

APPENDIX A:
DEFINITIONS

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For the purpose of this Request for Proposal, the following terms shall have the following meanings unless the context otherwise specifically indicates. In some instances, preservation terms have been defined according to the Secretary of the Interior's Standards for the treatment of Historic Properties. Those terms are identified with the notation (SI).

1. Accessibility: In 1990, Congress passed the Americans with Disabilities Act (ADA), which expanded accessibility requirements beyond federal government buildings to state and local government buildings as well as the private sector. The ADA recognizes and protects the civil rights of people with disabilities and is modeled after earlier landmark laws prohibiting discrimination on the basis of race and gender. The ADA requires that buildings and facilities be accessible to and usable by people with disabilities. DCR, through its Universal Access Program and other initiatives, is committed to providing accessible facilities for all visitors.
2. Adaptive Reuse - use of the property in such a way that it retains and reinforces historic character and architectural integrity while accommodating contemporary use.
(SI)
3. Building Conditions Appraisals – Reports produced by DCR documenting the conditions of a property's structural systems, plumbing, heating and electrical systems, exterior and interior finishes, building code, accessibility and historic preservation priorities
4. DCAMM - the Division of Capital Asset Management and Maintenance, Commonwealth of Massachusetts, One Ashburton Place, 15th Floor, Boston, MA 02108
5. DCR - the Department of Conservation and Recreation of the Commonwealth of Massachusetts, Division of Planning, Design and Resource Management, Office of Cultural Resources, 251 Causeway Street, 7th Floor, Boston, MA 02114
6. General Laws - the General Laws of the Commonwealth as amended including any rules, regulations and administrative procedures implementing said laws.
7. Historic Fabric - material remains of a historic building, structure or landscape; either original materials or materials incorporated in a subsequent historically significant period as opposed to materials utilized to maintain or restore the structure during a non-historic period. (SI)
8. Historic Integrity - the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic period. (SI)
9. Historic Property - any site, building, or structure included which has been deemed by the Department of Conservation and Recreation to be significant to the history of the Massachusetts state forest and park system or which is included or has been determined by the Massachusetts Historical Commission to be eligible for inclusion on the National Register of Historic Places.
10. Mandatory Improvements - work necessary for the rehabilitation of the property as set forth in the Building Conditions Survey or an alternative rehabilitation plan proposed by the Curator & approved by DCR.

11. Lease - a written contract by which rights of use and possession in land, structures and/or buildings is given to another person for a specified period of time for rent and/or other consideration.

12. Management Services - Work and expenditures not considered improvements or maintenance services which allow for the occupancy and management of the property, including utilities, insurance, legal fees, public benefit component; etc. DCR retains the right to determine whether services are considered essential to the management of the property.

13. National Register of Historic Places – The National Register of Historic Places is the Nation's official list of cultural resources worthy of preservation. Authorized under the National Historic Preservation Act of 1966, the National Register is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archeological resources. Properties listed in the Register include districts, sites, buildings, structures, and objects that are significant in American history, architecture, archeology, engineering, and culture. The National Register is administered by the National Park Service, which is part of the U.S. Department of the Interior. Listing in the National Register contributes to preserving historic properties in a number of ways:

- Recognition that a property is of significance to the Nation, the State, or the community.
- Consideration in the planning for Federal or federally assisted projects.
- Eligibility for Federal tax benefits.
- Qualification for Federal assistance for historic preservation, when funds are available.

14. Preservation - the act or process of applying measures to sustain the existing form, integrity, and material of a structure or landscape. [This includes initial stabilization work where necessary, as well as on-going maintenance.] (SI)

15. Preservation Maintenance - the act or process of applying preservation treatment to a site or structure. This includes housekeeping and routine and cyclic work scheduled to mitigate wear and deterioration without altering the appearance of the resource, repair or replacement in-kind of broken, or deteriorated elements, parts or surfaces so as to keep the existing appearance and function of the site or structure, and emergency stabilization work necessary to protect damaged historic fabric from additional damage. (SI)

16. Program Manager - the individual assigned by the Commissioner to be responsible for coordinating and managing all activities of the Department under the Historic Curatorship Program.

17. Provisional Lessee Designation - agreement in which a proposer is designated as the selected Curator. Terms and conditions are outlined which must be satisfied prior to the execution of a lease between the Commonwealth and the Curator.

18. Public Benefit – Any programs, projects or other activities that allow the public to appreciate the historic qualities of the Curatorship property equal to or beyond the two annual public access opportunities required by the Historic Curatorship Program Enabling Legislation.

19. Reconstruction - the act or process of accurately reproducing a site or structure, in whole or in part, as it appeared at a particular period of time. (SI)

20. Rehabilitation - the act or process of returning the property to a state of utility through repair or alteration that makes possible an efficient contemporary use while preserving those portions or features of a property that are significant to its historical, architectural, and cultural values. (SI)

21. Restoration - the act or process of recovering the general historic appearance of a site or the form and details of a structure, or portion thereof, by the removal of incompatible natural or human caused accretions and the replacement of missing elements as appropriate. For structures, restoration may be for exteriors and interiors, and may be partial or complete. (SI)

22. Memorandum of Understanding - revocable agreement between DCR and the designated Curator which allows the rights of use and access to the property, subject to specific conditions, between the time the Curator is provisionally designated and the execution of the lease for a period up to three years.

23. Sustainable Design - Sustainable design seeks to reduce negative impacts on the environment, and the health and comfort of building occupants, thereby improving building performance. The basic objectives of sustainability are to reduce consumption of non-renewable resources, minimize waste, and create healthy, productive environments. Sustainable design principles include the ability to: optimize site potential; minimize non-renewable energy consumption; use environmentally preferable products; protect and conserve water; enhance indoor environmental quality; and optimize operational and maintenance practices. (Definition from General Services Administration)

(SI) From the Secretary of the Interior's Standards for the Treatment of Historic Properties
<https://www.nps.gov/tps/standards.htm>