

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. Archaeology
6. Geophysical Specialist
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

06/24/2024

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 seethe 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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State Historic Preservation Office
800 E. 17th Ave., Columbus, Ohio 43211-2474
p. 614.298.2000 f. 614.298.2037
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(Individual staff hours may vary)
To better serve you we recommend that you call ahead for an appointment

State Historic Preservation Office

Archaeological Areas of Expertise

James S. Belew

Archaeology RPA

Sphere 3 Environmental, LLC
1501 Bill Owens Pkwy
Longview, TX 75604
(903) 207-4673
(254) 855-7597 - Mobile
belew@shpere3env.com
www.shpere3env.com

Meagan Bell

Archaeology RPA

The Mannik & Smith Group, Inc.
1160 Dublin Road
Suite 100
Columbus, OH 43215
(419) 891-2222
(419) 386-9063 - Mobile
mbell@manniksmithgroup.com
manniksmithgroup.com

Joel A. Brown

Archaeology

CTL Engineering
2860 Fisher Road
Columbus, OH 43204
(614) 276-8123

jbrown@ctleng.com
www.ctleng.com

Jarrod Burks, Ph.D.

Archaeology Geophysical RPA

Ohio Valley Archaeology, Inc.
4889 Sinclair Rd.
Suite 210
Columbus, OH 43229
(614) 436-6926

jburks@ovaigroup.com
www.ovaigroup.com

Frank Carvino

Archaeology RPA

Stone Environmental, Engineering & Science
3700 Corporate Drive
Suite 125
Columbus, OH 43231
(614) 865-1874

frankcarvino@stoneenvironmental.com
www.stoneenvironmental.com

Jamie Cochran-Smith

Archaeology RPA

RESCOM Environmental Corp.
PO Box 5516
Fort Wayne, IN 46895
(260) 385-6998
(260) 385-6889 - Mobile
jamie.cochran-smith@rescom.org
www.rescom.org

Tara Rose Cassano

Archaeology RPA

Lawhon & Associates, Inc.
1441 King Avenue
Columbus, OH 43212
(614) 481-8600
(949) 525-7846 - Mobile
tcassano@lawhon-assoc.com
www.lawhon-assoc.com

McKinstry Colin

Archaeology RPA

Gray & Pape, Inc.
340 Reading Road
Cincinnati, OH 45202
(513) 287-7700

cmckinstry@graypape.com
graypape.com

Robert C. Chidester, Ph.D.

Archaeology RPA

The Mannik & Smith Group, Inc.
1800 Indian Wood Circle
Maumee, OH 43537
(419) 891-2222

Rchidester@manniksmithgroup.com
www.manniksmithgroup.com

Jocelyn Connolly

Archaeology RPA

Gray & Pape, Inc.
340 Reading Road
Cincinnati, OH 45202
(513) 287-7700
(614) 619-0281 - Mobile
jconnolly@graypape.com
www.graypape.com

Jessica Clark Royster

Archaeology RPA

Ohio Valley Archaeology, Inc.
4889 Sinclair Rd.
Suite 210
Columbus, OH 43229
(614) 436-6926

jclark@ovaigroup.com
www.ovaigroup.com

Seth T. Cooper

Archaeology

Weller & Associates, Inc.
1395 W 5th Ave
Columbus, OH 43212
(614) 485-9435

s.cooper@wellercrm.com
www.wellercrm.com

State Historic Preservation Office

Archaeological Areas of Expertise

Alexander C. Corkum II, Ph.D.

Archaeology Geophysical RPA

Terracon Consultants, Inc.
800 Morrison Road
Columbus, OH 43230
(614) 328-1183
(614) 816-9698 - Mobile
alex.corkum@terracon.com
www.terracon.com

Joshua Engle

Archaeology

EMH&T
5500 New Albany Rd.
Columbus, OH 43054
(614) 775-4519
(614) 989-8773 - Mobile
jengle@emht.com
www.emht.com

Alexandra Flores

Archaeology Geophysical RPA

Ohio Valley Archaeology Inc
4889 Sinclair Rd
Suite 210
Columbus, OH 43229
(614) 436-6926
(405) 202-6827 - Mobile
aflores@ovaigroup.com
ovaigroup.com

Brenda L Detty

Archaeology RPA

Ohio Valley Archaeology Inc
4889 Sinclair Rd.
Suite 210
Columbus, OH 43229
(614) 436-6926
(740) 701-3770 - Mobile
bdetty@ovaigroup.com
ovaigroup.com

Luke Erickson

Archaeology RPA

Environment & Archaeology, LLC
221 Main Street
Florence, KY 41042
(859) 746-1778
(859) 496-7789 - Mobile
lerickson@environment-archaeology.com
www.environment-archaeology.com

Karen Niemel Garrard, Ph.D.

Archaeology RPA

Metric Environmental
6958 Hillsdale Court
Indianapolis, IN 46250
(317) 400-1633
(513) 687-5831 - Mobile
kareng@metricenv.com
www.metricenv.com

Lisa M. Dugas

Archaeology RPA

Big Pine Consultants, LLC
1066 Towervue Dr.
Pittsburgh, PA 15227
(412) 525-3491
(412) 525-3491 - Mobile
ldugas@bigpineconsultants.com
bigpineconsultants.com

Amanda Evans

Underwater RPA

Gray & Pape, Inc.
340 Reading Road
Cincinnati, OH 45202
(513) 287-7700

aevans@graypape.com
www.graypape.com

Jonathan Glenn

Archaeology RPA

GAI Consultants
385 East Waterfront Dr.
Homestead, PA 15120
(412) 399-5191

j.glenn@gaiconsultants.com
www.gaiconsultants.com

Stacy M. Dunn, Ph.D.

Archaeology RPA

Ohio Valley Archaeology Inc
4889 Sinclair Rd.
Suite 210
Columbus, OH 43229
(614) 436-6926

sdunn@ovaigroup.com
www.ovaigroup.com

Amy C. Favret

Archaeology RPA

GAI Consultants
11 Spiral Drive
Suite 8
Florence, KY 41042
(859) 795-2980

a.favret@gailconsultants.com
qaiconsultants.com

Chris Goodrich

Archaeology RPA

Weller & Associates, Inc.
1395 West 5th Avenue
Columbus, OH 43212
(614) 485-9435
(614) 330-5270 - Mobile
cgoodrich@wellercrm.com
www.wellercrm.com

State Historic Preservation Office

Archaeological Areas of Expertise

Christina Hahn

Archaeology RPA

Arcadis, Inc.
4665 Cornell Road
Suite 200
Cincinnati, OH 45241
(513) 985-8000
(859) 469-8164 - Mobile
christina.hahn@arcadis.com

Victoria A. Jones

Archaeology RPA

Allstar Ecology, LLC
1582 Meadowdale Rd.
Fairmont, WV 26554
(304) 816-3490
(346) 805-8538 - Mobile
victoria@allstarecology.com
allstarecology.com

Jeannine Kreinbrink

Archaeology RPA

11283 Big Bone Rd.
Union, KY 41091
(859) 760-5271

kandvcrm@gmail.com

Kira M. Heinrich

Archaeology

Christine Davis Consultants, Inc.
560 Penn Street
Verona, PA 15147
(412) 826-0443
(610) 657-7310 - Mobile
kira@chrisdavis.net
christinedavisconsultants.com

Craig S. Keener

Archaeology

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

c_keener@pastteam.com
www.pastteam.com

David Lamp

Archaeology RPA

EMH&T
5500 New Albany Road
New Albany, OH 43054
(740) 215-1945 - Mobile
lampd@ohio.edu

Kelly M. Higelmire

Archaeology

Terracon
611 Lunken Park Dr.
Cincinnati, OH 45226
(513) 612-9035

kelly.higelmire@terracon.com
www.terracon.com

Ryan A. Killion

Archaeology Underwater RPA

Terracon Consultants, Inc.
800 Morrison Road
Columbus, OH 43230
(410) 533-0985 - Mobile
ryan.killion@terracon.com
www.terracon.com

Leeanne Mahoney

Archaeology RPA

SEARCH, Inc.
4719 Hassman Court
Cincinnati, OH 45223
(513) 780-4317

leeanne.mahoney@searchinc.com
www.searchinc.com

Michael Hornum

Archaeology

R. Christopher Goodwin & Associates, Inc
241 East 4th Street
Suite 100
Frederick, MD 21701
(301) 694-0428
(540) 272-7723 - Mobile
mhornum@rcgoodwin.com
www.rcgoodwin.com

David F. Klinge

Archaeology RPA

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

dklinge@ascgroup.net
www.ascgroup.net

Joni Manson, Ph.D.

Archaeology RPA

Heritage Education and Research Services
13269 Bevelheimer Road
Westerville, OH 43081
(614) 855-8395
(614) 378-7703 - Mobile
jmanson@heritageers.com
www.heritageers.com

State Historic Preservation Office

Archaeological Areas of Expertise

Heather McDaniel McDevitt

Archaeology Geophysical RPA

Langan Engineering and Environmental
200 West Madison Street
Suite 1920
Chicago, IL 60606
(312) 547-7700
(805) 696-0957 - Mobile
hmcdanielmcdevitt@lanigan.com
www.langan.com/

Jeremy G. Menzer, Ph.D.

Geophysical

Cultural Resource Analysts, Inc.
151 Walton Avenue
Lexington, KY 40508
(859) 629-9003 - Mobile
jgmenzer@crai-ky.com
crai-ky.com

Steph Miller

Archaeology

Gray & Pape, Inc.
340 Reading Road
Cincinnati, OH 45202
(513) 287-7700
(513) 508-2456 - Mobile
smiller@graypage.com
www.qraypage.com

Cinder Miller

Archaeology

Gray & Pape, Inc.
340 Reading Road
Cincinnati, OH 45202
(513) 287-7700

cmiller@graypage.com
www.graypage.com

David Moffatt

Archaeology RPA

Gray & Pape, Inc.
8902 Otis Ave.
Suite 220A
Indianapolis, IN 46216
(317) 417-3843

dmoffatt@graypage.com
graypage.com

Janna Napoli

Archaeology

Environmental Design & Research
5 East Long Street
Suite 700
Columbus, OH 43215
(724) 316-2345

jnapoli@edrdpc.com

John Picklesimer

Archaeology

Gray & Pape, Inc.
304 Reading Road
Cincinnati, OH 45202
(317) 979-8752

jpicklesimer@graypage.com
www.graypage.com

Stevan C. Pullins

Archaeology RPA

Cultural Resource Analysts, Inc.
3556 Teays Valley Road
Suite 3
Hurricane, WV 25526
(304) 562-7233
(304) 993-8947 - Mobile
spullins@crai-ky.com
crai-ky.com

Kevin Schwarz, Ph.D.

Archaeology RPA

ASC Group, Inc.
800 Freeway Drive North
Suite 101
Columbus, OH 43229
(614) 268-2514
(614) 256-0199 - Mobile
kschwarz@ascgroup.net
www.ascgroup.net

Eric Olson

Archaeology

Stewards of Historical Preservation
124 Castle Blvd.
Akron, OH 44313
(330) 714-5554

historicakron@gmail.com
www.neoship.org

Albert M. Pecora, Ph.D.

Archaeology RPA

Ohio Valley Archaeology, Inc.
4889 Sinclair Rd.
Suite 210
Columbus, OH 43229
(614) 436-6926

apecora@ovaigroup.com
www.ovaigroup.com

Andrew Sewell

Archaeology RPA

Lawhon & Associates, Inc.
1441 King Avenue
Columbus, OH 43212
(614) 481-8600

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

State Historic Preservation Office

Archaeological Areas of Expertise

Rachel Sharkey

Archaeology RPA

Archaeological Research Institute
126 W. High Street
Batesville, IN 47006
(813) 290-2966
(317) 603-2932 - Mobile
rachel@exploreari.org
exploreari.org

Jim Snyder

Archaeology RPA

Civil & Environmental Consultants, Inc.
530 East Ohio Street
Suite G
Indianapolis, IN 46204
(317) 655-7777
(317) 452-2145 - Mobile
jsnyder@cecinc.com
cecinc.com

Seth Van Dam

Archaeology Geophysical RPA

Gray & Pape, Inc.
600 Valley Street
Suite 103
Providence, RI 02909
(401) 273-9900
(401) 273-9900 - Mobile
svandam@graypape.com
graypape.com

Michael D. Shaw

Archaeology

Environment & Archaeology, LLC
998 East Ridge Dr.
Lebanon, OH 45306
(513) 899-9023

mshaw@environment-archaeology.com

Courtney Stoll

Archaeology RPA

Environment & Archaeology, LLC
221 Main Street
Florence, KY 41042
(859) 746-1778

cstoll@environment-archaeology.com
www.environment-archaeology.com

Mason R. Waugh

Archaeology RPA

Lawhon & Associates, Inc.
1441 King Avenue
Columbus, OH 43212
(614) 481-8600

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

Andrew Smith

Archaeology RPA

RESCOM Environmental Corp.
PO Box 5516
Fort Wayne, IN 46895
(260) 385-6999
(260) 385-6999 - Mobile
andrew.smith@rescom.org
www.rescom.org

Patrick D. Trader

Archaeology RPA

Gray & Pape, Inc.
340 Reading Road
Cincinnati, OH 45202
(513) 287-7700
(513) 703-1586 - Mobile
ptrader@graypape.com
www.qraypape.com

Ryan J. Weller

Archaeology

Weller & Associates, Inc.
1395 West 5th Avenue
Columbus, OH 43212
(614) 485-9435

rweller@wellercrm.com
www.wellercrm.com

Samuel P. Snell

Archaeology RPA

Metric Environmental
6958 Hillsdale Court
Indianapolis, IN 46250
(317) 400-1633

sams@metricenv.com
www.metricenv.com

Michael Tuttle

Underwater

Gray & Pape, Inc.
60 Valley Street
Suite 103
Providence, RI 02905
(401) 273-9900
mtuttle@graypape.com
www.qraypape.com

E. Quent Winterhoff

Archaeology RPA

Environmental Solutions & Innovations, Inc.
4525 Este Avenue
Cincinnati, OH 45232
(513) 451-1777
(304) 224-5696 - Mobile
quent@envsi.com
www.envsi.com

State Historic Preservation Office

Archaeological Areas of Expertise

Justin P. Zink

Archaeology Underwater RPA

Terracon Consultants, Inc.

800 Morrison Road

Columbus, OH 43230

(614) 328-1185

(937) 661-4942 - Mobile

Justin.Zink@terracon.com

www.terracon.com

Thomas J Zych

Archaeology RPA

Lowlands Cultural Resources, LLC

3316 Goddard Road

Toledo, OH 43606

(630) 247-5594

lowlands-cultural-resources@gmail.com