

## DESIGN ASSISTANCE PROGRAM

### APPLICATION CRITERIA FOR CONSULTANTS:

Design Assistance Program consultants shall apply to the City of Fort Collins to be considered for participation. Consultants meeting the criteria, as determined by the Landmark Preservation Commission, will be placed on a list that will be provided to property owners. Property owners shall interview, select and contract with the consultant. An application must then be submitted to the Historic Preservation Division and receive written verification of the availability of funds. Upon receipt of qualifying deliverables and an itemized invoice, the City will pay the consultant directly, up to a maximum of \$2,000. Any costs exceeding \$2,000, or any costs incurred outside of the scope of the program, will be the sole responsibility of the property owner.

1. To be eligible for the program, consultants shall meet the following criteria:

- Be in the design or construction profession, with a specialization in or strong knowledge of historic preservation standards and methods.
- Can demonstrate having successfully worked on at least five historic properties; and can demonstrate context sensitive design, compatible with surrounding historic properties.
- Applicants must specifically describe the work that they were responsible for on said properties/ projects.
- Provide drawings and/or before photos, along with documentation of the work through after-photos.
- Through overall body of work, must demonstrate an understanding of the Secretary of the Interior Standards for Historic Preservation. This could be in conjunction with the sample projects, demonstrating how the Standards were applied.
- Receive approval of LPC.

2. In addition to the previous criteria, the applicant will show how they meet one or more of the following criteria established by the Secretary of the Interior's Professional Qualification Standards:

#### *Architects/Designers*

- At least two years of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
- A degree in architecture with an emphasis in approved fields with a minimum of one year practical related experience
- At least two years of full-time practical related experience on historic preservation projects, with a demonstrated leadership role in applicant's area of expertise on sample projects
- Demonstrable knowledge of historic preservation standards and methods.

- Such academic study or experience might include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

*Contractors/Engineers/Specialized Trades*

- The equivalent of at least two years managing projects where the Secretary of the Interior's Standards for the Treatment of Historic Buildings was applied.
- Demonstrable knowledge of historic preservation standards and methods.
- Such projects might include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

Consultants shall remain on the list for a period of three years, at which time they will need to reapply to remain on the list. Consultants who are deemed by the Landmark Preservation Commission to not be maintaining their commitment to historic preservation standards and historic design compatibility may be removed from the list at any time by the Commission.