

STATE HISTORICAL FUND COMMON SCOPE OF WORK AND BUDGET LINE ITEMS (A&D)

PURPOSE: The purpose of this document is to provide a tool for SHF grant applicants to use in the preparation of the combined Scope of Work (SOW) and Budget that must be included with all SHF grant applications. This document focuses primarily on assisting applicants with identifying common tasks and/or needed items that should be considered when developing the Scope/Budget for their specific project. This information is considered a *reference* of important terms and the common line items in SHF grant projects, and *should not be considered a template* for drafting your SOW/Budget. The information below includes: **(1)** an explanation of what a SOW is, why it is an important part of the grant application, and how to develop one; **(2)** *Definitions* of important terms that all applicants should be aware of as they draft their SOW; **(3)** a list of some of the *common* line items and terms associated with SHF preservation projects; and **(4)** a list of other costs to consider when developing your SOW/Budget. **Please be aware that the information below is not comprehensive, and should only be used as a guide as you create the combined Scope of Work and Budget for your preservation project.**

THE WHAT, WHY, AND HOW OF A SCOPE OF WORK: The Scope of Work (SOW) is a key component to any SHF grant application. A well-written SOW clearly defines the tasks/work that will be accomplished during the grant period. During the grant application process, the SOW can demonstrate to grant reviewers whether or not the grant applicant is aware of all the requirements a project may have, as well as the appropriate priority and planning involved.

There are several approaches to developing a SOW. Depending on the size and/or complexity of the project, the process may include simply getting a detailed and qualified bid from a reputable contractor, or it may require consultation with an architect and/or general contractor. Often, a Historic Structures Assessment (HSA) can inform the process by providing important details of the work involved, and a guide for the priority that work should take. In all cases, the basic process is to assess the needs of the building, prioritize the work which can be successfully completed within a two year period and within the project budget, and create a clear and comprehensive Scope of Work.

IMPORTANT TERMS AND DEFINITIONS

ACTION VERBS: Each task on your SOW should begin with an action verb. Below are the verbs used most often.

- ▶ **INSTALL:** *place an item in position or connect for service/use*
- ▶ **RECONSTRUCT:** *the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving or irreparable site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.*
- ▶ **REHABILITATE:** *return to its original or usable and functioning condition; the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features that convey its historical, cultural, or architectural values.*
- ▶ **REMOVE:** *carefully eliminate or take away a feature that is beyond repair, or is not historically appropriate, with special attention given to not damaging surrounding material.*
- ▶ **REPAIR:** *return to working order or structural capacity, with minor replacements.*
- ▶ **REPLACE:** *this can mean either replacing an item in kind or with an acceptable substitute.*
- ▶ **RE-POINT:** *the process of renewing mortar joints in masonry construction, including matching the original mortar in composition and color.*
- ▶ **RESTORE:** *to bring back to a former, original, or normal condition; 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.*

COMMON LINE ITEMS

MISCELLANEOUS / GENERAL: The following is a list of some miscellaneous or general line items commonly included in a project's SOW. These tasks and/or fees are often overlooked in the planning process. Please remember, this is NOT a comprehensive list, this is simply a tool to provide you with a list of possible line items to consider during the development of your SOW.

- ▶ **ABATEMENT:** *remove or encapsulate hazardous materials (i.e. lead, asbestos).*
- ▶ **ARCHITECTURAL SERVICES:** *architectural services can include: schematic design, design development, construction documents and/or construction administration.*
- ▶ **ENGINEERING SERVICES:** *may include services of a structural, mechanical, or electrical engineer.*
- ▶ **MATERIALS TESTING:** *testing performed by a lab or consultant of existing materials, including paint (for historic color), mortar (for historic composition, color, texture, compressive strength), etc.*

PHYSICAL WORK: The following is a list of some of the most common major line items in a SOW for Acquisition & Development projects, with a sub-list of items that may have associated tasks/line items in a project's SOW. Please remember, this is NOT a comprehensive list, nor should it be considered a "template" for your SOW. Not all items listed may be necessary for your project, and not all items necessary for your project may be listed. This is simply a tool to provide you with a list of possible tasks/line items to consider during the development of your SOW.

▶ **SITE:**

*The following are some of the most common tasks/line items associated with a site project. Please remember, tasks should begin with an action verb—for example: **Remove** concrete sidewalk; **Replace** steps in kind; **Rehabilitate** historic planting beds.*

- **ADA ACCESS – RAMPS/LIFTS:** *to allow access for mobility impaired where stairs exist.*
- **ARCHAEOLOGICAL MONITORING:** *required whenever ground-disturbing activities occur.*
- **HISTORIC LANDSCAPES:** *reconstruct / reinstall based on documentary evidence.*
- **PLANT MATERIAL:** *remove / replace to protect building perimeter.*
- **POSITIVE SLOPE:** *re-grade for positive drainage to slope areas away from building foundation.*
- **SIDEWALKS/WALKWAYS:** *remove / replace / restore.*

▶ **FOUNDATION:**

*The following are some of the most common tasks/line items associated with a foundation project. Please remember, each line item should begin with an action verb—for example: **Remove** plant material; **Replace** failed masonry units; **Re-point** foundation stones.*

- **ARCHAEOLOGICAL MONITORING:** *required whenever ground-disturbing activities occur.*
- **BACKFILL:** *installation and compaction of fill at foundation after excavation.*
- **DAMP-PROOFING:** *material / coating applied to foundation to inhibit water penetration.*
- **EXCAVATE:** *remove earth adjacent to foundation to expose for treatment.*
- **PERIMETER DRAINAGE:** *re-grading, French drain, swale.*
- **REPAIR/REPLACE DAMAGED MATERIAL IN KIND:** *new material to match existing.*

▶ **STRUCTURAL SYSTEM:**

*The following are some of the most common tasks/line items associated with a structural project. Please remember, each item should begin with an action verb—for example: **Replace** failed roof joists; **Install** shoring at floor joists.*

- **BRACING:** *addition of members to reinforce / stabilize existing structure.*
- **FLOOR JOISTS:** *structural members of the floor assembly.*
- **ROOF JOISTS:** *structural members of the roof assembly.*
- **SHORING:** *temporary structural support during demolition and (or) reinforcement.*

► **EXTERIOR WALLS:**

*The following are some of the most common tasks/line items associated with an exterior project. Please remember, each item should begin with an action verb—for example: **Remove** failed siding; **Re-point** masonry as needed; **Rehabilitate** failed logs.*

- **CLEANING:** clean exterior materials (e.g., masonry); use gentlest means possible.
- **CONSOLIDATE / EPOXY:** apply product to fill voids / cracks to achieve a competent/paintable surface.
- **DUTCHMAN:** cut out deterioration and replace with piece replicated from new material.
- **PAINT ANALYSIS:** for historic color and/or presence of lead.
- **MORTAR ANALYSIS:** for compatibility (composition, color, texture, compressive strength).
- **PREP/PRIME/PAINT/STAIN:** siding, shingles, trim boards, appendages.
- **REPAIR/REPLACE DAMAGED MATERIAL IN KIND:** to ensure work has the same visual appearance as existing/historic.

► **ROOF:**

*The following are some of the most common tasks/line items associated with a roof project. Please remember, each item should begin with an action verb—for example: **Remove** shingles; **Replace** decking; **Rehabilitate** skylights.*

- **CRICKETS:** small structure added on the upslope side of a chimney, tower, or other roof projections to ensure proper drainage around it.
- **DECKING/SHEATHING:** the structural underlayment that roof materials are attached to.
- **FLASHING:** sheet metal on hip/valley/ridge/skylight/cupola/chimney/vent to prevent water infiltration.
- **RAINWARE:** gutters/downspouts/leader heads/drip edge/splash blocks.
- **SHINGLES/TILES/EPDM/METAL:** roofing material attached to structure; can be multiple types.
- **SNOW MELT SYSTEM:** on the edge of the roof and/or in the gutter and downspout.
- **SOFFITS/FASCIA/RAFTER TAILS:** elements at the junction of the roof and wall
- **UNDERLAYMENT:** ice and water shield/felt/cedar breather/insulation.
- **SKYLIGHTS / CUPOLAS:** roof features often overlooked on a SOW

► **WINDOWS & DOORS:**

*The following are some of the most common tasks/line items associated with a window or door project. Please remember, each item should begin with an action verb—for example: **Remove** paint from hardware; **Replace** broken glazing in-kind; **Rehabilitate** stained glass windows.*

- **PAINT ANALYSIS:** to determine historic color(s) and/or presence of lead.
- **PREP/PRIME/PAINT/STAIN:** sash, frames, doors, trim.
- **REPAIR/REPLACE HARDWARE IN-KIND:** handles, knobs, plates, hinges, pulls, weights.
- **REPAIR/REPLACE MATERIAL IN-KIND:** wood structure/trim, glass, steel structure, stone trim.
- **STAINED GLASS:** replace coming, match missing glass or jewels, repaint details, protective glazing.
- **STORM WINDOWS:** add new, repair existing, or reconstruct historic exterior or interior storm windows.

► **INTERIOR FINISHES:**

*The following are some of the most common tasks/line items associated with an interior project. Please remember that for each item, there should be an associated action verb. For example: **Remove** failed plaster; **Replace** missing chair rail in kind; **Rehabilitate** built-in cabinet.*

- **PAINT ANALYSIS:** to determine historic color(s) and/or presence of lead.
- **PREP/PRIME/PAINT/STAIN:** wood trim, plaster, drywall, etc.
- **REPAIR/REFINISH/REPLACE MATERIAL IN-KIND:** wood trim, plaster, wood floors, carpet, linoleum, tile, etc.
- **REPRODUCTION:** wallpaper, carpet, tile, murals, faux finishes, etc.

▶ **MECHANICAL SYSTEMS:**

*The following are some of the most common tasks/line items associated with a mechanical project. Please remember, each item should begin with an action verb—for example: **Remove** furnace; **Repair** pipes; **Rehabilitate** radiators.*

- **AIR CONDITIONING:** heat sink/small systems.
- **FIRE SYSTEMS:** Sprinkler placement.
- **HEATING:** Radiators/boilers/furnaces/geothermal.
- **PLUMBING:** Pipe placement/Line scoping.
- **REPAIR/REPLACE/RECONSTRUCT FIXTURES IN-KIND:** Baths, sinks, toilets.
- **WATER HEATERS:** tanks/instant/geothermal/solar placement.

▶ **ELECTRICAL SYSTEMS:**

*The following are some of the most common tasks/line items associated with an electrical project. Please remember, each item should begin with an action verb—for example: **Remove** surface mounted conduit; **Replace** main panel; **Restore** historic light fixtures.*

- **LIGHTING FIXTURES:** Repair/replace/reconstruct fixtures in kind - Historic lighting, wiring, elements; appropriate lighting for new/additional locations
- **DISTRIBUTION/PANELS:** upgrading existing or adding new/additional, placement of lines
- **EMERGENCY/EXIT LIGHTING:** choosing appropriate size/locations
- **FIRE/SMOKE DETECTION:** placement of appropriate elements
- **SECURITY SYSTEMS:** placement of appropriate elements

OTHER COSTS TO CONSIDER

MISCELLANEOUS SERVICES / COSTS: The following is a list of a few miscellaneous line items that are commonly associated with a SHF Acquisition & Development grant project. These services and/or costs are often overlooked during the development of the project SOW/Budget. Please remember, this is NOT a comprehensive list, this is simply a list of additional/possible line items to consider during the development of your combined SOW and Budget.

- ▶ **CONTINGENCY:** *a budgeted amount for unforeseen conditions and/or costs that is based on percentages of the construction contract and/or architectural/engineering fees. These amounts may be estimated separately, but should be combined into a single budget line*
- ▶ **OVERHEAD & PROFIT:** *(Contractor's Fee) typically consists of contractor overhead items such as the contractor's main office, telephones, utility expenses, computers, project accounting, and the contractor's anticipated profit.*
- ▶ **GENERAL CONDITIONS:** *the general contractor expenses that are directly attributable to the management of a specific project. These costs generally occur at the jobsite and can include such items as project management, site supervision, on-site project office (job trailer), temporary utilities, and waste receptacles and removal.*
- ▶ **GRANT ADMINISTRATION:** *managing all tasks associated with the successful completion of the SHF grant-funded project, including financial oversight, progress and financial reporting, and communicating with all parties.*
- ▶ **PERFORMANCE BOND:** *a guarantee from a third party, usually an insurance company, that the contractor will complete the construction project and pay all the bills pertaining to the contract, thus protecting the owner from financial loss up to the bond limit in the event the contractor fails to fulfill its contractual obligations.*
- ▶ **PERMIT FEE:** *building projects of any size may require permits from the city/county before the work can begin. The cost of the permit is typically calculated based on building size.*
- ▶ **PROJECT MANAGEMENT:** *managing all tasks associated with successfully completing the project, including completion of the Scope of Work tasks, communicating with all parties, and reviewing all project submittals.*