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OFFICE OF THE MANAGER

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TO: All Bidders

FROM: Linda Wolf, CPA, Purchasing Agent

DATE: October 8, 2015

SUBJECT: Addendum #4 RFP ROME DAM ENGINEERING SERVICES

Please see the attached Recommended Standards for Historic Resources Surveys.



Recommended Standards for Historic Resources Surveys

Historic buildings, landscapes, and structures are integral components of communities that lend them a distinctive character while highlighting history and architecture on the local, regional, state and national levels. Surveys are an important first step in identifying properties worthy of preservation. Information gained from a well-planned survey report supports programs and initiatives dedicated to the preservation of New York State's historic built environment. Contact your National Register representative in the State Historic Preservation Office (SHPO) at (518) 237-8643 for guidance and materials on beginning the survey process. The following is an outline of how the survey should be organized.

Survey Methodology: Surveys are designed to address specific needs and opportunities. The length and complexity of a survey will vary depending upon the scale of the project and available resources. The methodology should be a clear and concise statement of the objectives, scope and depth of the survey and should include the following information:

- Survey sponsor(s)
- Survey consultant (if different from sponsor)
- Date(s) of field work
- Survey funding sources
- Intended goals and uses of the survey report
- Definition of the survey area(s) accompanied by a map illustrating the physical boundaries
- Estimate of acreage
- Description of the geographic or contextual scope of the survey
- Summary of any previous survey efforts
- Intended methods of research, fieldwork, photography, mapping, and recording survey data
- Community involvement and participation
- Timetable for completing the survey
- Type of format of the final report (bound volume, cd/rom, GIS recording, etc.)

Historic and Architectural Overview: Overviews should include a narrative account of the study area that combines both research and observation to explain the historic and architectural development as well as present physical conditions. This account should be a written chronological description of the study area's development that identifies associated historical and architectural themes and expected property types with which they are associated. The overview should record the loss of important resources and the presence of modern or extensively altered properties. The account should note the prevalence or absence of particular types of historic properties and discuss patterns of development in adjacent areas in order to establish a context for understanding the significance of the survey area. The overview should be supplemented when possible with historic and current maps and photos that illustrate the study area's evolution from past to present.

Guidelines and Selection Criteria: Guidelines and selection criteria are derived from the completed historic and architectural overview. **Guidelines** establish a typology based on distribution, period, relative rarity, and are used to determine which property types will be recorded. **Selection Criteria** are developed for each property type, paying particular attention to integrity and the ability of each property to reflect the significant attributes. Properties selected to be included will require a level of documentation that facilitates an evaluation of significance at the conclusion of the survey. The SHPO strongly encourages survey sponsors to consult with their Survey and National Register representatives in developing these guidelines

and criteria. **Consultation is required for all projects receiving funding from the SHPO and for projects that lead to nominations to the State and National Registers of Historic Places.**

Annotated properties list: This is the portion of the survey where the information about buildings and sites is organized. The annotated list records descriptions and locations of individual properties and/or potential historic districts identified in the survey. It should be cross-referenced to maps and photographs and should contain:

- Street name and number
- Building name (if any)
- Approximate dates of construction and major alterations
- Brief, basic description identifying the property and its defining characteristics
- Applicable National Register criteria or other reasons for inclusion such as historical significance, associations, etc.
- Photographs (*see photo standard below)
- Number or other reference to survey map (**see map standard below)

Arrange this list alphabetically by street and numerically by address.

*Photographs: All properties included in the annotated list should be documented with photographs that are labeled with address or location and keyed to the annotated property list. All copies of the final report must include original photographs and with a cd of photographs if digital photos are used.

**Maps: Survey maps should illustrate the boundaries of the study area and must be drawn to a scale sufficient to clearly depict properties included on the annotated list. Extant features important to understanding the historical development of the survey area (such as rivers, canals, and railroads) should be represented on the survey map. Effective survey maps should also include the scale and a north arrow and orient the viewer to the relationship of the survey area within the larger geographic context.

Conclusions and recommendations: A *narrative summary* of the survey and recommendations for its use should be prepared at the conclusion of the survey, explaining in general terms what was accomplished and suggesting the logical next steps for historic preservation. It should address:

- any new understandings and changes to existing information resulting from the survey
- areas or topics requiring further investigation
- recommendations and priorities for National Register listings
- other historic preservation strategies and opportunities

Appendices: Some surveys result in the preparation of inventory forms to record detailed information about individual buildings and potential historic districts. Copies of these prepared inventory forms should be included in an appendix. The originals should be filed with the survey project sponsor for local reference and use. All survey reports should include a bibliography of sources consulted during the preparation of the survey and the résumés of consultants and other individual project staff.

Additional Resources: The National Trust for Historic Preservation (www.preservationnation.org) has various articles and may have publications related to surveys. The National Park Service resources include:

- National Register Bulletin *Guidelines for Local Surveys, A Basis for Preservation Planning*: www.nps.gov/nr/publications/bulletins/nrb24/index.htm
- Sample National Register nominations: www.nps.gov/history/nr/sample_nominations.htm

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Filing the Survey: Upon receipt of a completed survey, the SHPO will review its contents and recommendations. If sufficient information is present, preliminary National Register eligibility findings will be prepared and transmitted to the survey sponsors. The survey report is added to the state's reference file for general use by staff, interested members of the public and historic preservation and archaeological consultants. The SHPO strongly encourages sponsors to prepare and file reference copies of the survey with local libraries, municipal offices and preservation organizations for maximum exposure and use.

Completed surveys should be sent to SHPO using the correct address depending upon the method used for shipping—otherwise, your package will be delayed or returned.

U. S. Mail:

National Register and Survey Unit
Division for Historic Preservation
New York State Office of Parks, Recreation and Historic Preservation
Peebles Island
PO Box 189
Waterford, New York 12188-0189
(518) 237-8643

Private carriers such as Fed Ex, UPS, DHL:

National Register and Survey Unit
Division for Historic Preservation
New York State Office of Parks, Recreation and Historic Preservation
Delaware Avenue*
Cohoes, New York 12047
(518) 237-8643

* No street number needed

