

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

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(Individual staff hours may vary)
To better serve you we recommend that you call ahead for an appointment

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State Historic Preservation Office
History/Architectural Areas of Expertise

Megan Adornetto
Architectural History,

Designing Local
20 E Broad St
Columbus, OH 43215
(440) 537-0405

megan@designinglocal.com
www.designinglocal.com

Lynn Alpert
History, Architectural History,

Richard Grubb and Associates, Inc.
259 Prospect Plains Road
Building D
Cranbury, NJ 08512
(609) 655-0692

lalpert@richardgrubb.com
www.richardgrubb.com

Julie Apt
Architecture,

Thomas Porter Architects
8 North Saint Clair Street
Toledo, OH 43604
(419) 243-2400

julie.apt@porterarch.com
thomasporterarchitects.com

Steven Avdakov, RA, NCARB
Architectural History, Architecture, Historic Architecture,

Heritage Architectural Associates
2307 Chapline Street
Wheeling, WV 26003
(681) 207-9975

savdakov@heritagearchitectural.com
www.heritagearchitectural.com

Kalpa Baghasingh
Architecture, Historic Architecture, HP Planning, LEED

Schooley Caldwell
300 Marconi Blvd.
Suite 100
Columbus, OH 43215
(614) 628-0300

kbaghsingh@schooleycaldwell.com
www.schooleycaldwell.com

David B. Bills
Historic Architecture,

Brown & Bills Architects, Inc.
913 Tammy Circle
Dayton, OH 45415
(937) 371-8836
(937) 371-8836 - Mobile
davebills@brownandbills.com
www.brownandbills.com

Hannah Blad
History, Architectural History,

Lohmueller Group
112 W. Jefferson Blvd.
Suite 500
South Bend, IN 46601
(574) 334-5487

hblad@lochgroup.com
www.lochgroup.com

Polly Bloom
History, Architectural History,

Bloom Preservation Consulting
2980 Silver Lake Blvd.
Silver Lake, OH 44224
(216) 377-1415
(330) 554-6639 - Mobile
polly.bloom@gmail.com

Amy Borland
Architectural History,

Gray & Pape, Inc.
8902 Otis Avenue
Suite 220A
Indianapolis, IN 46216
(317) 756-1672 - Mobile
aborland@graypape.com
www.graypape.com

Timothy Boscarino
History, Architectural History, HP Planning,

Gray & Pape, Inc.
340 Reading Road
Cincinnati, OH 45202
(313) 806-4031 - Mobile
tboscarino@graypape.com
www.graypape.com

Rebain Brian
Historic Architecture, LEED

Kraemer Design Group
1420 Broadway
Detroit, MI 48226
(313) 965-3399
(313) 820-1619 - Mobile
barebain@thekraemeredge.com
www.thekraemeredge.com

Brian Broadus, AIA
Architectural History, Architecture, LEED

Perspectus Architecture
1300 East 9th Street
Suite 910
Cleveland, OH 44114
(434) 882-0867
(434) 882-0867 - Mobile
bbroadus@perspectus.com
www.perspectus.com

Brett Carmichael
Architectural History,

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

bcarmichael@lawhon-assoc.com
www.lawhon-assoc.com

Samiran Chanchani, Ph.D.
Architectural History,

HistoryWorks, LLC
PO Box 42586
Blue Ash, OH 45242
(513) 265-8493

historyw@historyworks.us
www.historyworks.us

Robert C. Chidester, Ph.D.
History,

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

Rchidester@manniksmithgroup.com
www.manniksmithgroup.com

State Historic Preservation Office
History/Architectural Areas of Expertise

Wes Cunningham

History, Architectural History,

Pinion Advisors
364 Old Willow Court
South Lebanon, OH 45065
(502) 807-0575
(502) 807-0575 - Mobile
wcunningham@pinionadvisors.com

Elisa M. Friedman

Architectural History, Historic Architecture,

LWC Incorporated
434 East First St.
Dayton, OH 45402
(937) 223-6500
(937) 876-9236 - Mobile
efriedman@lwcinspires.com
lwcinspires.com

Rick Hawksley, AIA

Architecture,

Rick Hawksley AIA Architect
120 Portage Street
Kent, OH 44240
(330) 715-2354 - Mobile
rick@hawksley.org
www.rickhawksley.com

Heather Dewey

History,

SJCA, Inc.
9102 North Meridian Street
Suite 200
Indianapolis, IN 46227
(317) 473-9659

hdewey@sjcainc.com

Laura Gagnon

Architecture, Historic Architecture, LEED

Perspectus Architecture
1300 East 9th Street
Suite 910
Cleveland, OH 44114
(216) 377-6808

lgagnon@perspectus.com
www.perspectus.com

Deanna Heil

Architecture, Historic Architecture,

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

dheil@citystudiosarch.com
www.citystudioarch.com

Charissa W. Durst, AIA

Architectural History, Architecture, Historic Architecture, HP Planning,

Hardlines Design Company
4608 Indianola Avenue
Columbus, OH 43214
(614) 784-8733

cdurst@hardlinesdesign.com
www.hardlinesdesign.com

Elizabeth Gallow

Architectural History,

Cultural Resource Analysts, Inc.
151 Walton Avenue
Lexington, KY 40508
(859) 252-4737
(859) 421-8492 - Mobile
eagallow@crai-ky.com
www.crai-ky.com

Olivia Hopkins

Architectural History, Architecture, Historic Architecture,

Perspectus Architecture
1300 East 9th Street
Suite 910
Cleveland, OH 44114
(216) 752-1800

ohopkins@perspectus.com
www.perspectus.com

Tiffany Dziurman

History,

Athena Research Consultants LLC
52608 Butternut Dr.
Shelby Township, MI 48316
(248) 508-1689 - Mobile
info@athenaresearchconsultants.com
athenaresearchconsultants.com

Patrick A. Hansford

Architecture, Historic Architecture,

Patrick Hansford, Architect
37 Mace Avenue
Winthrop, ME 04364
(937) 344-0136

phansford.architect@gmail.com

Candace Hudziak

History, Architectural History,

Metric Environmental
6958 Hillsdale Court
Indianapolis, IN 46250
(317) 400-1633
(317) 443-4123 - Mobile
candaceh@metricenv.com
www.metricenv.com

Michael Fleenor

History, Architectural History,

Historic Preservation Group, LLC
2425 W. 11th Street
Cleveland, OH 44113
(216) 773-4462 - Mobile
michael@hpggroup-llc.com
www.historicpreservationgroup.com

Bruce A. Harris AIA, NCARB, NOMA

Architecture, Historic Architecture,

Harris Architects
9773 Covan Drive
Westerville, OH 43082
(614) 439-4551 - Mobile
bharris@harrisai.com

Patrick Hyland, AIA

LEED

Perspectus Architecture
1300 East 9th Street
Suite 910
Cleveland, OH 44114
(216) 752-1800

phyland@perspectus.com
www.perspectus.com

State Historic Preservation Office
History/Architectural Areas of Expertise

Grant Johnson

History, Architectural History, HP Planning,

Environmental Design & Research, Landscape
Architecture, Engineering & Environmental
Services, D.P.C.

5 E Long St
7th Floor
Columbus, OH 43215
(315) 530-3865 - Mobile
gjohnson@edrdpc.com
edrdpc.com

Graham Kalbli

Architecture,

New Republic Architecture
1936 Race Street
Suite C101
Cincinnati, OH 45202
(513) 800-1581

graham@newrepublicarchitecture.com
www.newrepublicarchitecture.com

Craig S. Keener

History,

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

c_keener@pasteam.com
www.pasteam.com

Michael Kenneally

History, Architectural History,

Environmental Design & Research
5 East Long Street
Suite 700
Columbus, OH 43215
(330) 978-2632

mkenneally@edrdpc.com
www.edrdpc.com

Peter Ketter

History, Architectural History, HP Planning,

Sandvick Architects, Inc.
1265 W. Sixth St.
Suite 200
Cleveland, OH 44113
(216) 621-8055

pketter@sandvickarchitects.com
www.sandvickarchitects.com

Dave Kieser, Ph.D.

HP Planning,

Kieser Consulting Group, LLC
6801 Lake Plaza Drive
Suite D-401
Indianapolis, IN 46220
(317) 863-8030

davekieser@sbcglobal.net
kieserconsult.com

Amanda Kight

Historic Architecture,

The Collaborative + Acoc
1 SeaGate
Park Level 118
Toledo, OH 43604
(419) 350-1269

akight@tc.design
https://tc.design

Jeannine Kreinbrink

History,

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

kandvcrm@gmail.com

Rory Krupp

History, Architectural History,

Owen & Eastlake, Ltd.
PO Box 10774
Columbus, OH 43201
(614) 439-9069
(614) 439-9068 - Mobile
rkrupp@oweneastlake.com
www.oweneastlake.com

Gerald M. Kuncio

History, Architectural History,

GFT Inc.
730 Holiday Dr.
Suite 400
Pittsburgh, PA 15220
(412) 372-7702
(412) 965-8899 - Mobile
gkuncio@gftinc.com
www.gftinc.com

Joshua Lapp

HP Planning,

Designing Local
20 E Broad St
Suite 1300
Columbus, OH 43215
(614) 607-1557

josh@designinglocal.com
www.designinglocal.com

Matthew Leasure

Historic Landscape Architecture,

Designing Local
20 E Broad St
Suite 1300
Columbus, OH 43215
(614) 893-7178

matt@designinglocal.com
www.designinglocal.com

Brandon L. McCuin

History, Architectural History,

Gray & Pape, Inc.
340 Reading Road
Cincinnati, OH 45202
(513) 287-7703

bmccuin@graypape.com
www.graypape.com

Kevin R. McCurdy

Historic Architecture, LEED

LWC Incorporated
434 E. First St.
Dayton, OH 45402
(937) 223-6500
(765) 277-9738 - Mobile
kmccurdy@lwcinspires.com
lwcinspires.com

Scott McIntosh

*History, Architectural History, Historic
Architecture,*

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

s.mcintosh@wellercrm.com
www.wellercrm.com

State Historic Preservation Office
History/Architectural Areas of Expertise

Marcia E. Moll

History, Architectural History,

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

PlaceMarkCollaborative@gmail.com

Jeffrey P. Nagle

History,

The Mannik & Smith Group, Inc.
1800 Indian Wood Circle
Maumee, OH 43537
(301) 412-6365

jnagle@manniksmithgroup.com
manniksmithgroup.com

Wendy Naylor

History, Architectural History, HP Planning,

Naylor Wellman, LLC
92 East Washington Street
Chagrin Falls, OH 44022
(440) 247-8319

naylor@naylorwellman.com
www.naylorwellman.com

Rachel Pearce

History, Architectural History,

Pearce Preservation Consulting
,
(330) 356-6779

rachel@pearcepreservation.com

Yolita E. Rausche, AIA Assoc.

Architectural History, Architecture, Historic Architecture, HP Planning, LEED

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

yrausche@sbcglobal.net
www.rauschehistoric.com

Jess Lamar Reese Hollar

History, Architectural History,

Terracon Consultants, Inc.
800 Morrison Rd
Columbus, OH 43230
(614) 273-5907 - Mobile
jesslamar.reeceholler@terracon.com
www.terracon.com

Christopher Riley

Architectural History,

RESCOM Environmental Corp.
PO Box 5516
Fort Wayne, IN 46895
(614) 822-9347

christopher.riley@rescom.org

Heather Rudge

History, Architectural History,

Historic Preservation Group, LLC
2425 W. 11th Street
Suite 4
Cleveland, OH 44113
(216) 536-3159 - Mobile
heather@hpgroup-llc.com
www.historicpreservationgroup.com

Michael R. Sanbury, RA

Architectural History, Architecture, Historic Architecture,

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

michael@ldaarchitecture.com
www.ldaarchitecture.com

Jonathan Sandvick

Architecture, Historic Architecture,

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

jsandvick@sandvickarchitects.com
www.sandvickarchitects.com

Harvey Schwager, AIA

Architecture, Historic Architecture,

OHM Advisors
580 North Fourth Street
Suite 610
Columbus, OH 43215
(614) 474-5113
(614) 216-6909 - Mobile
Harvey.Schwager@ohm-advisors.com
www.ohm-advisors.com

Melinda Shah

Architecture, Historic Architecture, LEED

Schooley Caldwell Associates
300 Marconi Blvd.
Suite 100
Columbus, OH 43215
(614) 628-0300
(614) 313-7888 - Mobile
mshah@schooleycaldwell.com
www.schooleycaldwell.com

Cooper Shields

History, Architectural History,

Gray & Pape, Inc.
340 Reading Road
Cincinnati, OH 45202
(513) 287-7703

cshields@graypape.com
www.graypape.com

Richard J. Sicha

History, Architectural History,

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

PlaceMarkCollaborative@gmail.com

Katie Smithberger

Architectural History,

Loggia Preservation LLC
24780 Samoset Trail
Southfield, MI 48033
(586) 441-8168
(586) 441-8168 - Mobile
katie@loggiapreservation.com
www.loggispreservation.com

State Historic Preservation Office
History/Architectural Areas of Expertise

Emily Steiner Little, AIA

Architecture, Historic Architecture, LEED

Kent State University, College of Architecture and
Environmental Design
800 E. Summit Street
Kent, OH 44242
(330) 322-9290

emilysteinerlittle@icloud.com

Linda Weintraut, Ph.D.

History,

Weintraut & Associates, Inc.
4649 Northwestern Drive
PO Box 5034
Zionsville, IN 46077
(317) 733-9770

linda@weintrautinc.com
www.weintrautinc.com

Timothy G. Zinn

History, Architectural History,

Michael Baker International
Airsides Business Park
100 Airside Drive
Moon Township, PA 15108
(412) 269-4619

TZinn@mbakerintl.com
www.mbakerintl.com

Jessica Stuck

*Architecture, Historic Architecture, HP
Planning, LEED*

LGA Partners
1468 E. 9th St.
Suite 100
Cleveland, OH 44113
(216) 353-7557
(412) 249-9333 - Mobile
jstuck@LGA-Partners.com
www.LGA-Partners.com

Diana Wellman

History, Architectural History,

Naylor Wellman, LLC
1325 Inglewood Drive
Cleveland Heights, OH 44121
(216) 482-1179

wellman@naylorwellman.com
www.naylorwellman.com

Paul Zuros

History,

100 Woodard Road
Weirton, WV 26062
(304) 224-8606

pzuros@gmail.com

Amber Taylor

History,

GFT Inc.
8890 Lyra Dr
Suite 110
Columbus, OH 43240
(614) 433-7819
(740) 506-1476 - Mobile
artaylor@gftinc.com
www.gftinc.com

Michael Wellman

Architecture, LEED

Meld Architects, Inc.
2026 Murray Hill Road
Suite 06
Cleveland, OH 44106
(216) 373-2902

mike@meldarchitects.com
meldarchitects.com

David L. Taylor

Architectural History,

Taylor & Taylor Associates, Inc.
9 Walnut Street
Brookville, PA 15825
(814) 648-4900

tta.david@gmail.com

Madeline Williams

Architectural History,

MSA Design
316 W. Fourth St.
Cincinnati, OH 45202
(513) 241-5666
(513) 256-6331 - Mobile
mwilliams@msaarch.com
www.msaarch.com

Douglas Terpstra

Architectural History,

ASC Group, Inc.
800 Freeway Drive North
Suite 101
Columbus, OH 43229
(614) 396-7367

dterpstra@ascgroup.net
www.ascgroup.net

Nathalie Wright

History, Architectural History,

Historic Preservation Consultant
1535B Lafayette Dr.
Columbus, OH 43220
(614) 447-8832

nwright66@yahoo.com