



# State Historic Preservation Office

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South Carolina Department of Archives and History  
8301 Parklane Road | Columbia, SC | 29223  
scdah.sc.gov

## Project Professionals Lists

The South Carolina State Historic Preservation Office (SHPO) provides lists of project professionals who meet the Secretary of the Interior's Professional Qualifications Standards in Archaeology, Architectural History, Historic Architecture, and History (36 CFR 61) to those seeking professional assistance in historic preservation and cultural resources management.

### Requirements

To be considered for inclusion in the lists, a consultant or firm shall submit:

- 1) The Project Professionals List — Information Form
- 2) A resume or similar document verifying how the Professional Qualifications Standards are met.
- 3) A list of examples for each product/service checked on the Information Form (see definitions below).

The form and supporting documentation should be sent to the State Historic Preservation Office, SC Department of Archives and History, 8301 Parklane Road, Columbia, SC 29223.

SHPO staff evaluate the qualifications of consultants who request placement on the lists using the Professional Qualifications Standards. Only those consultants who meet the Standards in one or more of the four professions are included on the lists. If your qualifications do not meet the Standards you will receive written notification.

The lists are available to the public online or by contacting the SHPO and requesting a copy. The lists are updated periodically. The inclusion of an individual or firm on the lists is not an endorsement or recommendation by the SHPO. To assist constituents in selecting a project professional, the SHPO keeps the information submitted by consultants and makes it available for inspection during normal business hours. The SHPO highly recommends that references be checked before a consultant is selected. If you have any questions please contact Brad Sauls at [bsauls@scdah.sc.gov](mailto:bsauls@scdah.sc.gov) or 803-896-6172.

### Products/Services Definitions

Archaeological Investigation: Includes intensive archaeological survey, experience with identification of archaeological sites, evaluation of sites against the criteria for the National Register of Historic Places, and data recovery of sites.

Underwater Archaeology: Experience in the study of archaeological sites using the physical remains found in salt or fresh water or buried beneath water-logged sediment. Underwater archaeological sites consist of wrecks (shipwrecks or aircraft); the remains of structures created in water (crannogs, bridges, harbors); refuse or debris sites where people disposed of their waste, garbage, or other items by dumping into the water; or places where people once lived, that have been subsequently covered by water due to rising sea levels or other phenomena.

Remote Sensing: Experience using tools and computer applications to determine the presence or absence of cultural resources without actual ground disturbance. Common remote sensing techniques include metal detecting, Ground Penetrating Radar (GPR), and sonar.

Artifact Conservation: Experience in measures taken to prolong the life of an object or document and its physical, historic, and scientific integrity as long as possible in its original form. May involve chemical stabilization or physical strengthening. Treatments should be fully tested, reviewed, and recorded by professional conservators. A conservator is a person trained in the theoretical and practical aspects of preventive conservation and in performing treatments to prolong the lives of objects and documents.

Architectural Survey: Experience in documenting historic districts or surveys of large areas of land to include development of a historic context of the project area, photographing structures, recording structures on appropriate forms, providing architectural descriptions, and evaluating structures and/or districts against the criteria for the National Register of Historic Places. Surveys may be conducted for federal, state, or local governments; non-profits; or other interested parties.

National Register Nominations: Experience with the process, National Register Criteria, form, and technical aspects of listing a property in the National Register. Experience includes the development of a historic context, detailed architecture descriptions, photographs, and mapping associated with this form that resulted in the listing of a property in the National Register.

Architectural Services: Ability to prepare architectural plans, specifications, feasibility studies, conditions assessments, etc.

Design Guidelines: Experience in developing guidelines for use with local governments and their historic preservation zoning overlay districts. Design guidelines are both written and graphic standards for preservation commissions and property owners to use when dealing with alterations, additions, demolitions, and new construction, and are key support materials for administering the preservation overlay zoning ordinance.

Historic Structures Report: Experience in the collection of information, research writing, and use of historic structures reports. A historic structures report provides documentary, graphic, and physical information about a property's history and existing condition. The report also addresses management goals, appropriate treatments, and recommended work.

Historic Tax Credit Applications: Experience with the process, applying the Secretary of the Interior's Standards for Rehabilitation, forms, and technical aspects of the federal historic tax credit program. Includes experience in writing Part 1, Part 2, and Part 3 applications, architectural descriptions, and photography. May also have experience in writing tax credit applications for the South Carolina Historic Rehabilitation Incentives Act as well as local tax credit programs.

Preservation Planning: Experience in writing and implementing master plans for historic districts, local governments, or universities; historic preservation zoning, redevelopment plans; plans for large complexes; and/or comprehensive master plans. Compliance Services (Section 106): Experience and familiarity with appropriate regulations and the Section 106 process, consultation with interested parties, the development of agreement documents, and development of mitigation and/or resolutions of adverse effects.

*July 2018*

# PROJECT PROFESSIONALS LISTS — Information Form

## Archaeologists, Historic Architects, and Historic Preservation Consultants

Return form and supporting documentation to:

State Historic Preservation Office/SC Department of Archives & History/8301 Parklane Road/Columbia, SC 29223

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### CONTACT INFORMATION

If your company has more than one office location, please fill out a form for each office location to be included on the list(s).

Company Name \_\_\_\_\_

Contact First Name \_\_\_\_\_

Contact Last Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_

### PRIMARY PROFESSION(S)

To be included on the SHPO list(s), the consultant or a member of the company must meet at least one of the Secretary of the Interior's *Professional Qualifications Standards*. You may also indicate other related professional expertise, although the SHPO does not verify credentials in these other professions. Note: Please check only those professions available within the company. **Include a current resume documenting the qualifications for each profession checked.**

#### Professional Qualifications Standards

(must meet one to be included)

- Archaeology
- Historic Architecture
- Architectural History
- History

#### Other Related Professions

- Attorney
- Engineering  
Type(s) of Engineer —
- Landscape Architecture
- Planning
- Other profession(s) — Please list below

### PRODUCTS/SERVICES (see definitions)

Please check only those products/services provided by you or staff members of your company. Include a list of completed projects for each product/service checked with a brief description of each project, location, date, and project contact (for references).

- |   |   |  |
|---|---|--|
| <input type="radio"/> Archaeological investigation  | <input type="radio"/> Architectural services<br>(includes plans and specs, feasibility studies, conditions assessments, etc.) | <input type="radio"/> Architectural conservation<br>(includes paint analysis, mortar analysis, etc.) |
| <input type="radio"/> Underwater archaeology        | <input type="radio"/> Design guidelines   | <input type="radio"/> Historic Tax Credit application  |
| <input type="radio"/> Remote sensing                | <input type="radio"/> HABS/HAER documentation   | <input type="radio"/> Preservation planning activities   |
| <input type="radio"/> Artifact conservation         | <input type="radio"/> Historic structures report  | <input type="radio"/> Compliance services (Section 106)  |
| <input type="radio"/> Historic/architectural survey |   |  |
| <input type="radio"/> National Register nomination  |   |  |

Other products/services — Please list below, continue on another sheet if needed

The information submitted on this form and with the enclosed attachments is accurate to the best of my knowledge.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_