachusetts 02125

PROJECT COMPLETION REPORT - Development

Project Number (MHC use only):

Completion Date:

Project Name:

Property Name:
(as listed in State Register of Historic Places)

Property Address:

Grant Recipient:

Title of Authorized Signer:

Address:

Owner:

Address:

State Share:

Grantee Share:

Total MPPF Project Cost:

Total Overall Project Cost:

State Supervisor:

Paul A. Holtz, Co-Director Grants Div./Historical Architect, MHC

MHC Project Manager:

Local Project Coordinator:

Project Supervisor:
(Architect/Engineer)

General Contractor:

Report Prepared by:

Report Edited by (MHC):

Project Completion Report Approval:

I hereby certify that project work has been completed in conformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

Brona Simon
Executive Director and State Historic Preservation Officer
Massachusetts Historical Commission

Date

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 - OPTIONAL
 - e. Paint and/or Mortar Analysis
 - f. Product Submittal Information
 - g. Miscellaneous Information (newspaper clippings, meeting minutes, etc.)

Please see the *Completion Report and Project Documentation* section of the Local Project Coordinators' Manual for instructions on preparing the Completion Report.

I. COMPARATIVE BUDGET

	<i>Work Categories per Contract</i>	<i>Estimated Cost per Contract</i>	<i>Actual Bid</i>	<i>Change Orders</i>	<i>Final Cost</i>
a.					
b.					
c.					
d.					
e.					
f.					
g.					
h.					
i.					
j.					
k.					
l.					
m.					
n.					

Totals:

SUMMARY OF FUNDING SOURCES

	<i>Estimated per Contract</i>	<i>Actual</i>
State Share:		
Non-State Share:		
Grantee Funding Source(s):		
Source:		Source:
Amount:		Amount:

II. PUBLIC BENEFIT STATEMENT

Since project work was limited to structural improvements and/or the exterior of the structure, which can be seen from a public right-of-way, public benefit requirements are deemed satisfied.

Project involved interior work. The property is open to the public on the following days:

Hours of operation are:

PRESERVATION RESTRICTION

A copy of the Preservation Restriction is included in the Appendix of this Completion Report.

This Preservation Restriction has been recorded in the:

Registry of Deeds:

Book

Page:

Date Recorded:

Term (check one):

5 Years

10 Years

In Perpetuity

III. DOCUMENTATION OF JOB CREATION STATISTICS & OTHER SPECIAL CONDITIONS

Job Creation Statistics:

Hours worked:

(Total Number of Hours Worked—general contractor plus sub-contractors, combined—including construction management and administration, but excluding architect's hours)

Other Special Conditions:

Summary of the Special Conditions identified for the project in Attachment A of the MHC contract—what they were and how were they met.

IV. NARRATIVE REPORT
(Attach additional pages, as needed)

- a. Introduction
(Brief history of the property)

- b. Use of Property
(Before and after project work)

c. **Project Description**

(Project purpose, major work items, problems or favorable developments, evaluation of participants, concurrent work, changes, etc.)

Project Description, cont'd.
(Attach additional pages, as needed)

d. Photographs

(Embed within the Project Description above and/or attach additional pages, as needed)

V. STATE SITE VISIT COMMENTS

MHC staff project summary

VI. APPENDICES

Attach the following:

- a. Project Supervisor Certification
- b. List Of Project Participants: Architects, Engineers, Consultants, General Contractor, & Subcontractors
- c. MHC Inventory Form
- d. Preservation Restriction

OPTIONAL:

- e. Paint and/or Mortar Analysis
- f. Product Submittal Information
- g. Miscellaneous Information (newspaper clippings, meeting minutes, etc.)

FORM B – BUILDING

MASSACHUSETTS HISTORICAL COMMISSION
MASSACHUSETTS ARCHIVES BUILDING
220 MORRISSEY BOULEVARD
BOSTON, MASSACHUSETTS 02125

Assessor's Number USGS Quad Area(s) Form Number

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Photograph

Insert here or on a Continuation Sheet a digital photograph (either color or black and white).

*A paper photographic print (3½x5¼" or 4x6" must **also** be attached to the form in this space or to a Continuation Sheet. Prints, from a photo-quality inkjet printer, must use brand name paper and inks approved by MHC. Attached photographs should be clearly identified with town name and property address. See MHC's Guidelines for Inventory Form Photographs.*

Locus Map

Insert here or on a Continuation Sheet a map clearly showing the location of the property including the name of the nearest road or street and at least one other intersecting road or feature.

Assessor's maps are preferred, but other forms of detailed plans such as an excerpt from a USGS topographic map or an aerial or satellite photo clearly marked are also acceptable. See MHC's Guidelines for Inventory Form Locational Information.

Town/City:

Place: (*neighborhood or village*):

Address:

Historic Name:

Uses: Present:

Original:

Date of Construction:

Source:

Style/Form:

Architect/Builder:

Exterior Material:

Foundation:

Wall/Trim:

Roof:

Outbuildings/Secondary Structures:

Major Alterations (*with dates*):

Condition:

Moved: no yes **Date:**

Acreage:

Setting:

Recorded by:

Organization:

Date (*month / year*):

INVENTORY FORM B CONTINUATION SHEET

TOWN

ADDRESS

MASSACHUSETTS HISTORICAL COMMISSION

Area(s) Form No.

220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

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Recommended for listing in the National Register of Historic Places.

If checked, you must attach a completed National Register Criteria Statement form.

Use as much space as necessary to complete the following entries, allowing text to flow onto additional continuation sheets.

ARCHITECTURAL DESCRIPTION:

Describe architectural features. Evaluate the characteristics of this building in terms of other buildings within the community.

HISTORICAL NARRATIVE

Discuss the history of the building. Explain its associations with local (or state) history. Include uses of the building, and the role(s) the owners/occupants played within the community.

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13170 KENNELS AND ANIMAL SHELTERS
13200 SEISMOGRAPHIC INSTRUMENTATION
13210 STRESS RECORDING INSTRUMENTATION
13220 SOLAR AND WIND INSTRUMENTATION
13410 LIQUID AND GAS STORAGE TANKS
13510 RESTORATION OF UNDERGROUND PIPELINES
13520 FILTER UNDERDRAINS AND MEDIA
13530 DIGESTION TANK COVERS AND APPURTENANCES
13540 OXYGENATION SYSTEMS
13550 THERMAL SLUDGE CONDITIONING SYSTEMS
13560 SITE CONSTRUCTED INCINERATORS
13600 UTILITY CONTROL SYSTEMS
13700 INDUSTRIAL AND PROCESS CONTROL SYSTEMS
13800 OIL AND GAS REFINING INSTALLATIONS AND CONTROL SYSTEMS
13900 TRANSPORTATION INSTRUMENTATION
13940 BUILDING AUTOMATION SYSTEMS
13970 FIRE SUPPRESSION AND SUPERVISORY SYSTEMS
13980 SOLAR ENERGY SYSTEMS
13990 WIND ENERGY SYSTEMS

DIVISION 14 – CONVEYING SYSTEMS

14100 DUMBWAITERS
14200 ELEVATORS
14300 HOISTS AND CRANES
14400 LIFTS
14500 MATERIAL HANDLING SYSTEMS
14600 TURNTABLES
14700 MOVING STAIRS AND WALKS
14800 POWERED SCAFFOLDING
14900 TRANSPORTATION SYSTEMS

DIVISION 15 – MECHANICAL

15050 BASIC MATERIALS AND METHODS
15200 NOISE, VIBRATION AND SEISMIC CONTROL
15250 INSULATION
15300 SPECIAL PIPING SYSTEMS
15400 PLUMBING SYSTEMS
15450 PLUMBING FIXTURES AND TRIM
15500 FIRE PROTECTION
15600 POWER OR HEAT GENERATION
15650 REFRIGERATION
15700 LIQUID HEAT TRANSFER
15800 AIR DISTRIBUTION
15900 CONTROLS AND INSTRUMENTATION

DIVISION 16 – ELECTRICAL

16050 BASIC MATERIALS AND METHODS
16200 POWER GENERATION
16300 POWER TRANSMISSION
16400 SERVICE AND DISTRIBUTION
16500 LIGHTING
16600 SPECIAL SYSTEMS
16700 COMMUNICATIONS
16850 HEATING AND COOLING
16900 CONTROLS AND INSTRUMENTATION