

Historic Preservation Consultants: History/Architecture

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.

Publication of this fact sheet has been made possible in part by a grant from the U.S. Department of the Interior's National Park Service, administered by the Ohio History Connection, State Historic Preservation Office.

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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)
To better serve you we recommend that you call ahead for an appointment

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 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 can substitute well for a graduate degree.

- 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

- 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/Inventor 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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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

Amy Coombs P.h.D. 1 2 8

SJCA Inc.
9102 N Meridian St #200
Indianapolis, IN 46260 US
(773) 683-3978

acoombs@sjcainc.com
www.sjcainc.com

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

Adrienne Cowden 1 2 8

720 Consulting, LLC
2114 Alpine Place
Cincinnati, OH 45206
(513) 378-7836

adrienne.cowden@gmail.com
720consulting.net

Brian Broadus 3

Perspectus
1300 East 9th Street Suite 910
Cleveland, OH 44114 USA
(216) 377-3487
(216) 752-3833 - FAX

bbroadus@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

brettcarmichael@lawhon-assoc.com
www.lawhon-assoc.com

Wes Cunningham 1 2

Gray & Pape
1318 Main Street
Cincinnati, OH 45202 USA
(502) 807-0575

wcunning@graypape.com
www.graypape.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@brownsandbills.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

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

History/Architectural Areas

Michael Fleenor 1 2 Historic Preservation Group, LLC 2425 W. 11th Street Cleveland, OH 44113 USA (216) 426-3109 (216) 426-1975 - FAX michael@hpggroup-llc.com www.historicpreservationgroup.com	Deanna Hell 3 4 City Studios Architecture 1148 Main Street Floor 2 Cincinnati, OH 45202 (513) 621-0750 dhell@citystudiosarch.com www.citystudioarch.com	Craig S. Keener 1 Professional Archaeological Services Team 2152 Twin Creek Rd West Alexandria, OH 45381 (614) 214-4478 c_keener@pasteam.com www.pasteam.com
Jeff Gibbon 3 Gibbon Architecture 3012 Chadbourne Road Shaker Hts, OH 44120 US (216) 385-5703 jeff@gibbonarchitecture.com www.gibbonarchitecture.com	Mr. Jeffrey S Henley 1 SJCA Inc. 9102 N Meridian St #200 Indianapolis, IN 46260 US (317) 566-0629 shenley@sjcainc.com www.sjcainc.com	Peter Ketter 1 2 8 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
Patrick A. Hansford 3 4 Patrick Hansford Associates 193 Cherry Dr. Centerville, OH 45459 (937) 344-0136 phansford@woh.rr.com patrickhansfordassociates.com	Kelly M Higelmire 2 Terracon 611 Lunken Park Drive Cincinnati, OH 45226 US (513) 612-9035 kelly.higelmire@terracon.com www.terracon.com	Jeannine Kreinbrink 1 K & V Cultural Resources Management, LLC 11283 Big Bone Rd. Union, KY 41091 (859) 760-5271 kreinbrinkjmo@gmail.com
Rick Hawksley, AIA 3 Rick Hawksley AIA Architect 160 N. Chestnut St. Ravenna, OH 44266 USA (330) 715-2354 rick@hawksley.org	Candace Hudziak 1 2 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 1 2 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
Gabe Hays 9 Wallace Pancher Group 145 E. Main Street St. Clairsville, OH 43950 USA (724) 981-0155 (724) 981-0156 - FAX kdillon@wallacepancher.com www.wallacepanchergroup.com	Maura Johnson 2 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	Emily Steiner Little, AIA, LEED AP BD+C 3 4 LEE 132 S. Lincoln St. Kent, OH 44242 USA (330) 322-9290 elittle7@kent.edu

History/Architectural Areas

Scott McIntosh 1 2 4

Weller & Associates
1395 W 5th Ave.
Columbus, OH 43212 USA
(614) 615-3021

s.mcintosh@wellercrm.com

Christopher B. Owen, MSHP 1 2 8

The Mannik & Smith Group, Inc.
20600 Chagrin Boulevard, Suite 500
Shaker Heights, OH 44122
(419) 891-2222

cowen@mannicksmithgroup.com
www.MannikSmithGroup.com

Agnes Ray, M.A. 8

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

Marcia E Moll 1 2

PlaceMark Collaborative LLC.
1519 W Clifton Blvd.
Lakewood, OH 44107 USA
(216) 310-9304

placemarkcollaborative@gmail.com

Rachel Pearce 1 2

Sandvick Architects, Inc.
1265 West 6th Street, Suite 200
Cleveland, OH 44113 USA
(216) 621-8055

rpearce@sandvickarchitects.com
www.sandvickarchitects.org

Emily Rebmann 1 2

LDA Architects, Inc
5000 Euclid Ave., Suite 104
Cleveland, OH 44103 USA
(216) 932-1890

emilyr@ldaarchitecture.com
www.ldaarchitecture.com

Michael R. Nagle 3 4

Wiss, Janney, Elstner & Associates, Inc.
9655 Sweet Valley Drive, Suite 3
Cleveland, OH 44125
(216) 642-2300

archnagle10@outlook.com

Dr. Albert M. Pecora 8

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

David C. Reiser 3 4

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

Wendy Naylor 1 2 8

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

David A. Pigford, RA, NCARB 3

DPRA Architects
907 W. Fifth St., Suite 140
Dayton, OH 45402
(937) 838-7008

dpigford@dpragroup.com
www.DPRAGroup.com

Elaine H. Robinson 1 2

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

Chantelle Noble 3 4 LEED

City Studios Architecture
1148 Main Street
Floor 2
Cincinnati, OH 45202 USA
(513) 621-0750

cnoble@citystudiosarch.com
www.citystudiosarch.com

Yolita E. Rausche, M.Arch.HP, AIA Assoc., LEED 2 3 4 8

Rausche Historic Preservation, LLC
169 Senlac Hills Drive
Chagrin Falls, OH 44022
(216) 469-0615

yrausche@sbcglobal.net
www.rauschehistoric.com

Heather Rudge 1 2

Historic Preservation Group, LLC
2425 W. 11th Street
Suite 4
Cleveland, OH 44113 USA
(216) 302-3510

heather@hpgroup-llc.com
www.historicpreservationgroup.com

History/Architectural Areas

Jennifer Ryall 2 Cardno, Inc. 10420 Bluegrass Parkway, Suite 10420 Louisville, KY 40299 USA (502) 305-3690 Jennifer.Ryall@cardno.com www.cardno.com/	Alice L Sloan 1 2 Perspectus 1300 East 9th Street Suite 910 Cleveland, OH 44114 USA (216) 377-6802 asloan@perspectus.com www.perspectus.com	Diana Wellman 1 2 Naylor Wellman, LLC 1325 Inglewood Drive Cleveland Heights, OH 44121 (216) 482-1179 wellman@naylorwellman.com www.naylorwellman.com
Michael R. Sanbury, Assoc. AIA 2 3 4 LDA Architects 5000 Euclid Ave, Ste 104 Cleveland, OH 44103 USA (216) 932-1890 michael@ldaarchitecture.com www.ldaarchitecture.com	Paul R. Sullivan, Jr., AIA 3 23 S. St. Clair Street Toledo, OH 43604 USA (419) 266-2733 prsullivanjr@yahoo.com	Laura L Weston 2 Twin Bridges 6424 Farmswood Drive Fort Wayne, IN 46804 US (260) 615-2546 lauraeweston@gmail.com
Charles L. Schreckenberger, FAIA 3 PRIME AE Group Inc AE Group Inc 540 White Pond Drive Akron, OH 44320 USA (330) 864-7755 (330) 864-3691 - FAX cschreckenberger@primeeng.com www.primeeng.com	Douglas Terpstra 2 ASC Group, Inc. 800 Freeway Dr. N., Suite 101 Columbus, OH 43229 (614) 268-2514 (614) 268-7881 - FAX dterpstra@ascgroup.net www.ascgroup.net	Madeline Williams 2 MSA Design 316 W Fourth Street Cincinnati, OH 45202 (513) 241-5666 mwilliams@msaarch.com www.msaarch.com
Ryan M. Schumaker 2 The Mannik & Smith Group, Inc. 1800 Indian Wood Circle Maumee, OH 43537 (517) 614-8008 rschumaker@manniksmithgroup.com	Linda Weintraut, Ph.D. 1 Weintraut & Associates, Inc. 4649 Northwestern Drive Zionsville, IN 46077 USA (317) 733-9770 (317) 733-9773 - FAX linda@weintrautinc.com www.weintrautinc.com	Karen Wood 1 SJCA Inc. 9102 N. Meridian St. Suite 200 Indianapolis, IN 46260 US (317) 566-0629 kwood@sjcainc.com www.sjcainc.com
Harvey Schwager, AIA 3 4 OHM Advisors 580 North Fourth Street Suite 610 Columbus, OH 43215 (614) 474-5113 Harvey.Schwager@ohm-advisors.com www.ohm-advisors.com	Michael Wellman 3 LEED Meld Architects, Inc. 2310 Superior Ave, Suite 260 Cleveland, OH 44114 (216) 373-2902 mike@meldarchitects.com meldarchitects.com	Olivia Zepp 3 4 Perspectus 1300 E 9th Street, Suite 910 Cleveland, OH 44114 USA (216) 752-1800 ozepp@perspectus.com www.perspectus.com
Richard J. Sicha 1 2 PlaceMark Collaborative LLC 1519 W. Clifton Blvd. Lakewood, OH 44107 (216) 310-9304 placemarkcollaborative@gmail.com		