



This worksheet provides building owners with a framework for undertaking a major rehabilitation project on their historic building, based on an Asses/Design/Bid/Build model. Recommended steps are listed in sequence, but depending on the project complexity and other factors, the sequence can vary, and steps can occur simultaneously. Use this checklist as a general guide to keep your project on track. (Documents and deliverables that should be kept for record are marked with “📄”)

DESIGN & CONSTRUCTION Project Checklist

■ PRE-DESIGN / DIAGNOSTICS PHASE

Phase Lead:
Building Owner

ASSESS *The purpose of the Pre-Design / Diagnostics Phase is to assess the building holistically, diagnose the origins of any pre-existing issues, and explore multiple options before embarking on the Design and Construction Phases, where significantly more time and resources will be invested into your project.*

RECOMMENDED STEPS

1. Clarify your internal goals and objectives for the project. Create an 📄**Internal Priorities Document**, and refer to this document throughout the project. Adjust the document, with intention, if your priorities shift.
2. Designate a group of people as a Building Committee to oversee the project work, and to monitor project cash flow. Establish a point person to communicate with each external partner and consultant.
 - a. If you are also raising money to support your project, we recommend forming a separate Fundraising Committee, thereby allowing each group to focus on these separate functions.
3. Commission a 📄**Building Assessment** from an Architecture or Engineering professional who is experienced with historic buildings.
 - a. Other names for such reports include: “[Condition Assessment](#)”, “Feasibility Assessment”, “Historic Structures Report ([HSR](#))”, among others.
 - b. First, determine what type of assessment your building needs. The final product should include a prioritized list of recommendations for your building. Solicit multiple proposals for the same work. Select a professional and sign contract.
 - c. It is generally recommended to hire an architect to lead the report and coordinate a team to assess the many interconnected building systems--especially if no assessment has ever been performed. A proper, holistic building assessment report should look at the architectural (interior and exterior), structural, and mechanical / electrical / plumbing / fire protection systems of your building.
 - d. If you have a previous assessment, ensure it is up-to-date. If not, commission an update of the entire report.
4. Review the completed assessment report with the Building Committee.
 - a. Compare the final report to your needs and priorities, determine the potential and risks of each proposed project, and identify programming and budget constraints.
5. Using your 📄**Internal Priorities Document** and the recommendations of the 📄**Building Assessment**, determine and memorialize a 📄**Project Scope of Work** document. This document will be somewhat general at this point, and should be updated with more specifics after the Design Phase.

■ ARCHITECTURAL DESIGN PHASE

Phase Lead:
Architect

DESIGN *The purpose of the Architectural Design Phase is to create an instruction manual for contractors to implement the desired improvements and alterations to the building. This phase is critical to complete before any work begins. A comprehensive architectural design is in the best interest of the building owner and is typically required for permitting.*

RECOMMENDED STEPS

1. Hire an Architect for full Design Services, and sign contract. (See [AIA Contract Documents B-Series: Owner/Architect Agreements](#))
 - a. If desired or required, create a Request for Proposals (RFP) that includes background on your building, your project priorities and goals, and info on the building’s historic designation(s) (e.g. local landmark), if any. Include all previous reports, assessments, and drawings of your building with the RFP. Once proposals are received, carefully compare the qualifications of each team and their understanding of your project.
 - b. If an architect or contractor proposes a “Design/Build” arrangement, ensure that they have substantial experience with, and understanding of, similar historic structures and that they are familiar with any approvals required by historic preservation authorities. Proceed with caution by ensuring that adherence to historic preservation regulations and competitive bidding of sub-contractors is included in your contract.
 - c. Ensure design services include: Architectural, Structural, Mechanical, Electrical, Plumbing designs, and Fire Protection (if needed), as well as time for the all required approvals by historic preservation authorities as needed, during the design process.
 - d. The first component of architectural design should be an assessment of applicable zoning and building codes. Zoning codes dictate allowable uses for your building (& many important factors), and existing buildings are often subject to different set of building codes from new construction. Your architect should guide you through this process and ensure the feasibility of the project with respect to both sets of code.

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ARCHITECTURAL DESIGN PHASE (continued)

- e. For historic buildings, it is recommended that designs comply with the [Secretary of the Interior's \(SOI\) Standards](#) and/or other local regulations, based on the building's historic designation and/or contribution to a historic district. The SOI Standard for Rehabilitation will be the most appropriate approach for most historic buildings.
 - f. In addition to standard design services, we recommend considering some non-standard services that could be helpful to your project: cost estimates (by architect or sub-consultant), visual aids or presentation materials, public presentations, navigation of historic preservation- specific approvals, and construction administration services. These services are not standard to AIA contracts, but they are often included by architects in their proposals. If not included, you may need to inquire or request. Read proposals and contracts carefully.
 - g. Establish the schedule for design, including your internal organizational/owner approvals.
2. Engage local historic preservation authorities and non-regulatory non-profits (regardless of hist. designation).
 - a. If you are in a local design review or historic district, you may need special approval before applying for permits or starting construction. Your design professional should be contracted to help you navigate the process. Getting approval before bidding the work is important to ensure accurate pricing (because project elements could change based on requirements for approval). These reviews are often iterative in process.
 - b. Non-regulatory historic preservation non-profits are great resources for navigating approvals processes and finding new funding sources. Many can be found via the [National Preservation Partners Network](#).
 3. Architect completes **Construction Documents**
 - a. Ensure that all items in your **Project Scope of Work** are included, and update this document if scope has evolved.
 4. Architect provides **Final Cost Estimate** (if included in contract)

BIDDING PHASE

Phase Lead:
Building Owner

Prior to selecting a contractor, it is strongly recommended to obtain multiple competitive bids that each provide a cost for the same scope of work. This process is critical for receiving a fair price.

RECOMMENDED STEPS

1. Architect compiles **Bid Documents**, which include all drawings and specifications.
2. Distribute **Bid Documents** to potential contractors. Review of at least three (3) bids is recommended.
 - a. If multiple bids are not feasible, make sure your contractor provides a detailed cost breakdown in advance, and review these costs with other construction and design professionals if possible before proceeding.
3. Review and compare the bids with the Building Committee and other financial stakeholders.
4. Select a contractor and sign a **Contract for Construction** (See AIA Contract Documents A-Series: Owner/Contractor Agreements)
 - a. Once the Contract for Construction is signed, the Bid Documents become Contract Documents and any variance from their contents must be reviewed and approved by the building owner, per the contract stipulations.

CONSTRUCTION PHASE

Phase Lead:
Contractor

During construction, it is recommended to hire the design architect to perform Construction Administration to ensure that the construction work progresses in accordance with the Contract Documents.

RECOMMENDED STEPS

1. Choose and empower a internal person to make decisions for you as the Owner during construction.
 - a. If no one is qualified or available internally, hire a Project Manager or Owner's Representative who is an outside party, experienced in the construction process, hired to manage and execute a project. Define this person(s)'s role in detail and sign a contract.
2. Establish a communication and approvals structure between the building Owner, Architect, and the Contractor.
 - a. Create a regular schedule for meetings. Record and maintain meeting minutes for reference.
 - b. Establish an approvals process for submittals, Requests for Information (RFIs), and Applications for Payment from the Contractor.
3. Contractor applies for construction permits and begins work when approved. Contractor should provide adequate access and safety measures to Owner and Architect, as well as periodic updates and timelines.

POST-CONSTRUCTION PHASE

Phase Lead:
Building Owner

Once construction is complete, the Contractor can advise on the necessity, process and sequence of items listed below.

- Obtain: Certificate of Substantial Completion, Certificate of Final Completion, **Certificate of Occupancy**.
- Contractor provides all **Manuals and Warranties**.
- Contractor provides **As-Built Drawings** (if included in contract).
- Photograph the completed work, and celebrate your project's completion!