Historic Preservation Consultants: Archaeology

Online at ohiohistory.org/hpconsultants

*T*he 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.
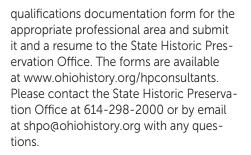
Individuals that meet professional qualification requirements as published in the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*, 48 FR 44716 are noted as follows:

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.

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Choosing an Archeology Consultant

*T*he 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 intitiate broad-based consultation with them to discuss their concerns and insights regarding the project. These concerns and insights shoudl 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 involvment 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 HistoricPreservation 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 yourproject 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 HistoricPreservation 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 con-sultants with a graduate degree in a closely related field; in some cases, sig-nificant 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 qualifica-tions. 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 famil-iarity with the specific kinds of historic property types in the project area and the various techniques of historical research needed to complete the pro-ject.
- 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 andhow to evaluate and use the finished products and findings.
- A prospective consultant should be familiar with the procedures outlined inthe 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 recordof satisfactorily completing projects? Haveprospective consultants submit copies ofrelevant previous work. Contact severalclients from the list of references and askwhether reports and other documentswere thorough, neat, submitted on timeand otherwise acceptable. Contact theOhio Historic Preservation Office to see ifadditional information from the consul-tant was required in order to completethose 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 yourquestions.
- 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 jour-nals)?

Cost

Archaeology consultants, like consultantsin any other field, charge a fee for theirservices. Generally speaking, you canexpect the cost of a consultant to be equalto what you would pay other professionalsworking 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 anapproved 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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