

HPD BLDS Preservation Preliminary Scoping Submission Checklist

HPD PROJECT ID _____
PROJECT NAME _____
PROJECT ADDRESS(ES) _____
PROPOSED SCOPE TRIGGERS SECTION 504? _____
REHAB CLASSIFICATION _____

NOTE: Preliminary Scoping submissions are a required first step for all projects. HPD will determine the need for a meeting or site inspection based on the submission.

For more information and resources on the Preservation Design Guidelines, [see here](#).

- ☐ I am the licensed Architect/Engineer assigned to the project. I have visited the site(s) and inspected all critical areas of the project. Name of Architect/Engineer Firm: _____
- ☐ Project intends to electrify space heating and/or DHW & apply to the [REDi program](#).
- ☐ Project intends to seek a waiver (tab filled out in the 'HPD Design Guidelines Workbook' below).
- ☐ Project currently uses oil as a primary fuel source (described in the 'Project Narrative' below).

PRELIMINARY SCOPING SUBMISSION

Compress all submission items into a zip file named [ProjectName]_[HPDProjectID]_Prelim_[Date] and submit for "Design Consultation" in eBLDS. For any items with multiple documents, combine into a single file.

- ☐ **Submission Checklist**, including the Initial Proposed Scope of Work Checklist on page 2 of this document.
File Name: [borough]_[block]_[project name]_Checklist.pdf
- ☐ **[HPD Preservation Design Guidelines Workbook](#)**, fully filled out according to instructions for Milestone 1. Fill out the Design Waiver tab, if considering a waiver request.
File Name: [borough]_[block]_[project name]_DGW-Pres_1.xlsx
File Name: [borough]_[block]_[project name]_DGW-Pres_1.pdf (of filled-out sections, including any waivers under consideration, combined into a single .pdf)
- ☐ **IPNA Report** including LL97 and Resiliency tabs, in Excel and PDF formats.
File Name: [borough]_[block]_[project name]_IPNA.xlsx
File Name: [borough]_[block]_[project name]_IPNA.pdf
- ☐ **Initial Proposed Scope of Work Checklist (page 2 of this document)**, for each building in the project. Create copies of page 2 as needed and add as additional pages to this document.
- ☐ **Project Narrative with Photos**, summarizing proposed work and goals for the project, based on the IPNA and Architect's/Engineer's site inspections, and demonstrating an understanding of the applicable [HPD Design Guidelines for Preservation](#). Provide additional captioned photos from the site visit of Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Alarm, and Sprinkler Systems; and of overall conditions of Fixtures, Finishes, and Equipment; especially for areas inconsistent with or missing from the IPNA.
File Name: [borough]_[block]_[project name]_Narrative.pdf

INITIAL PROPOSED SCOPE OF WORK CHECKLIST

For projects with multiple addresses, create copies, fill out for each building, and add as additional pages here.

The following shall be considered for the Scope of Work:

1. Items that correct physical deficiencies and significantly lower energy and water cost.
2. Items noted in the IPNA, and/or confirmed by the Architect/Engineer, as being in "poor condition" and/or items noted as "unsafe."
3. Systems, components, and finishes that are classified as "immediate needs" or with a RUL of ≤ 5 years.
4. All applicable mandatory items for compliance with HPD's Design Guidelines for Preservation.

Check all items under consideration in the proposed SOW.

- | | |
|--|---|
| ☐ Full Roof Replacement <ul style="list-style-type: none">☐ + Bulkhead Replacement | ☐ Plumbing System <ul style="list-style-type: none">☐ DHW Heater Replacement²☐ Waste and/or Vent Replacement☐ Hot and/or Cold-Water Riser Replacement☐ Gas Piping Capping / Removal☐ Gas Piping Riser Replacement |
| ☐ Window Replacement <ul style="list-style-type: none">☐ < 50% Window Replacement☐ > 50% Window Replacement☐ Lintel Replacement _____% | ☐ Electrical System <ul style="list-style-type: none">☐ Apartment Panel Upgrades☐ Rewiring _____%☐ Solar Installation⁴☐ Lighting Efficiency Upgrades☐ New Incoming Service Installation |
| ☐ Work on Exterior Masonry <ul style="list-style-type: none">☐ >50% Replacement of Masonry | ☐ Low Voltage Work <ul style="list-style-type: none">☐ Intercom Upgrades / Replacement☐ Security System Replacement☐ Gas Detector Installation☐ Carbon / Smoke Detector Installation☐ Fire Alarm Upgrades / Installation |
| ☐ Foundation Work <ul style="list-style-type: none">☐ Demolition of Foundation Walls¹☐ Waterproofing / Reinforcement² | ☐ Interior Work <ul style="list-style-type: none">☐ Front Entry Door Replacement☐ Common Area / Mailroom Upgrades☐ Apt. Entry Door Replacement☐ Apt. Kitchen Cabinet Replacement☐ Apt. Bathroom Tub Replacement☐ Apt. Toilet & Floor Replacement☐ Apt. Fixture Replacement☐ Demolition of Interior Apt. Walls☐ "Aging In Place" Work☐ Other _____ |
| ☐ Above Grade Structure <ul style="list-style-type: none">☐ Joist Replacement in Limited Areas☐ >50% Joist Replacement☐ Other Structural Work¹ | ☐ Asbestos Testing ⁵ |
| ☐ Conveyance System <ul style="list-style-type: none">☐ Full Replacement or >50% Parts☐ <50% Part Replacement | ☐ Lead Testing ⁶ |
| ☐ Facility Waste / Compactor System | |
| ☐ Fire Suppression System <ul style="list-style-type: none">☐ Parts Replacement and Repair¹☐ Full System Installation | |
| ☐ Heating System <ul style="list-style-type: none">☐ Parts Replacement and Repair¹☐ Boiler Replacement²☐ End-Units (Radiators, Baseboards, etc.) Replacement > 50%☐ Full System Replacement³☐ Oil Tank Removal | |

¹ Engineering Reports shall be provided when deemed necessary in the IPNA. These are not required for the Preliminary Scoping meeting but may be required for the subsequent Design Consultation.

² Projects in flood-prone sites must provide protection for new equipment per the Design Guidelines. Reference the Flood & Heat Hazard Exposure tab of the IPNA tool for further guidance to help identify the appropriate Design Flood Elevation (DFE) for projects in flood-prone areas.

³ A full heating system replacement is defined as the replacement of all the following components: the heat source (boilers, heat pumps, heating element), the heating distribution network (any required distribution vent or distribution piping, if applicable), and the heat emitters (radiators, fans, heating pipes).

⁴ Per HPD's Solar Where Feasible mandate, a Solar Feasibility Analysis is required and solar must be installed "where feasible." Projects are considered feasible when the payback is 10 years or less.

⁵ Pre-1987 buildings may have plumbing piping and equipment insulated with asbestos, or may contain walls, floors, ceiling tiles, roofing, etc. made with an ACM. For these buildings, prior to permit, an asbestos assessment is required to determine whether the site is asbestos-free, has a minimally acceptable amount of ACM to not be an Asbestos Project, or requires asbestos abatement per NYC Department of Environmental Protection (DEP) rules and regulations.

⁶ Typically required for buildings constructed prior to 1978 and where the scope includes window replacement in common areas/public halls, front entrance door replacement, or other interior work.