

**HISTORIC PRESERVATION
CONSULTANTS DIRECTORY**

APPLICATION INFORMATION

Georgia Department of Natural Resources – Historic Preservation Division

Historic Preservation Consultants Directory

Application Instructions

Thank you for your interest in being included in the Historic Preservation Division (HPD) Historic Preservation Consultants Directory for the disciplines of **Archaeology, Architectural History, Engineering, Historic Architecture, Historic Landscape Architecture, Historic Preservation, Historic Preservation Planning, and History**. The intent of the Consultants Directory is to provide to constituents and the general public a list of design and consulting professionals with interest and experience in dealing with historic and archaeological resources when they seek professional services and expertise as they undertake preservation projects.

Please take the time to thoroughly complete the enclosed Consultants Data Sheet. All the information requested is necessary to effectively process the applications. Furthermore, space in the Consultants Directory is limited, so please do not provide multiple contact names, addresses, or other contact information; if multiple information is provided, only the first listed will be used. If fax numbers, e-mail and website addresses are not available, please note as such and explain. If necessary, the back of the Data Sheet or an additional page(s) may be used for supplementary explanation notes. Attached resumes, professional experience documentation, and supplemental information should clearly and specifically demonstrate your professional qualifications and experience for all Preservation Professions, Standard Preservation Services, and Other Preservation Services checked as available. Information should be submitted in accordance with the guidance provided in the *Secretary of the Interior's Professional Qualification Standards* for Archaeology, Architectural History, Historic Architecture, History, and draft *Historic Preservation Professional Qualification Standards* for Engineering, Historic Landscape Architecture, Historic Preservation Planning, and Historic Preservation (copies enclosed). For professions and services listed in the "Other Preservation-related Services" category, provide definitions or descriptions of what those services entail and their association within the various disciplines. Please limit these additional services entries to three (3).

Please note that to provide consistent information to the public, firms that submit incomplete Consultants Data Sheets and supplemental documentation may not be included in the list until missing information is provided. Services for which no documentation has been provided will not be noted under a firm's listing. ***Do not list professional qualifications or services provided as a result of sub-consulting or joint ventures.*** Furthermore, professions that do not fall under the aforementioned disciplines are outside the scope of the list and, as such, will not be included.

As a self-nominating directory, the only requirement for inclusion in the Historic Preservation Consultants Directory is a consultant's submission of a completed information packet; all individuals and firms submitting complete Consultants Data Sheets and supplemental documentation will be included. However, HPD reserves the exclusive right to establish and determine the content of the Consultants Directory and files. Those individuals and firms that demonstrate qualifications that meet the Professional Qualification Standards will be noted as such.

Inclusion in the Consultants Directory explicitly *does not* represent an endorsement or recommendation by HPD for the individuals and firms listed. As such, no firm or individual listed in the Directory may release any publicity or make any statement regarding its listing in the Directory, including but not limited to: notices, advertisements, information pamphlets, press releases, reports, signs and similar public notices or applications (whether verbal or written) for work, grants, projects, assignments or similar employment endeavors. HPD reserves the right to remove any consultants violating this policy for a limited or unlimited time at the sole discretion of HPD.

To keep the Historic Preservation Consultants Directory current and credible periodic updates will be required, which will be in accordance with procedures established for the management of the directory. Individuals and firms which do not provide updated information when requested will be removed from the directory and their

public file rendered inactive until such time as the information is received or a new Consultants Data Sheet is submitted. If no updated information is submitted after two scheduled updates, inactive files will be discarded.

Copies of the Consultants Directory will be available to the public upon request and may also be accessed from HPD's Website at: www.georgiashpo.org. Files of the firms listed in the Consultants Directory are maintained by HPD and are available for inspection during normal business hours by appointment. Information contained in the files includes relevant correspondence, HPD's review sheet, and that which follows.

If you wish to be included in the HPD Historic Preservation Consultants Directory, please provide **two** copies of the following information:

1. A completed Consultants Data Sheet.
2. A list of three professional references with contact information.
3. A list of at least three, but no more than eight, representative **preservation** projects or examples of completed preservation-related work.
4. A copy of your resume, if a sole practitioner, or a resume of **each** principal or person in your firm who provides preservation-related services for those disciplines and services noted as available. Include professional affiliations.
5. Definitions and/or descriptions of "Other Preservation-related Services" category services, **please limit of three** (in priority order). Services submitted without description/definition will not be listed unless they have been previously included in the Directory's Services Glossary. Also, as space is limited to 9 lines for each entry, some or all of these services may not be listed if space is needed for Standard Preservation Services.
6. Optional Information, including:
 - Available printed material on your company – not to exceed 10 pages.
 - Copies of representative work product – not to exceed 10 pages per example, unless bound, and no more than four examples. Bound copies of work product may be kept in a library if size warrants, with a reference sheet left in the file.
 - Photographs of no more than four of the representative preservation projects with an accompanying explanation. Photographs must include before and after views of each project and must be mounted or printed on 8 ½ x 11 photostock paper. Total number of sheets for submitted photos and project explanation must not exceed 12 sheets.

Items numbered (1) through (5) are required. Materials listed in item (6) are optional. No other submitted information will be included in the public files, unless a specific request in writing accompanying the application and other material is made to HPD explaining why this different information from that noted is critical to understanding services or work product provided by your firm. Such different materials must be regarded as *substituting* for and not in addition to that listed in the Optional Information category and will be limited accordingly.

Please submit the requested information to:

Consultants Directory
Historic Preservation Division
Georgia Department of Natural Resources
254 Washington Street, SW, Ground Level
Atlanta, Georgia 30334

For further information about the Historic Preservation Consultants Directory please visit our Website at www.georgiashpo.org or contact Hellen Harris at hellen.harris@dnr.state.ga.us

Enclosures

- Consultants List Data Sheet
- Professional Qualification Standards
- Disclaimer
- Glossary of Preservation Services

CONSULTANTS DATA SHEET

Georgia Department of Natural Resources – Historic Preservation Division

Firm Name: _____

Contact Person: _____ Telephone: _____

Address: _____ Fax: _____

_____ E-Mail: _____

_____ Website: _____

Preservation Profession: (Attach resumes of staff for professions checked. See Secretary of the Interior's Professional Qualification Standards for guidance)

- | | | |
|--|--|---|
| <input type="checkbox"/> Archaeologist | <input type="checkbox"/> Historic Landscape Architect | <input type="checkbox"/> Historic Architect |
| <input type="checkbox"/> Prehistoric | <input type="checkbox"/> Architectural Historian | <input type="checkbox"/> Historian |
| <input type="checkbox"/> Historic | | |
| <input type="checkbox"/> Engineer | <input type="checkbox"/> Historic Preservation Planner | <input type="checkbox"/> Historic Preservationist |

Standard Preservation Services: (Check only those services for which experience can be documented. Do not include services provided through sub-consulting or joint venture affiliations.)

- | | |
|--|--|
| <input type="checkbox"/> Archaeology | <input type="checkbox"/> Rehabilitation Incentive Program Applications |
| <input type="checkbox"/> Reconnaissance (Phase I) | <input type="checkbox"/> Rehabilitation Consulting |
| <input type="checkbox"/> Intensive Survey (Phase II) | <input type="checkbox"/> Rehabilitation Plans & Specs |
| <input type="checkbox"/> Data recovery (Phase III) | <input type="checkbox"/> Historic Structure Reports |
| <input type="checkbox"/> Underwater | |
| <input type="checkbox"/> Archaeological Conservation | <input type="checkbox"/> Structural Assessments |
| <input type="checkbox"/> Archaeological Curation | <input type="checkbox"/> Environmental Review Consulting |
| <input type="checkbox"/> Surveys | <input type="checkbox"/> Historic Landscape Planning |
| <input type="checkbox"/> Archival Research | <input type="checkbox"/> Other Preservation-related Services |
| <input type="checkbox"/> National Register Nominations | (limit to 3 – describe on reverse side/separate sheet, if necessary): |
| <input type="checkbox"/> Preservation Planning | _____ |
| <input type="checkbox"/> Design Guidelines | |

Professional Experience:

_____ Years active in Historic Preservation field as Firm/Business

SUBMIT **TWO** COPIES OF THE DATA SHEET AND **TWO** SETS OF THE FOLLOWING MATERIAL:

- A list of three professional references (include name, address, and telephone number)
- A list of at least three representative preservation projects or examples of completed work
- Relevant company literature

Note: Information provided should clearly document experience and qualifications for professional services offered. Failure to do so may result in those services **not** being noted as available from the listed firm.

Office Use Only

Application Materials Complete _____ Date of Receipt _____ Date of Log-In