

Historic Preservation Consultants: Archaeology

Online at ohiohistory.org/hpconsultants

The State Historic Preservation Office Consultants List is provided as an aid to those seeking the services of a historic preservation consultant, and is published with the understanding that neither the Ohio History Connection nor the State Historic Preservation Office in any manner recommends, endorses, or assumes responsibility for the quality of work of any individual or firm on this list, nor is there any guarantee, implicit or implied, that any work product produced by those on this list will necessarily meet federal and state requirements.

We strongly recommend that you contact at least three consultants when making your selection, and that you check references from previous clients. Inquiring about such factors as the acceptability and timeliness of work performed may provide an indication of how a consultant has performed his or her work for clients.

Consultants are listed individually; therefore, firms may be recorded more than once. Individuals on this list have submitted documentation to the State Historic Preservation Office indicating that they meet the federal professional qualification requirements as published by the United States *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*, 48 FR 44716. For the disciplines of Historic Preservation Planning and Historic Landscape Architecture qualifications are reviewed using the *Secretary of the Interior's Proposed Historic Preservation Professional Qualification Standards* prepared by the National Park Service in 1992 in response to the 1992 amendments to the National Historic Preservation Act.

A code indicating the professional area(s) in which a consultant meets the qualifications is provided.

This information is included because certain projects, such as those conducted under Historic Preservation Fund grants, require that principal project personnel meet these qualification requirements.

Archaeologists on the archaeology section of the list that have been evaluated and certified by the Register of Professional Archaeologists (RPA) are so noted.

Individuals who have been designated by the U.S. Green Building Council as LEED accredited professionals are noted by the LEED designation.

Individuals that meet professional qualification requirements as published in the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*, 48 FR 44716 are noted as follows:

1. History
 2. Architectural History
 3. Architecture
 4. Historic Architecture
 5. Prehistoric Archaeology
 6. Historic Archaeology
 7. Underwater Specialist
 8. Historic Preservation Planning
 9. Historic Landscape Architecture
- RPA Register of Professional Archaeologists
LEED Leadership in Energy & Environmental Design

This list is updated monthly. It is available on the Ohio History Connection website at www.ohiohistory.org/hpconsultants. If you wish to be listed as a preservation consultant complete the professional

qualifications documentation form for the appropriate professional area and submit it and a resume to the State Historic Preservation Office. The forms are available at www.ohiohistory.org/hpconsultants. Please contact the State Historic Preservation Office at 614-298-2000 or by email at shpo@ohiohistory.org with any questions.

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State Historic Preservation Office
800 E. 17th Ave., Columbus, Ohio 43211-2474
p. 614.298.2000 f. 614.298.2037
www.ohiohistory.org

Monday-Friday 9 a.m.-5 p.m.
(Individual staff hours may vary)
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Choosing an Archeology Consultant

The expertise of consultants who specialize in historic preservation can be very useful to you in completing your historic preservation projects. In the early stages of your planning, you should try to identify the stakeholders and interested parties of your project and initiate broad-based consultation with them to discuss their concerns and insights regarding the project. These concerns and insights should be clearly communicated to any cultural resource management consultants who are hired for the project. Keep in mind that many historic projects may require the involvement of more than one type of specialist.

How Should I Begin to Select a Consultant?

Before you do anything else, define your project carefully in writing. Lists of consultants who work in Ohio are available at the State Historic Preservation Office, though the office does not endorse or recommend any consultant. Investigate consultants enough to identify several who appear to meet your needs. Invite them to submit proposals for your project based on the written description you provide. You may also wish to check with local colleges and museums to see if they have anyone with specialized knowledge about archaeological or historical resources in your project area. They may also have people on their staff who regularly conduct the type of work you are considering. Remember that although colleges and museums may be able to offer benefits such as lower costs and local experience, they may have more trouble meeting your scheduled deadlines if they rely on student or volunteer workers.

How Do I Judge Consultants?

You should consider the specific needs of your project as well as the consultants' fields of expertise. Your final decision will be based on the consulting firm's competence, qualifications and capability of undertaking your particular historic preservation project. Always keep in mind the qualifications necessary for your project, including demonstrated previous experience in similar

endeavors. Each consultant's proposal should be evaluated to ensure that the individual or firm is qualified for, understands and can complete your job. Compare acceptable proposals and select the consultant with the best proposal and best price. If you have questions regarding the suitability of the research strategies in the proposal, call the State Historic Preservation Office for clarification.

How Do I Determine Whether a Consultant is Qualified?

A prospective consultant should have a healthy mix of education and experience relevant to your project.

- Consideration should be given to consultants with a graduate degree in a closely related field; in some cases, significant work experience will bring additional skills to your project.
- A prospective consultant should have the necessary experience, staffing and availability of technical and support services to complete the project. • For some projects, a consultant must meet specific professional qualifications. The Ohio Historic Preservation Office can assist with questions about what qualifications to specify for your project.
- Especially for surveys and National Register of Historic Places nominations, a consultant should demonstrate familiarity with the specific kinds of historic property types in the project area and the various techniques of historical research needed to complete the project.
- Especially for compliance projects, in which the effect of undertakings on historic properties is considered in accordance with Section 106 of the National Historic Preservation Act, a consultant should be able to explain procedures and recommendations to you clearly so that you understand what is needed, why it is needed and how to evaluate and use the finished products and findings.
- A prospective consultant should be familiar with the procedures outlined in the Ohio Historic Preservation Office's Archaeology Guidelines, and have experience with completing the Ohio Archaeological Inventory Form in a professional

manner. Performance Can the consultant demonstrate a record of satisfactorily completing projects? Have prospective consultants submit copies of relevant previous work. Contact several clients from the list of references and ask whether reports and other documents were thorough, neat, submitted on time and otherwise acceptable. Contact the Ohio Historic Preservation Office to see if additional information from the consultant was required in order to complete those projects.

- Does the consultant have good communication skills and demonstrate an understanding of your project, needs and goals? The consultant should be able to give direct answers to all of your questions.
- Has the consultant provided evidence that he or she is staying current with trends in his or her area(s) of expertise (e.g., by attending or participating in courses, conferences, and workshops, or by publishing in peer-reviewed journals)?

Cost

Archaeology consultants, like consultants in any other field, charge a fee for their services. Generally speaking, you can expect the cost of a consultant to be equal to what you would pay other professionals working an equivalent amount of time.

- In the proposal, the consultant should clearly state the products that will be delivered for the cost proposed and present a time frame, with beginning and ending dates, including deadlines for any drafts you require.
- The consultant should include information regarding costs for curating artifact collections and original field notes in an approved repository.

Writing Requests for Proposals

The following checklist provides a basic outline for preparing and reviewing requests for proposals and reviewing products submitted by consultants. Tailor these to the specific needs of your project. The State Historic Preservation Office can provide sample requests for proposals. In most circumstances,

it is important to flag project boundaries and allow prospective archaeological consultants the opportunity to see the project area conditions before they submit a proposal.

Information Provided by Client

- background/issues
- project description
- area characteristics
- goal of project
- scope of work
- task outline
- specific requirements
- level of community input
- products to be generated
- number and nature of products
- format requirements
- presentations expected before, during, and after project
- time requirements and deadlines
- preproposal conference (if any)
- client responsibility/involvement
- selection criteria
- client contact address/phone
- proposal deadline: date and time

Information Requested from Consultant

- qualifications required/requested
 - education (c.v. or resume)
 - meets professional qualifications
 - relevant previous work
 - sample(s)
 - list of previous clients
 - samples of relevant previous work
- methodology or approach
- statement of products
- schedule
- cost (may be separate if requesting qualifications first)
- references

Evaluating Proposals

- establish review committee
- use established selection criteria
- qualifications meet requirements
- previous experience relevant
- methodology satisfactory
- work samples satisfactory
- staffing adequate for job
- schedule reasonable
- references satisfactory
- cost competitive
 - use objective rating system
- notify all applicants of decision

Project Monitoring

- maintain regular contact with consultant
- enforce deadlines
- carefully review all submissions
- content meets expectations
- product neat, complete and organized conclusions/recommendations well stated
- graphics appropriate
- coordinate with State Historic Preservation Office
- comply with submission requirements (if any)
- consider future use of products/findings
- public education
- presentation of results to client/public
- dissemination of products/findings

Specific Product Considerations

- Historic Properties Survey/Inventory Report research design
 - methodology
 - meetings/public participation
 - individual inventory forms and area maps
 - computer coded (if required)
 - evaluations of properties/area
 - bibliography
 - data management
 - location of original notes, negatives, etc.
 - state whether data
 - computerized locally
 - describe report dissemination

- Design Guidelines
 - history of area or district
 - illustrated review of architectural styles present in area or district
 - glossary of architectural terminology
 - description of local review process
 - role of commission/board
 - application forms/procedures
 - copy of local ordinance(s)
 - illustrated design guidance organized by interior and exterior architectural feature

National Register Nominations

- completed nomination form
- all sections completed
- United States Geological Survey Maps
- b&w photos/color slides as required

- Booklets, Tour Guides, Other
 - accuracy/quality of content
 - neatness and readability of narrative
 - appropriate graphics
 - well-designed product
 - includes sources of additional information

For additional information: "Using Professional Consultants in Preservation," Information series No. 26, 1994, available from the National Trust For Historic Preservation, 1785 Massachusetts Avenue, N.W., Washington, D.C. 20036, (202) 673-4296.

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Archaeology Areas

Joel A. Brown 5 6
EMH&T, Inc.
5500 New Albany Road
Columbus, OH 43054
(614) 775-4526
(614) 775-4802 - FAX
jbrown@emht.com
www.emht.com

Mr. Frank Carvino, RPA 6 RPA
S & ME, Inc.
6190 Enterprise Court
Dublin, OH 43016
(614) 793-2226

fcarvino@smeinc.com
www.smeinc.com

Dr. Robert C. Chidester 6 RPA
The Mannik & Smith Group, Inc.
1800 Indian Wood Circle
Maumee, OH 43537
(419) 891-2222
(419) 891-1595 - FAX
Rchidester@manniksmithgroup.com
www.manniksmithgroup.com

Jessica Clark 6 RPA
Ohio Valley Archaeology, Inc.
4889 Sinclair Rd., Suite 210
Columbus, OH 43229
(614) 436-6926
(614) 436-6945 - FAX
jclark@ovaigroup.com
www.ovaigroup.com

Luke W. Erickson, M.A. 5 RPA
Environment & Archaeology, LLC
221 Main Street
Florence, KY 41042 USA
(859) 746-1778
(859) 746-1788 - FAX
lerickson@environment-archaeology.com
http://www.environment-archaeology.com

Karen Niemel Garrard, Ph.D. 5 6 RPA
Metric Environmental
810 Plum Street, Suite 4
Cincinnati, OH 45202 USA
(513) 687-5831

kareng@metricenv.com
www.metricenv.com

Jonathan Glenn 5 6 RPA
GAI Consultants
385 East Waterfront Dr.
Homestead, PA 15120
(412) 399-5191
(412) 476-2020 - FAX
j.glenn@gaiconsultants.com
www.gaiconsultants.com

R.Christopher Goodwin, Ph.D. 5 6 7
R. Christopher Goodwin & Associates, Inc
241 East 4th Street, Suite 100
Frederick, MD 21701
(301) 694-0428
(301) 695-5237 - FAX
rcgoodwin@rcgoodwin.com
www.rcgoodwin.com

David S Hanley, M.A., RPA 5 6
Apogee Environmental and Archeological,
Inc.
1493 Butler Plank Rd., STE 6
Glenshaw, PA 15116 US
(606) 633-7677

david@apogee-environmental.com
www.apogee-environmental.com

Craig S. Keener 5 6
Professional Archaeological Services Team
2152 Twin Creek Rd
West Alexandria, OH 45381
(614) 214-4478

c_keener@pasteam.com
www.pasteam.com

David F. Klinge 6 RPA
ASC Group, Inc.
7123 Pearl Road, Suite 107
Middleburg Heights, OH 44130
(440) 845-7590

dklinge@ascgroup.net
www.ascgroup.net

Jeannine Kreinbrink 5 6 RPA
K & V Cultural Resources Management, LLC
11283 Big Bone Rd.
Union, KY 41091
(859) 760-5271

kreinbrinkjmo@gmail.com

Anne Lee 5 RPA
Commonwealth Heritage Group
4608 Indianola Avenue
Suite C
Columbus, OH 43214 USA
(614) 549-6190

alee@chg-inc.com
www.commonwealthheritagegroup.com

Joni L. Manson, Ph.D. 5 6 RPA
Heritage Education and Research Services
13269 Bevelheimer Road
Westerville, OH 43081 USA
(614) 855-8395
(270) 968-1468 - FAX
jmanson@heritageers.com
www.heritageers.com

Cinder Miller 5 6
Gray & Pape, Inc.
1318 Main Street
Cincinnati, OH 45202
(513) 287-7700
(513) 287-7703 - FAX
cmiller@graypape.com

Archaeology Areas

Janna Napoli 5 6

Environmental Design & Research
274 N Goodman Street
Rochester, NY 14607 USA
(724) 316-2345

jnapoli@edrdpc.com

Benjamin Resnick 6 RPA

GAI Consultants
385 East Waterfront Drive
Homestead, PA 15120 USA
(412) 399-5105
(412) 476-2020 - FAX
b.resnick@gaiconsultants.com
www.gaiconsultants.com

Samuel P. Snell 5

Metric Environmental
6971 Hillside Court
Indianapolis, IN 46250 USA
(317) 912-3499

sams@metricenv.com
metricenv.com

Dr. Kevin C. Nolan 5 RPA

Applied Archaeology Laboratories, Ball State
University
Department of Anthropology
Burkhardt Building, Room 314
Muncie, IN 47306 USA
(765) 285-5328
(765) 285-2163 - FAX
aal@bsu.edu
www.bsu.edu/aal

Kevin Schwarz, Ph.D. 5 RPA

ASC Group, Inc.
800 Freeway Drive North, Suite 101
Columbus, OH 43229
(614) 268-2514
(614) 268-7881 - FAX
kschwarz@ascgroup.net
www.ascgroup.net

Jim Snyder, RPA 5 6

Civil & Environmental Consultants, Inc.
530 E. Ohio Street
Suite G
Indianapolis, IN 46204 USA
(317) 655-7777
(317) 655-7778 - FAX
jsnyder@cecinc.com
cecinc.com

Eric Olson 5 6

Stewards of Historical Preservation
140 E. Market Street #207J
Akron, OH 44308 USA
(330) 714-5554

historiakron@gmail.com
www.neoship.org

Shane Seitz 5 6

2596 River Road
Willoughby Hills, OH 44094 usa
(440) 655-9133

ArcheologyUnlimited@gmail.com

David M. VanZandt 6 7 RPA

VanZandt Engineering
1226 Lakeland Avenue
Lakewood, OH 44107
(216) 521-8606

dvanzandt@sbcglobal.net

Stevan C. Pullins 5 6 RPA

Cultural Resource Analysts, Inc.
3556 Teays Valley Road, Suite #3
Hurricane, WV 225526
(304) 562-7233
(304) 562-7235 - FAX
spullins@crai-ky.com
www.crai-ky.com

Andrew Sewell 5 6 RPA

Lawhon and Associates
1441 King Avenue
Columbus, OH 43212 USA
(614) 481-8600

asewell@lawhon-assoc.com
www.lawhon-assoc.com

Mason R Waugh 5 6

Lawhon and Associates
1441 King Ave
Columbus, OH 43212 USA
(614) 481-8600

mwaugh@lawhon-assoc.com
www.lawhon-assoc.com

David C. Reiser 6

RVC Architects, Inc.
131 W. State St.
Athens, OH 45701 USA
(740) 592-5615
(740) 593-8811 - FAX
reiser@rvcarchitects.com
www.rvcarchitects.com

Michael D. Shaw, RPA 5 6

Environment & Archaeology, LLC
998 East ridge Dr., Suite M
Lebanon, OH 45306 USA
(513) 899-9023
(513) 899-9021 - FAX
mshaw@environment-archaeology.com

Ryan J. Weller 5 6

Weller & Associates, Inc.
1395 West 5th Avenue
Columbus, OH 43212
(614) 485-9435
(614) 485-9439 - FAX
rweller@wellercrm.com
www.wellercrm.com

Archaeology Areas

Dr. Quent Winterhoff 5

Apogee Environmental & Archaeological,
Inc.

112 Wabash St., 1st Fl

Pittsburgh, PA 15220

(606) 633-7677

(606) 632-2626 - FAX

quent@apogee-environmental.com

www.apogee-environmental.com

Justin P. Zink 5 6 7 RP

Lawhon & Associates, Inc.

1441 King Ave

Columbus, OH 43212 USA

(614) 481-8600

(614) 481-8610 - FAX

jzink@lawhon-assoc.com

www.lawhon-assoc.com

Athena Zisis 6

The Mannik & Smith Group, Inc.

1160 Dublin Road, Suite 100

Columbus, OH 43215 USA

(313) 914-0140

azisis@manniksmithgroup.com

www.manniksmithgroup.com