

SCOPE OF WORK - HISTORIC  
(NAME OF PROJECT)  
PEMBROKE, MASSACHUSETTS

Date: \_\_\_\_\_

**EXTERIOR RESTORATION – CARPENTRY**

- Describe in detail the area of anticipated carpentry
- Describe in detail the materials being used in this process
- New wood materials must be back primed
- Restoration and repair to worn or damaged material preferable
- Replacement of material damaged beyond repair must be done using in-kind materials
- In some instances, modern material may be substituted if not visible to the public
- Provide cost estimate: \_\_\_\_\_

**EXTERIOR RESTORATION – PAINT**

- Describe in detail the area of anticipated painting
- Describe in detail the materials being used in this process
- Loose and deteriorating paint must be removed by scraping and sanding. Non-caustic chemical strippers may be utilized to remove paint layers. Heat guns, mechanical grinders and power washers are not allowed.
- In addition to priming, contractor will apply 2 coats of finish paint.
- Provide cost estimate: \_\_\_\_\_

**EXTERIOR RESTORATION – WINDOWS AND DOORS**

- Describe in detail the number and location of all windows and doors
- Describe in detail the materials being used in this process
- If windows or doors are being removed off-site for restoration, describe method of securing the openings in the structure.
- Provide cost estimate: \_\_\_\_\_

**ROOF REPLACEMENT**

- Describe in detail area of roof replacement
- Describe in detail roofing materials being used in this process
- Provide cost estimate: \_\_\_\_\_

## **INTERIOR RESTORATION – CEILING, FLOORS, WALLS, WOODWORK**

- Describe in detail the area of work
- Describe in detail the materials being used in this process
- Wherever possible, restoration and repair to worn or damaged material preferable
- In some instances, modern material may be substituted if not visible to the public
- Provide cost estimate: \_\_\_\_\_

## **PEST CONTROL**

- Describe area of treatment
- Describe product being used
- Provide cost estimate: \_\_\_\_\_

## **ARTIFACTS/DOCUMENTS**

- Describe in detail the artifact or document being proposed for restoration
- If multiple artifacts or documents, provide complete list of all items.
- Describe in detail the methods being utilized to restore each item (this can be obtained from an experienced contractor)
- Provide cost estimate: \_\_\_\_\_

## **YOUR CONTRACTOR'S QUALIFICATIONS**

- The successful contractor should demonstrate recently completed projects on buildings of similar historical importance and in terms of scope of work.
- The bid package should include project list, contact names and phone numbers, resume of project foreman, and all pertinent information of any and all subcontractors to be used.
- A minimum of three similar projects completed in the past five years is preferable.
- Contractor must submit proof of insurance, both liability and workman's compensation.
- State law prohibits discrimination.
- Priority should be given to contractors and subcontractors who demonstrate directly applicable experience in similar preservation work.
- All preservation work should be done in compliance with the: *The Secretary of the Interior's Standard for the Rehabilitation and Restoration of Historic Buildings*