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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U.S. Department of the Interior regulations prohibit unlawful discrimination in departmental federally assisted programs on the basis of race, color, national origin, age or disability. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of federal assistance should write: Director, Equal Opportunity, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127.
Choosing a History or Architecture Consultant

Consultants can be very helpful to you in completing historic preservation projects. Their expertise can be invaluable, providing a rewarding experience for you or your community when planning historic preservation.

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 enable you to identify several who appear to meet your needs. Invite them to submit proposals for your project based on the written description you provide.

How Do I Judge Consultants?

You should consider the specific needs of your project as well as the consultants’ individual fields of expertise. The final decision will be based on the competence, qualifications and capability of undertaking your 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 firm is qualified for, understands and can complete your job. Compare acceptable proposals and select the consultant with the best proposal and best price.

How Do I Determine Whether a Consultant is Qualified?

• 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 State 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 determined 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.

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.
• Does the consultant have good communication skills and demonstrate an understanding of your project, needs and goals? The consultant should offer 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

Cost

• History/architecture 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 following checklists provide basic outlines for preparing and reviewing requests for proposals and reviewing products submitted by consultants. Tailor these to the specific needs of your project. The Ohio Historic Preservation Office can provide sample requests for proposals.

Writing Requests for Proposals

• 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, after project
  □ time requirements and deadlines
  □ pre-proposal 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

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    □ education (c.v. or resume)
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    □ 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

☐ 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

History/Architectural Areas

Steven Avdakov, RA, NCARB  2 3 4
Heritage Architectural Associates
2307 Chapline Street
Wheeling, WV 26003
(681) 207-9975
savdakov@heritagearchitectural.com
www.heritagearchitectural.com

Lauren Pinney Burge, AIA  2 3 4 8
Perspectus
1300 East 9th Street Suite 910
Cleveland, OH 44114 USA
(216) 377-3710
lburge@perspectus.com
www.perspectus.com

Dr. Robert C. Chidester  1
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

David B Bills  4
Brown & Bills Architects
55 Hillside Ct.
Englewood, OH 45322 USA
(937) 832-1150
davebills@brownsandbills.com
www.brownsandbills.com

Dr. Jarrod Burks  8
Ohio Valley Archaeology, Inc.
4889 Sinclair Rd., Suite 210
Columbus, OH 43229
(614) 436-6926
jburks@ovaigroup.com
www.ovaigroup.com

Adrienne Cowden  1 2 8
720 Consulting, LLC
2114 Alpine Place
Cincinnati, OH 45206
(513) 378-7836
adrienne.cowden@gmail.com
720consulting.net

Polly L Bloom  2
Perspectus
1300 E 9th Street
Cleveland, OH 44224 USA
(216) 752-1800
pbloom@perspectus.com
www.perspectus.com

Jane C. Busch, PhD.  1 2
Jane C. Busch, LLC
2675 Scarborough Road
Cleveland Heights, OH 44106 USA
(216) 321-0985
buschj@att.net

Wes Cunningham  12
Gray & Pape
1318 Main Street
Cincinnati, OH 45202 USA
(502) 807-0575
wcunning@graypape.com
www.graypape.com

Brian Broadus  3
Perspectus
1300 East 9th Street Suite 910
Cleveland, OH 44121 USA
(216) 377-3487
(216) 752-3833 - FAX
broadus@perspectus.com
www.perspectus.com

Brett Carmichael  2
Lawhon & Associates, Inc.
1441 King Ave.
Columbus, OH 43212 USA
(614) 481-8600
(614) 481-8610 - FAX
brettlawhonassoc@awhon-associates.com
www.awhon-assoc.com

Charissa W Durst, AIA, LEED AP  2 3 4 8 BD
Hardlines Design Company
4608 Indianola Avenue
Columbus, OH 43214
(614) 784-8733
(614) 784-9336 - FAX
cdurst@hardlinesdesign.com
www.hardlinesdesign.com

Stephen Brown  3 4
Brown and Bills Architects, Inc.
55 Hillside Ct.
Englewood, OH 45322 USA
(937) 832-1150
(937) 832-1590 - FAX
contact@brownandbills.com

Samiran Chanchani, Ph.D.  2
HistoryWorks, LLC
PO Box 42586
Blue Ash, OH 45242 USA
(513) 265-8493
historyw@historyworks.us
www.historyworks.us

Michael Fleenor  12
Historic Preservation Group, LLC
2425 W. 11th Street
Cleveland, OH 44113 USA
(216) 426-3109
(216) 426-1975 - FAX
michael@hpgroup-llc.com
www.historicpreservationgroup.com
History/Architectural Areas

Patrick A. Hansford
Patrick Hansford Associates
193 Cherry Dr.
Centerville, OH 45459
(937) 344-0136
phantsford@woh.rr.com
patrickhansfordassociates.com

Candace Hudziak
Metric Environmental
6971 Hillsdale Court
Indianapolis, IN 46250 USA
(317) 400-1633
(855) 808-8227 - FAX
candaceh@metricenv.com
www.metricenv.com

Kathryn M. Kuranda
R. Christopher Goodwin & Associates
241 East 4th Street, Suite 100
Frederick, MD 21701
(301) 694-0428
(301) 695-5237 - FAX
kkuranda@rcgoodwin.com
www.rcgoodwin.com

Rick Hawksley, AIA
Rick Hawksley AIA Architect
160 N. Chestnut St.
Ravenna, OH 44266 USA
(330) 715-2354
rick@hawksley.org

Maura Johnson
The Mannik & Smith Group, Inc.
1800 Indian Wood Circle
Maumee, OH 43537
(419) 891-2222
(419) 891-1595 - FAX
mjohnson@manniksmithgroup.com
www.manniksmithgroup.com

Michael R. Nagle
Wiss, Janney, Elstner & Associates, Inc.
9655 Sweet Valley Drive, Suite 3
Cleveland, OH 44125
(216) 642-2300
mnagle@wje.com
www.wje.com

Gabe Hays
Wallace Pancher Group
145 E. Main Street
St. Clairsville, OH 43950 USA
(740) 981-0155
(740) 981-0156 - FAX
kdillon@wallacepancher.com
www.wallacepanchergroup.com

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

c_keener@pasteam.com
www.pasteam.com

Wendy Naylor
Naylor Wellman, LLC
92 East Washington Street
Chagrin Falls, OH 44022 USA
(440) 247-8319
(440) 247-1560 - FAX
naylor@naylorwellman.com
www.naylorwellman.com

Deanna Heil
City Studios Architecture
1148 Main Street
Floor 2
Cincinnati, OH 45202 USA
(513) 621-0750
dheil@citystudiosarch.com
www.citystudioarch.com

Peter Ketter
Sandvick Architects, Inc.
1265 W. Sixth St.
Suite 200
Cleveland, OH 44113 USA
(216) 621-8055
(216) 687-1814 - FAX
pketter@sandvickarchitects.com
www.sandvickarchitects.com

Chantelle Noble
City Studios Architecture
1148 Main Street
Floor 2
Cincinnati, OH 45202 USA
(513) 621-0750
cnoble@citystudiosarch.com
www.citystudiosarch.com

Mr. Jeffrey S Henley
SJ CA Inc.
9102 N Meridian St #200
Indianapolis, IN 46260 USA
(317) 566-0629
shenley@sjcainc.com
www.sjcainc.com

Jeannine Kreinbrink
K & V Cultural Resources Management, LLC
11233 Big Bone Rd.
Union, KY 41091
(859) 760-5271
kreinbrinkjmo@gmail.com

Christopher B. Owen, MSHP
The Mannik & Smith Group, Inc.
20600 Chagrin Boulevard, Suite 500
Shaker Heights, OH 44122
(419) 891-2222
cowen@manniksmithgroup.com
www.manniksmithgroup.com

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History/Architectural Areas

Rachel Pearce  
Sandvick Architects, Inc.  
1265 West 6th Street, Suite 200  
Cleveland, OH  44113 USA  
(216) 621-8055  
rpearce@sandvickarchitects.com  
www.sandvickarchitects.org

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

Harvey Schwager, AIA  
OHM Advisors  
580 North Fourth Street  
Suite 610  
Columbus, OH  43215  
(614) 474-5113  
Harvey.Schwager@ohm-advisors.com  
www.ohm-advisors.com

Dr. Albert M. Pecora  
Ohio Valley Archaeology, Inc.  
4889 Sinclair Rd., Suite 210  
Columbus, OH  43229  
(614) 436-6926  
(614) 436-6945  
apecora@ovaigroup.com  
www.ovaigroup.com

Elaine H. Robinson  
Commonwealth Heritage Group, Inc.  
3215 Central Street  
Dexter, MI  48130 USA  
(517) 788-3550  
(517) 788-6594  
ehrobinson@chg-inc.com  
www.commonwealthheritagegroup.com

Alice L Sloan  
Perspectus  
1300 East 9th Street Suite 910  
Cleveland, OH  44114 USA  
(216) 377-6802  
asloan@perspectus.com  
www.perspectus.com

Yolita E. Rausche, M.Arch.HP, AIA Assoc., LEED  
Rausche Historic Preservation, LLC  
169 Senlac Hills Drive  
Chagrin Falls, OH  44022  
(216) 469-0615  
yrausche@sbcglobal.net  
www.rauschehistoric.com

Heather Rudge  
Historic Preservation Group, LLC  
2425 W. 11th Street  
Suite 4  
Cleveland, OH  44113 USA  
(216) 302-3510  
heather@hpgroup-llc.com  
www.historicpreservationgroup.com

Paul R. Sullivan, J r., AIA  
23 S. St. Clair Street  
Toledo, OH  43604 USA  
(419) 266-2733  
prsullivanjr@yahoo.com

Agnes Ray, M.A.  
Ohio Valley Archaeology, Inc.  
4889 Sinclair Rd., Ste. 210  
Columbus, OH  43229  
(614) 436-6926  
(614) 436-6945  
agnesray@ovaigroup.com  
www.ovaigroup.com

Jennifer Ryall  
Cardno, Inc.  
10420 Bluegrass Parkway, Suite 10420  
Louisville, KY  40299 USA  
(502) 305-3690  
Jennifer.Ryall@cardno.com  
www.cardno.com/

Douglas Terpstra  
ASC Group, Inc.  
800 Freeway Dr. N., Suite 101  
Columbus, OH  43229  
(614) 268-2514  
(614) 268-7881  
dterpstra@ascgroup.net  
www.ascgroup.net

Emily Rebmann  
LDA Architects, Inc  
5000 Euclid Ave., Suite 104  
Cleveland, OH  44103 USA  
(216) 932-1890  
emilyr@ldaarchitecture.com  
www.ldaarchitecture.com

Charles L. Schreckenberger, FAIA  
PRIME AE Group Inc  
540 White Pond Drive  
Akron, OH  44320 USA  
(330) 864-7755  
(330) 864-3691  
cschreckenberger@primeeng.com  
www.primeeng.com

Diana Wellman  
Naylor Wellman, LLC  
1325 Inglewood Drive  
Cleveland Heights, OH  44121  
(216) 482-1179  
welldman@naylorwellman.com  
www.naylorwellman.com
History/Architectural Areas

Madeline Williams  2
MSA Design
316 W Fourth Street
Cincinnati, OH  45202
(513) 241-5666
mwilliams@msaarch.com
www.msaarch.com

Karen Wood  1
SJ CA Inc.
9102 N. Meridian St.
Suite 200
Indianapolis, IN  46260 US
(317) 566-0629
kwood@sjcainc.com
www.sjcainc.com

Olivia Zepp  2 3
Perspectus
1300 E 9th Street, Suite 910
Cleveland, OH  44114 USA
(216) 752-1800
ozepp@perspectus.com
www.perspectus.com