



# PROPOSAL

## TOWN OF BLUFFTON HISTORIC RESOURCES SURVEY UPDATE RFP 2025-46

**Prepared For :**

The Town of Bluffton  
March 6, 2025



# ATTACHMENT 1

Stantec Consulting Services Inc.

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## CONTENTS

<b>LETTER OF TRANSMITTAL AND BUSINESS LICENSE COMMITMENT .....</b>	<b>III</b>
<b>1. PROFILE .....</b>	<b>5</b>
About Stantec Consulting Services Inc. ....	5
Our Expertise.....	5
Qualifications of Key Personnel.....	6
<b>2. EXPERIENCE AND REFERENCES .....</b>	<b>8</b>
<b>3. APPROACH AND METHODOLOGY .....</b>	<b>11</b>
Project Understanding .....	11
Stantec's Recommended Approach .....	11
Work Plan .....	13
Timeline .....	20
<b>3. LOCAL PREFERENCE AND MINORITY AND DISADVANTAGED BUSINESS ENTERPRISE STATUS .....</b>	<b>20</b>
<b>4. PRICING SCHEDULE.....</b>	<b>21</b>
<b>5. RESUMES OF KEY STAFF .....</b>	<b>22</b>

# ATTACHMENT 1

Stantec Consulting Services Inc.

## LETTER OF TRANSMITTAL AND BUSINESS LICENSE COMMITMENT



Stantec Consulting Services Inc. (Stantec) is pleased to submit this proposal to conduct an intensive-level historic resources survey of the Old Town Bluffton local historic district and the National Register of Historic Places (NRHP)-listed Bluffton Historic District for the Town of Bluffton (Town). Our cultural resources program has a highly skilled team of architectural historians and historians with a valuable concentration of relevant experience. We look forward to assisting the Town of Bluffton in this important effort.

Stantec provides a range of historic preservation services, but approximately 90 percent of our historic preservation projects are historic resources surveys; this project type is our passion and specialty. Our approach has been tested and refined for a streamlined and well-organized survey effort. We incorporate the latest survey technologies into our process, like custom survey databases and inventory forms, mobile device data collection and digital field maps with a host of resources available at our fingertips, and advanced GIS solutions. Because of our prior work in South Carolina, we already have a custom-built ESRI Survey123 data collection platform that mirrors the South Carolina Department of Archives and History (SCDAH) survey forms and database. Recently, we used the system to complete an intensive-level historic resources survey of the unincorporated areas of Beaufort County south of the Broad River and on Saint Helena Island. Through our work on this project, we are intimately familiar with the county's history and can leverage our prior research and scholarship for the benefit of the Town. As a testament to the quality of our work and ability to complete surveys according to SCDAH and National Park Service (NPS) standards, our Beaufort County deliverables and recommendations were accepted by SCDAH staff without substantive comments. Our incomparable quality assurance/quality control process ensures the results of each survey are complete and accurate. We understand that a survey is a long-term investment, and our data collection, control systems, and expertise result in information that the Town can trust and use day-to-day.

Key personnel identified in our proposal are experienced industry practitioners who have significant experience in cultural resources management. Our team brings a wide variety of cultural resources experience, including windshield-, reconnaissance-, and intensive-level historic resources surveys; historic context development; identification of potential local- and NRHP-eligible resources and districts, local and NRHP nominations for

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individual properties and districts; community engagement; oral history interviews; and stakeholder collaboration. They possess extensive knowledge about national, state, and regional trends in history and architecture, and SCDAH and NPS documentation standards. To capitalize on our prior knowledge and optimize value for the Town, we will staff the Bluffton project with the same project manager and lead architectural historian responsible for the successful completion of the Beaufort County survey. They will be supported by other architectural historians with expertise in Beaufort County and our in-house GIS professionals who are skilled in historic resources survey projects, including projects in South Carolina. Our Southeast and Mid-Atlantic-based team is well-positioned to conduct fieldwork efficiently, with support from our office in Austin, Texas. The Stantec team is exceptionally qualified to provide the requested services.

We begin each project with a thorough discussion of the needs of the client and proceed with a refined set of strategies and systems to ensure those needs are met. In this proposal, we have presented a methodology that we believe will achieve the Town's goals while maximizing value. We will discuss and refine the approach based on further discussion with the Town and consideration of the available budget.

Sandy Shannon is an Associate in the company and authorized to bind Stantec. The proposal is valid for 90 days from the closing date of the submission of the proposal. Stantec acknowledges receipt of Addenda 1–1. Stantec is fully insured and can provide a certificate of insurance upon request and commits to obtain a Town of Bluffton Business License if awarded the contract.



Sandy Shannon

**Associate | Sandy Shannon**

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***Let's get to work!***

WE —  
**APPRECIATE**  
— **YOUR CONSIDERATION!**



## 1. PROFILE

### ABOUT STANTEC CONSULTING SERVICES INC.

Founded in 1954, Stantec provides professional consulting services in design, planning, architecture, and cultural resources, among other industries. It employs more than 130 full-time archaeologists and more than 20 full-time architectural historians. Our team's myriad historic preservation-related capabilities include archival research; historic resources surveys; historic contexts; oral histories; local landmark and NRHP nominations; public involvement campaigns; and historic building, bridge, and structure documentation to HABS or HAER standards, among others. With offices and staff all over the country to best serve our clients, our Austin, Texas office, to which the project's East Coast architectural historians and historians report, would be the primary office for the Bluffton project.

### OUR EXPERTISE

Our historians and architectural historians have experience with an array of cultural resources investigations relevant to the requested scope of services. Having conducted hundreds of historic resources surveys, including numerous large-scale projects and work in South Carolina, we are eminently qualified to complete the project. Our team members possess extensive knowledge about national, state, and regional trends in history, architecture, recreation, and ethnic heritage and NPS and SCDAH documentation standards. Our in-house GIS and database professionals are skilled in supporting historic resources surveys and we regularly use digital mapping and database technologies for an organized and efficient documentation process. Our rigorous quality assurance policy ensures that all deliverables are carefully reviewed and will meet expectations. Our extensive experience and quality work has led to excellent working relationships with repeat clients.



As historic preservation professionals, we bring critical assessment, thorough research, and careful consideration of standards set by the U.S. Secretary of the Interior and the NPS to each project. We are experienced technical writers capable of integrating complex and extensive historical and archival information into clear and concise narratives.

Our team has extensive experience with historic resources surveys, including surveys in Beaufort County, South Carolina and district reevaluations. We are skilled in the latest survey technologies and practices and are supported by an in-house database expert and GIS specialists. We are familiar with the expectations of the NPS and SHPO. Our projects are regularly reviewed and accepted by SHPOs with little or no revisions. We can integrate previous documentation into our surveys to provide a robust understanding of change over time. We combine community input, previous reports and data, on-site investigations, and client priorities to develop recommendations for individual resources and districts eligible for the NRHP. We recognize that each project is different, and our survey process is well-developed and customized to meet our clients' needs.

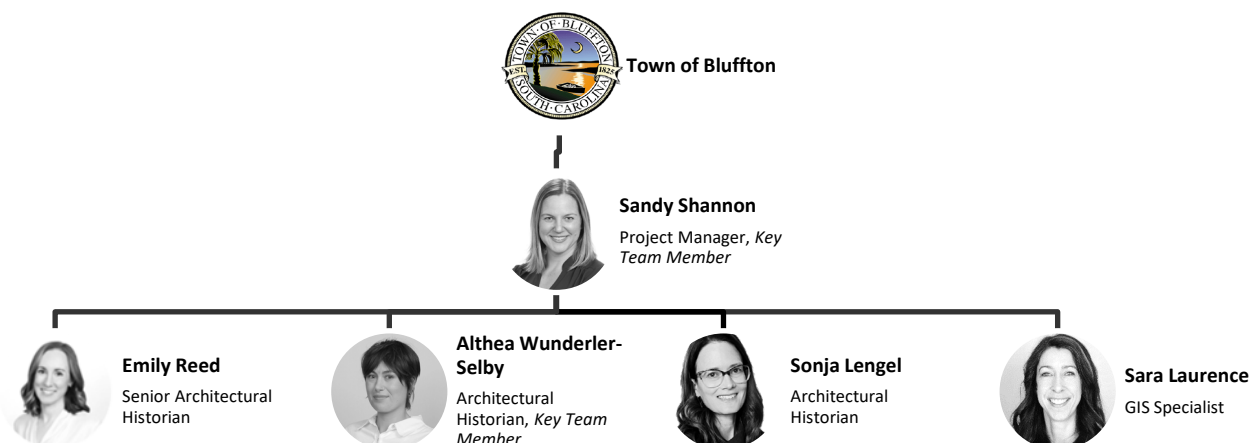
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## QUALIFICATIONS OF KEY PERSONNEL

Each member of the Stantec team of historic preservation professionals meets or exceeds the Secretary of the Interior's (SOI) professional qualification standards for history and/or architectural history. Attached resumes for key team members include specific credentials that confirm SOI professional qualifications and relevant experience. All work will be performed by Stantec; no subconsultants will be utilized.

## PROJECT STAFF ROLES



**Sandy Shannon** is a senior architectural historian with expertise in municipally sponsored historic resources surveys. She will serve as the project manager, overseeing all work and deliverables and ensuring that the project is delivered on time and on budget. She began her preservation career working on SurveyLA, the largest historic resources survey ever conducted in the U.S., where she learned planning, public involvement, fieldwork, research, reporting, and data management methodologies critical to the success of survey projects. She has served as a project manager for numerous windshield, reconnaissance, and intensive historic resources surveys and those requiring re-evaluation of previously documented resources, historic context development, and NRHP evaluations of a range of resource types. Of direct relevance to the Town of Bluffton project, she recently served as the project manager for Stantec's **Beaufort County South of the Broad River and St. Helena Island Historic Resources Survey** giving her intimate knowledge of the county's history, architecture, and heritage and current SCDAH methodologies. Other recent projects directly relevant to the Bluffton project include the resurvey of local and/or NRHP historic districts in Austin and Seguin, Texas; Graham, North Carolina; Little Rock and Conway, Arkansas; and Covington and Slidell, Louisiana, among others. Like the Bluffton project, these required the identification of properties individually eligible for the NRHP, the reassessment of contributing and noncontributing resources to the historic district, and reconsideration of the district's established period of significance. Sandy holds a Master of Heritage Conservation from the University of Southern California.

**Emily Reed** is Stantec's technical area leader for architectural history in the U.S. She is an experienced architectural historian who has overseen hundreds of cultural resource projects nationwide. Always pushing the envelope for her clients and her team, Emily has championed innovative digital data collection and project management systems to maximize efficiency and accuracy, allowing her team to tackle large surveys and projects throughout the country. She holds a Master of Science in Historic Preservation from the University of Texas at Austin. A native of the Carolinas, Emily completed her undergraduate studies in History at the University of North Carolina and has spent time on Hilton Head Island every summer since the 1990s. She will leverage her knowledge of the landscape and hidden architectural gems of the Lowcountry. She will serve as a senior architectural historian for the project, lending her knowledge of the area and providing advice regarding recommendations.

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**Althea Wunderler-Selby** is an architectural historian with six years of cultural resources experience working predominantly in the Southeast. This experience includes historic resources surveys in South Carolina, Florida, Alabama, Georgia, and Louisiana; NRHP nominations in Florida and South Carolina; and technical reporting in support of regulatory compliance. She specializes in projects for municipal clients. Althea recently completed the **Beaufort County South of the Broad River and St. Helena Island Historic Resources Survey**, during which she was the primary researcher and report author and participated in public outreach and fieldwork. She holds a Master of Science in Historic Preservation from the University of Oregon. She will serve as the project's lead historian, responsible for research, contextual development, fieldwork, reporting, and public outreach.

**Sonja Lengel** is an architectural historian with seven years of experience working as an architectural historian in the Southeast, Midwest, and MidAtlantic. This includes work for federal, state, and commercial clients as project manager, technical lead, and architectural historian. She has conducted and directed reconnaissance-level and intensive level regulatory compliance surveys, NRHP nominations, historic contexts, and archival research. Among her projects, she documented and assessed the NRHP-eligible Mainside Historic District at Parris Island in Beaufort County, South Carolina. She holds a Master of Science in Historic Preservation from the University of Pennsylvania. She will support QA/QC of project deliverables for the Town of Bluffton project.

**Sara Laurence** will be the GIS Specialist for the Town of Bluffton project. She is a GIS analyst and archeologist with over 20 years of experience working in environmental consulting and cultural resource management. She serves as the dedicated GIS analyst for Stantec's architectural historians; having worked with our team for years, she has a comprehensive understanding of all types of graphic and data management products supporting cultural resources investigations. Her responsibilities have included Field Maps and Survey123 development, GIS-based applications for gathering field data and photographs; creating data and maps for ArcGIS Online; geodatabase design and creation; and cartographic map design and production. For our previous work in South Carolina, she has developed a FieldMaps template and Survey123 data collection platform based on the SCDAH Access database and data collection methodologies. For the Bluffton project, she will manage data collection in these platforms and produce results maps and geospatial digital files joined to survey data in a format compatible with the Town of Bluffton's systems.

## 2. EXPERIENCE AND REFERENCES

The following projects are of similar scope and complexity to the Town of Bluffton project and have been completed within the last three years. The client contact for each can attest to our expertise, quality of our work, and ability to complete projects on time and on budget.



### CLIENT

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### LINK TO SURVEY REPORT

[Beaufort County South of the Broad River and St. Helena Island Historic Resources Survey Report](#)

### RELEVANCE TO TOWN OF BLUFFTON PROJECT

- ✓ Recent Beaufort County, South Carolina, historic context statement and intensive-level survey project
- ✓ Use of SCDHAH Microsoft Access database to prepare 33 survey forms conforming to SCDHAH guidelines
- ✓ Demonstrated understanding of local historic context for Beaufort County
- ✓ Extensive local and archival research including at the Caldwell Archives of the Historic Bluffton Foundation
- ✓ Key Beaufort County personnel, Project Manager Sandy Shannon and Lead Architectural Historian, Althea Wunderler-Selby, are the same personnel proposed for the Bluffton County project

### Beaufort County South of the Broad River and St. Helena Island Historic Resources Survey

Beaufort County, South Carolina | 2024–2025

Beaufort County retained Stantec to conduct a historic resources survey of the unincorporated portions of the County south of the Broad River and on Saint Helena Island. The goals of the project were to document and reassess pre-1950 resources previously determined eligible for the NRHP in a 1998 survey but not subsequently listed, and, with a focus on Black history, to make NRHP eligibility recommendations for resources built between 1950 and 1979.

Stantec developed a custom methodology to achieve the County's goals within their budget and timeline. The project consisted of a thematic historic context built upon digital and on-site archival research; public outreach and meetings; a public questionnaire designed to identify and map historical places in advance of the survey; and a windshield survey of the entire survey area followed by documentation of just those resources with the potential to be eligible for the NRHP. Fieldwork was conducted on mobile devices using a Survey123 data collection platform mirroring the state's survey database.

As a result of the survey, Stantec recommended that four of the six properties previously determined eligible for listing in the NRHP remain eligible and five newly documented properties and districts built between 1950 and 1979 are eligible for the NRHP. We also made recommendations for additional documentation and potential reevaluation of two existing NRHP districts, and, at the County's request, made local landmark and historic district recommendations should a local designation program be established. SCDHAH staff concurred with our recommendations, and the project deliverables—encompassing the survey report, SCDHAH survey forms, the project's SCDHAH Microsoft Access database, a GIS geodatabase, and photographs—were accepted in advance of the project deadline.





## CLIENT

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## LINK TO CHERAW HISTORIC DISTRICT ADDITIONAL DOCUMENTATION:

[Cheraw Historic District Additional Documentation](#)

## RELEVANCE TO TOWN OF BLUFFTON PROJECT:

- ✓ Windshield survey of an existing historic district
- ✓ Efficient, accurate digital field documentation
- ✓ Collaboration and communication with SCDAH
- ✓ Expanded the period of significance for an NRHP-listed historic district

## Historic Resources Survey and National Register of Historic Places Nominations for the Amended Cheraw Historic District and Coulter Memorial Academy Historic District

Cheraw, South Carolina | 2021–2023

Stantec Architectural Historian Althea Wunderler-Selby conducted a windshield survey of the NRHP-listed Cheraw Historic District in support of an amended nomination while with a prior employer. As part of the same project, she also surveyed the Coulter Memorial Academy and successfully nominated it to the NRHP.

The Cheraw Historic District was listed in the NRHP in 1974 with 33 contributing properties. The district was nominated under Criterion A and C in the architecture, commerce, landscape architecture, politics, religion, transportation, and urban planning areas of significance with a period of significance from 1766 to 1924. In support of updating the district's nomination, Ms. Wunderler-Selby completed a windshield survey of the historic district. She methodically walked all streets within the district boundary, confirming recommendations of contributing status from a prior historic resources survey, and captured representative photographs and photographs of particularly significant contributing resources. Before the windshield survey, all contributing and recommended contributing resources were identified on a GIS digital map, and progress during the windshield survey was tracked using a digital tablet.

Following the completion of the windshield survey, Ms. Wunderler-Selby co-authored additional documentation for the Cheraw Historic District NRHP amendment. The amended nomination retained the same boundary but expanded the district period of significance to 1970 and added 214 contributing resources. The amended nomination also updated the district areas of significance to meet modern NPS standards and provided additional historic context to support significance in the Black Ethnic Heritage area of significance.

The Cheraw Historic District additional documentation was listed in the NRHP in April 2023, and The Coulter Memorial Academy Historic District was listed in the NRHP in September 2022.



## CLIENT

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## LINK TO SURVEY REPORT

[Covington Historic Resources Survey](#)

## RELEVANCE TO TOWN OF BLUFFTON PROJECT

- ✓ Tour, coordination, and public meetings with local stakeholders to learn about property histories and significance
- ✓ Resurvey of an existing local and NRHP historic district
- ✓ Windshield survey to determine properties for documentation
- ✓ Expanded the period of significance for an NRHP-listed historic district

## City of Covington, Louisiana Historic Resources Survey and Division of St. John NRHP District Update

Covington, Louisiana | 2017–2023

The City of Covington retained Cox|McLain Environmental Consulting, now Stantec, to develop a comprehensive and up-to-date inventory of properties within the Division of St. John, the historical governmental and commercial center of the parish seat, and a local and NRHP historic district. The district was listed in the NRHP in 1982 under Criterion A in the area of Community Planning and Development and under Criterion C in the area of Architecture. Stantec was tasked with re-surveying resources documented in the NRHP nomination and surveying resources that had reached 50 years of age since the listing. During fieldwork, Stantec historians toured the historic district with stakeholders, gathering important local knowledge about the survey area. The study involved a windshield survey of neighborhoods the Division of St. John to identify potential district expansion areas and identify and document select properties with potential historical significance and integrity. In total, 300 resources were documented on our tablet-based data collection system that incorporated information from the NRHP nomination and a previous survey. Stantec historians presented the project and its findings at public meetings. Deliverables included the historic context, recommendations for an NRHP boundary change, identification of contributing and noncontributing resources within the existing NRHP district, results of the windshield survey, and eligibility recommendations for the surrounding area.

Following the survey, the City retained Stantec to prepare an update to the 1982 NRHP nomination. The update established new periods of significance, revised the areas and level of significance, decreased the boundary, and reevaluated the properties in the district. It extended the architecture period of significance from ca. 1930 to ca. 1970 and added context reflecting the district's continuum of development. The update added significance under Criterion A in the area of Commerce. The nomination inventoried 299 buildings, structures, objects, and sites, including 34 newly contributing resources. The NRHP update was listed in the NRHP in March 2023.

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## 3. APPROACH AND METHODOLOGY

### PROJECT UNDERSTANDING

We understand that the Town of Bluffton, South Carolina, seeks a consultant to update two prior historic resources surveys, completed in 2008 and 2019, of the locally designated Old Town Bluffton Historic District and NRHP- listed Bluffton Historic District. The project aims to identify and document resources built in 1986 and earlier with historic significance and integrity and provide recommendations for individual NRHP eligibility and contributing or noncontributing status of all resources in the locally designated and NRHP districts. The Consultant will consider the current period of significance of the NRHP district, which terminates in 1945, and make recommendations regarding a potential period of significance expansion and the contributing or noncontributing status of resources built after the prior period of significance end date. The Town's goal in undertaking this project is to augment the information captured in the prior surveys and assess resources that were not yet 40 years of age at the time of the 2019 survey. The survey will be conducted using mobile devices and will follow the requirements and standards of SCDAH's 2018 *Survey Manual: South Carolina Statewide Survey of Historic Places* (with errata and updates 2019, 2020, and 2022; hereafter "*Survey Manual*"), *Guidelines for a Statement of Historic Contexts* (revised 2003), and *Guidelines for Surveying Post-World War II Neighborhoods and Residences* (Revised 2013) and NPS's *Guidelines for Local Surveys: A Basis for Preservation Planning* (National Register Bulletin 24) and *Guidelines for Evaluating and Documenting Rural Historic Landscapes* (National Register Bulletin 30). Geographic Information System (GIS) location data for each recorded resource will be collected, and deliverables will be prepared according to the *Survey Manual*.

We understand that the project will include public engagement activities, including the identification of stakeholders and organizations with potential historical information about the survey area, social media and newspaper outreach, oral interviews, and attendance at meetings organized by the Town to introduce the project to the community and present survey findings and recommendations. We understand that the Consultant will participate in a brief driving tour of the community with persons knowledgeable about the history of the survey area.

The project will include background research and a historic context statement to guide fieldwork and evaluations. The context will incorporate information garnered from stakeholder and community input and primary and secondary sources. The context will focus primarily on the developmental history of the survey area. It will be organized thematically and chronologically and will provide information on themes of importance to the development of the Town.

In this proposal, we have presented a methodology that we believe will maximize value to the Town. We will discuss and refine the approach based on further discussion with the Town and consideration of the available budget.

### STANTEC'S RECOMMENDED APPROACH

Stantec is committed to the success of this project. To demonstrate our interest in providing these services to the Town of Bluffton, we have already obtained and analyzed tax assessor data for the survey area; over 500 parcels are in the survey area. The below table presents our preliminary analysis of these parcels and their improvements.

Date of Recorded Improvements	Number of Parcels	Notes
No construction date listed	246	In our experience, improvements are often present on some percentage of parcels that do not have a construction date in the tax assessor office data. These parcels often have schools and religious facilities that may be tax exempt. Parcels in the survey area with improvements that are not captured in the rows below are likely.
1979 and earlier	134	This figure represents resources within the survey period of the prior surveys of Bluffton completed in 2008 and 2019. The 2019 survey documented 131 resources in the survey area, indicating some resources 40-years of age at the time of the survey were



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Date of Recorded Improvements	Number of Parcels	Notes
		excluded or some parcels with construction dates of 1979 and earlier were inaccurately classified in assessor data.
1980–1986	14	This figure represents resources that became 40 years old since the 2019 survey. The total number of resources built between 1980 and 1986 may be higher, as some parcels may have multiple resources and some parcels with no construction date listed may have improvements from this time period.

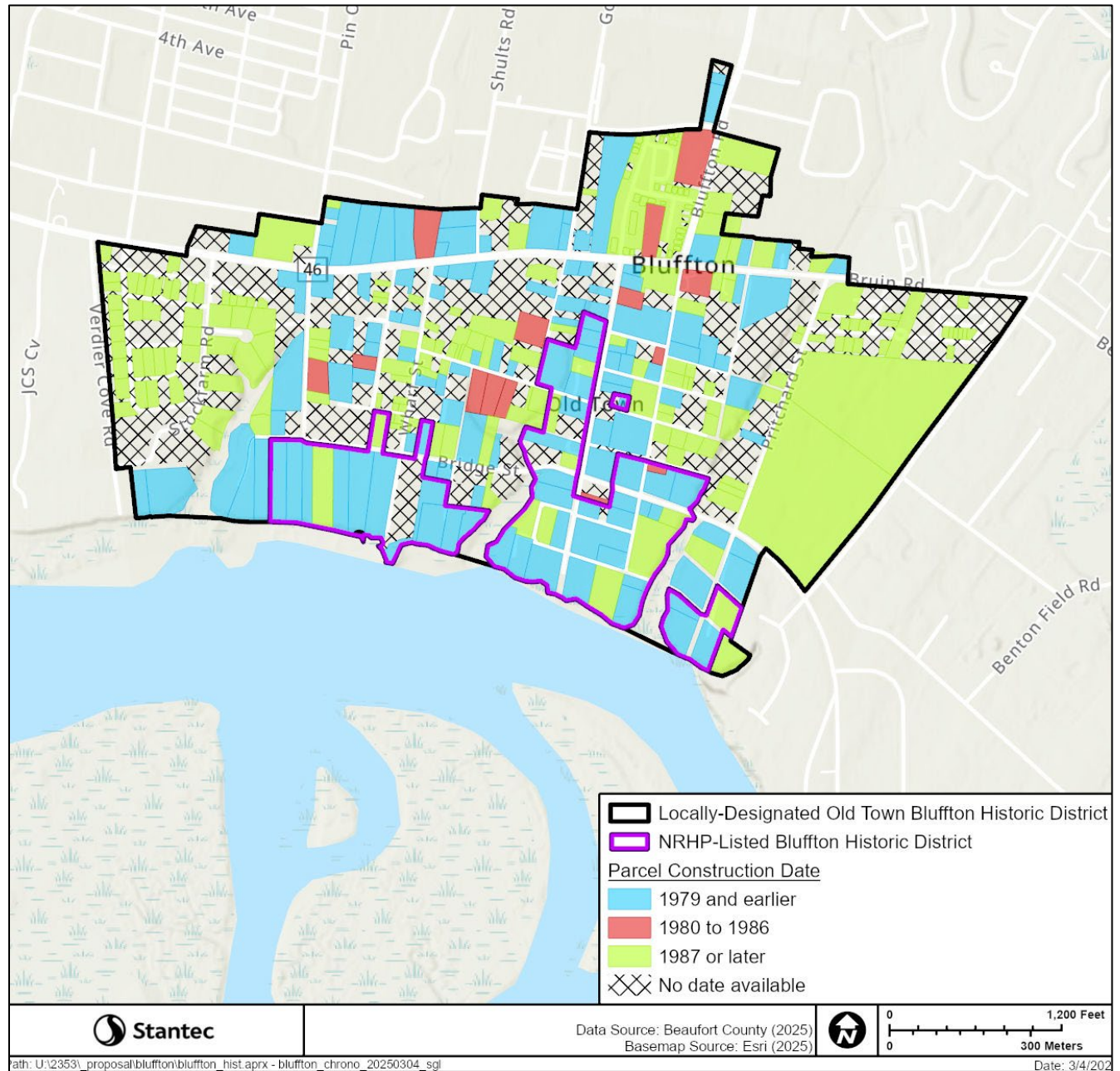


Figure 1. This figure displays the earliest tax assessor improvement date for each parcel in the survey area. Assessor improvement dates are not always accurate, and some parcels do not have date information; however, the data can be used to analyze general trends.



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Given the goals of the project and our preliminary analysis, Stantec has custom-designed the following proposed scope, intended to maximize value for the Town within the assumed budget of \$60,000. The proposed scope is summarized below and detailed in the Work Plan that follows.

- Historic context for the Town of Bluffton building on prior scholarship
- Community engagement and outreach
  1. Attendance at public meetings to share information about the project, solicit input, and share results and recommendations
  2. Promote the project and encourage public participation through social media posts, a newspaper press release, and a flyer; provide an email address for stakeholders and members of the community to use to submit information about potential historic resources in the survey area
  3. Conduct up to five (5) virtual oral history interviews to identify potential historic significance in the survey area
- Survey
  1. Attend a driving tour with one to two community stakeholders
  2. Windshield Survey
    - Methodically drive the survey area to identify resources with potential historic significance and integrity, including all resources currently contributing or potentially contributing to the NRHP and local historic districts
    - Review resources identified by the community and stakeholders to consider potential significance and integrity
  3. Intensive-Level Survey
    - Document up to 200 resources with significance and integrity at the intensive level on SCDAH survey forms, or an otherwise agreed upon number based on the available budget
- Draft and final report

## WORK PLAN

### TASK 1. PROJECT INITIATION AND PROJECT MANAGEMENT

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Upon selection as the firm to complete the project for the Town of Bluffton, Stantec will collaborate with Town staff during a virtual meeting to clarify project goals and objectives, review the previous survey materials, discuss our recommended approach to the project and develop a final scope and schedule, identify key community leaders and organizers as potential project stakeholders, and prepare for the project. We will also discuss resources that may be available from the Town and SCDAH, such as:

- Final survey area boundary
- Current GIS parcel boundaries and county tax assessor office data for parcels in survey area, if different from what we have already obtained
- The available format of prior survey data and photographs
- GIS points for previously recorded resources
- GIS shapefiles of historically significant resources, including locally significant and NRHP-eligible and -listed properties and districts
- Local historic district designation nomination
- Building footprint GIS layer
- Georeferenced historical aerial images
- High resolution current aerial basemap
- Format needed to integrate survey data into the Town's GIS system and SCDAH GIS system
- Historical building records, photographs, and other archival material, if available

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- Plat maps
- Identification of key community liaisons and resources

The decisions reached during this collaboration phase of the project with the Town will be documented with an accompanying schedule. Stantec will submit this written document to the Town prior to project commencement.

To ensure survey data can be seamlessly integrated into SCDAH's databases, Stantec will obtain from SCDAH a blank Microsoft Access database file that includes all required data fields, tables, forms, and reports needed to compile and present survey data and a shapefile template for survey results.

Throughout the course of the project, Stantec's project manager will be the Town's primary point of contact. They will ensure the project is progressing according to the schedule and budget and in consideration of the Town's goals.

## TASK 2. RESEARCH AND HISTORIC CONTEXT DEVELOPMENT

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Stantec's team of professional historians and architectural historians will prepare a historic context of Bluffton built upon information received from the community, digital research, and oral history interviews. The historic context will be organized thematically and chronologically and will provide the basis for understanding the significance of surveyed resources. Stantec's team of historians are not only disciplined and experienced researchers and writers, but we also possess a great deal of knowledge about economic, social, transportation, cultural, and population trends in southern history, architecture, and community development. We are expertly capable of striking the needed balance between conducting thorough research, understanding key trends and development patterns, and presenting a concise document appropriate for justifying the significance of resources recommended eligible for the NRHP.

At the onset of the project, we will coordinate with Town staff and SCDAH to gather previous surveys of the town and other pertinent documents, such as plat maps. We will conduct research on primary and secondary sources to aid the development of the historic context. Potentially relevant sources and digital repositories include issues of newspapers through our subscriptions to Newspaperarchive.com and Newspapers.com; fire insurance maps; historic-period topographic maps; high resolution historical aerial images; relevant NRHP nominations; Historical Markers in Bluffton; locations in Bluffton with important associations with African American history from the SCDAH's *African American Historic Places in South Carolina* report; digitally available materials available from local and state repositories, including the Bluffton Branch of the Beaufort County Library, the Beaufort District Collection at the main branch library, the Historic Bluffton Foundation's Caldwell Archives, and The Heritage Library collections; the South Carolina Information Highway's (SCIWAY) South Carolina African-American History and Culture collection; the Lowcountry Digital Library, including digital collections of the South Carolina Historical Society; the Lowcountry Digital History Initiative collection; the South Carolina State Library Digital Collections; the SCDAH Digital Collections, including the Beaufort County Historic Record collection; the University of South Carolina Libraries Digital Collections, including historical newspapers and the South Carolinian Library Map Collection, South Carolina Film and Video Collection, and Sanborn Fire Insurance Maps of South Carolina collection, among others; publications and maps of equalization schools in the survey area; sites identified in the *Greenbook of South Carolina*; and our prior historic resources studies in the county.

Information obtained during public input activities and oral history collection, described in the next section, will be incorporated as appropriate. We will compile an ArcGIS Online map to analyze the survey area. It will depict the study boundaries and parcels in the survey area categorized by the decade of earliest building activity and georeferenced high-resolution historical aerial images and maps aligned with current aerial images, providing our team with an understanding of development over time and comparison with current trends. We will map known locations of designated historic properties, including contributing resources to the local and NRHP historic districts; potentially historically significant resources; and previously unrecorded resources identified during contextual

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development in the survey area to ensure their consideration during the historic resources survey. The ArcGIS Online map will serve as the foundation for the project's digital fieldwork map.

Stantec's historic context will synthesize the history of the survey area. The context will provide a framework for understanding the key events, patterns, and people associated with the development of the survey area's built environment. The document will be of sufficient breadth and complexity to illustrate key information, and the text will be direct, to the point, and easily understood by the public. It will include relevant photographs, tables, and maps to supplement the text. Before submission of the survey report, the context will go through Stantec's QA/QC process and technical editing.

To maximize value to the Town and streamline the project schedule, we will prepare a draft historic context using available online sources and information from our prior historic context statements in Beaufort County before conducting fieldwork. During our fieldwork visit, we will conduct additional research at local repositories and will then finalize the historic context study.

## TASK 3. COMMUNITY ENGAGEMENT AND OUTREACH

Our experience has proven that public outreach is an incredibly valuable tool for survey projects. Stantec's approach to public outreach for the Town of Bluffton project will have three primary goals: distribute information about the project, gather information about potential historic resources, and promote an appreciation for Bluffton's history.

We understand that the Town wishes to identify project stakeholders and engage the community at large to identify important historic resources. To achieve this goal, Stantec recommends adopting a multi-faceted public outreach plan, incorporating stakeholder engagement, social media and newspaper blasts, community meetings, and a flyer to distribute during fieldwork. At the project kick-off meeting, Stantec will coordinate with Town staff to identify key historic preservation stakeholders and organizations serving the survey area. Stantec will provide draft public outreach content to the Town to finalize, including an email blast to stakeholders and two social media posts and a flyer regarding the project. The stakeholder email blast will notify identified stakeholders of the project scope, purpose, and schedule, and encourage stakeholders to attend the public meetings and share their knowledge of the survey area with the Consultants. The social media content will be tailored to platforms the Town uses and will include draft text, images, and hashtags promoting the project, soliciting information from the public, and providing project updates. The flyer will be designed for fieldworkers to disseminate to interested members of the public encountered during fieldwork. It will include information about the project and how members of the public can participate.



A social media post from Stantec's recent survey of unincorporated areas of Beaufort County.

As part of the public outreach, Stantec will conduct up to five (5) oral history interviews. These interviews will be completed prior to the commencement of fieldwork. Stantec will coordinate with the Town to identify the oral history participants and will hold the interviews virtually via phone calls or video calls. Stantec's historians will ask



Stantec historian presenting survey results and recommendations to members of the public.

participants a predetermined list of questions, focusing on local history, the survey area, and important places, people, and events. During the interviews, Stantec historians will augment the predetermined questions to ensure each interview is tailored to the individual participant. Information garnered from the oral history interviews will inform the historic context and be included as appropriate. Specific important locations discussed in the interviews will be digitally mapped to ensure they are considered during fieldwork.

We understand that the County wishes to hold public meetings about the project and gather information from members of the community about local history and

potential historic resources. Stantec recommends that to achieve this goal, the Town schedule a public meeting that coincides with the beginning of fieldwork and a meeting at the end of the project to present results and recommendations. The purpose of the first meeting would be to introduce the project to the public and solicit input. The Stantec team would explain the purpose of historic resources surveys in public friendly language and describe the project's goals, methodology, and timeline. We would direct attendees to share information about important historic resources in the survey area via email and encourage interaction before and after the presentation. We recommend that the second public meeting coincide with a regularly scheduled Historic Preservation Commission (HPC) meeting. In consideration of the project budget, Stantec proposes presenting virtually, and the Town's recording of the event should be made available online for interested parties to watch at their leisure after the live event. During this presentation, we will describe the project approach, the results of research and public outreach, the survey findings and recommendations, and how community members can view the final survey report and data.

## TASK 4. SURVEY

As outlined in the recommended approach section, Stantec's suggested survey methodology involves a windshield survey of the survey area to identify resources with potential significance and integrity, paying particular attention to resources identified by stakeholders and the community, resources currently contributing to the NRHP and local historic districts, and resources that achieved 40-years of age after the 2019 survey. Resources identified during the windshield survey as having potential significance, both individually and as contributing resources, and retaining historic integrity will be revisited and surveyed at the intensive level. These survey activities require careful fieldwork preparation, field investigations, and data processing and QA/QC. All survey procedures and deliverables would conform to SCDH's *Survey Manual*.

### **Fieldwork Preparation**

Stantec will prepare for fieldwork through a series of tasks described next, including GIS analysis, development of a survey plan, database and map development and testing, and fieldwork training.

### WHAT IS A WINDSHIELD SURVEY?

A windshield survey is a cost-effective methodology that allows for coverage of a broad geographic region in a short amount of time and the identification and documentation of a survey area's most important resources. To illustrate, surveyors may review over 3,000 properties during one day of windshield survey fieldwork (depending on conditions such as street grid, parcel size, and number of historic-age resources) and determine that, of those properties, 10 individual resources and 1 district have potential historic significance and integrity and should be documented at the intensive level on a survey form and evaluated for NRHP eligibility.



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## *GIS Analysis*

Stantec will conduct an analysis of GIS data to inform our survey plan. We will prepare an ArcGIS Online map of the survey area with the latest SC ArchSite data, GIS data for contributing resources in the NRHP and local historic districts, individually listed NRHP properties, historical topographic maps and high-resolution historical aerial imagery, subdivision boundaries, and resources identified during contextual development as having potential for historic significance and those identified by members of the community. Using the latest tax assessor office parcel and building improvement GIS data, we will identify parcels with improvement dates of 1979 and earlier, coinciding with the cut-off of the 2019 survey, and 1980 to 1986, encompassing resources that have reached historic-age since the prior survey.

## *Database and Field Map Development*

During this task, Stantec's technical staff will set up our existing South Carolina ArcGIS Survey123 data collection system for fieldwork in Bluffton. The Survey123 database has data fields and data selection options mirroring the SCDAH's Access database and survey form. It will be connected to an ArcGIS Field Maps application for the project, allowing fieldworkers to see their location on a high-resolution aerial image, click on the location of the built resource they are documenting, and launch a Survey123 form. They will fill out the required fields and take high-resolution digital photographs of the resource. Once a resource is documented it displays as "complete" on the digital map and the survey data, photographs, and GIS point are automatically connected to each other and backed up to our server. Surveyors will be able to toggle historical aerial photographs and maps on and off to help identify the age of built resources.

Our FileMaker Pro database will receive the Survey123 photographs and data in the same format in which the data was collected. The Stantec project team will use the FileMaker Pro database to view survey photographs in large format, compare documented resources, finalize the data and NRHP recommendations, and review the data for accuracy during the QA/QC process (described more below). Our FileMaker Pro databases are designed to automate the renaming of survey photographs according to SHPO standards, reducing project costs. They are also designed so that the data can be seamlessly exported from FileMaker Pro and imported into the SCDAH Access database and directly converted to a GIS geodatabase (GDB).

The project's Survey123 and FileMaker Pro databases and the ArcGIS Field Map will be tested before deployment.

## *Fieldwork Training*

Stantec's project manager will lead a fieldwork training session with the fieldwork team prior to their deployment. The purpose of the training will be to ensure that each fieldworker understands the goals of the project, survey methodology, and safety procedures, and has tested Survey123 and ArcGIS Field Map on their tabular device.

## ***Fieldwork Investigations***

### *Staffing*

Stantec's fieldwork team would comprise two architectural historians or historians meeting the SOI professional qualification standards for history and/or architectural history. Because properties with historic significance and integrity will need to be identified during field investigations, the fieldwork team will be led by Stantec's project manager or another senior architectural historian or historian with expertise in identifying historic properties and assessing integrity. Both members of the fieldwork team will have reviewed the historic context statement developed for the project in advance of fieldwork.

### *Stakeholder Driving Tour and Windshield Survey*

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At the onset of fieldwork, Stantec's fieldwork team will drive the survey area with one or two stakeholders familiar with the history of the area. The stakeholders will share information about properties with potential historic significance that may not be readily available in the public records. Stantec will record notes on our tablet devices in the FieldMaps application, digitally tying the stakeholder information to the property.

Following the stakeholder driving tour, Stantec will conduct a full windshield survey of the survey area. The fieldworkers will methodologically drive all publicly accessible streets in the survey area and note properties of interest with potential historic significance and integrity and the boundaries of potential districts. Driving would be conducted at a slow enough speed that surveyors can view resources visible from the right-of-way and categorize each parcel as documentation recommended, documentation not recommended, or right-of-entry needed for assessment.

The windshield survey would include targeted review of properties with higher potential to have historic resources. Surveyors would pay special attention to the types of properties listed below by driving by these properties more slowly and more carefully looking at each property's built resources.

- Parcels with tax assessor dates of 1979 and earlier, corresponding to resources within the scope of the prior surveys
- Resources currently contributing to the NRHP or local historic districts
- Parcels with tax assessor dates of 1980 to 1986, corresponding to resources that have reached 40-years of age since the prior surveys
- Resources identified during contextual development that may have potential for historic significance
- Properties and areas identified by members of the public during the community questionnaire

While one member of the fieldwork team drives, a navigator/notetaker will record on the GIS field map which parcels should be revisited and documented on survey forms because they appear to possess significance and integrity, which parcels would need right-of-entry to complete an assessment as part of a future project, and which parcels do not need to be revisited. Potential new historic districts will be recorded in the map as polygons. All work during the windshield survey will be completed from a vehicle. While in the field, the fieldwork team would consult with the project manager to review and refine the windshield survey data and, if needed, finalize the list of new properties to document at the intensive level on survey forms based on the available budget.

## *Intensive-Level Documentation*

Intensive-level documentation would consist of documenting identified resources from the windshield survey with potential historic significance and integrity, including resources recommended contributing to the NRHP and local historic districts. Fieldworkers would use Stantec's GIS-based data collection system to photograph and record information about each property from the public right-of-way. For potential historic districts, the boundaries would be confirmed, and representative photographs would be taken showing the general character of the area.

Our team is trained in field safety precautions and will follow established field investigations protocols. They are also trained in how to interact with members of the public encountered during field investigations in a friendly, informative, and courteous way. Naturally, people are curious about why we are taking photographs. We will explain the project in straightforward terms and in consideration of the



Stantec historian documenting a residence on a tablet using Survey123.

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Town's preferred communication messaging, and we will provide a business card and project flyer to those who express interest.

Before leaving Bluffton, the fieldwork team will confirm that all data has been collected for each surveyed resource and that photographs are clear, in-focus, and capture necessary details.

## ***Data Processing and QA/QC***

Once field investigations are complete, our team will finalize the data and prepare deliverables. As part of Stantec's quality control process, the survey record for each resource will be reviewed for completeness and accuracy by the staff member who documented the resource and finalized. They may conduct additional desktop analysis to finalize the resource's date of construction, historic associations, and integrity assessment. The historic context will provide the framework for evaluating each resource for historic significance. A second historian or architectural historian will review each record, followed by review from a senior architectural historian or historian. Senior members of our team and the project manager will participate in round table discussions to consider and finalize NRHP recommendations. Our process ensures accurate, complete, and consistent documentation and thoughtful recommendations.

## **TASK 5. REPORTING**

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Following completion of our data QA/QC process, we will prepare draft project deliverables. The report will be prepared in accordance with SCDAH and NPS standards. It will include a table of contents, executive summary, the historic context, methodological description, and key findings. It will include a discussion of architectural styles in the survey area and recommendations, including recommendations for individual resources with potential to be eligible for listing in the NRHP, whether an expanded period of significance is warranted for the NRHP or local historic district, contributing and noncontributing resources to the NRHP and local historic districts in consideration of the current or expanded period of significance; and recommendations for future work. Appendices will include SCDAH survey forms, a summary inventory table of surveyed resources, and results figures. The report will go through our three-part QA/QC process and review by our technical editor. Stantec will submit one electronic draft of the deliverable for the Town and SCDAH review and comment. The Town's representative will distribute the draft as desired, review comments, and compile a final refined set of substantive comments into a comment matrix.

Upon receipt of consolidated comments, a final draft of the deliverables will be prepared. The final deliverables will include the revised report and appendices, the SCDAH Access database, TIFF format digital photographs named according to SCDAH naming conventions, and a GIS geodatabase with attached data in a fully compatible format with the Town's GIS database. Electronic and printed deliverables would be prepared according to the requirements in the RFP and SCDAH's *Survey Manual*.

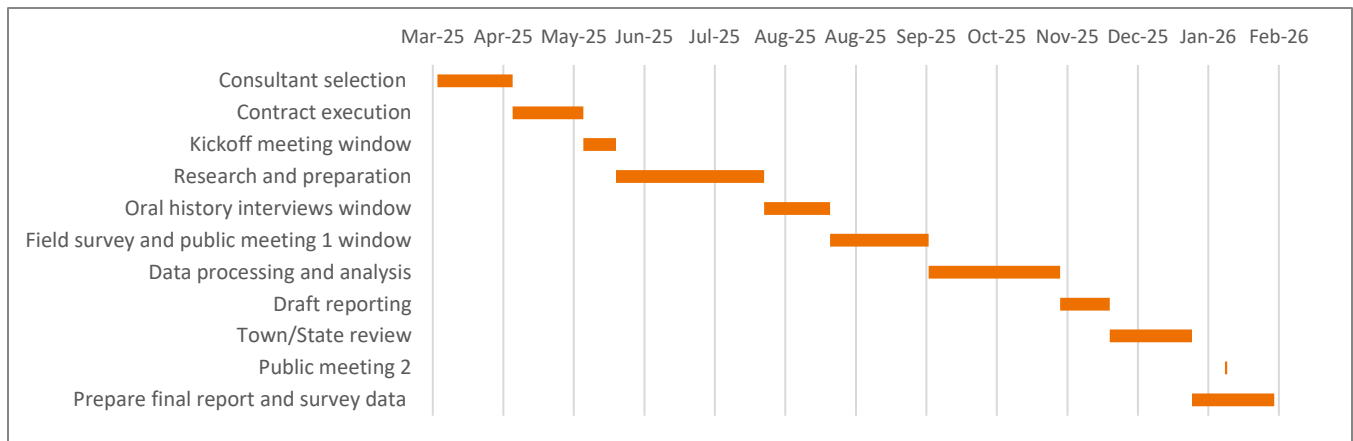
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## TIMELINE

This schedule presents our suggestion for the project but could be adjusted as necessary following Stantec's selection as the vendor. We understand that contract shall be effective for one year following the date of execution; however, we propose project completion within less than 10 months from contract execution.

Task	Working Days' Duration	Start	Finish	Calendar days	Notes
Consultant selection	22	March 6, 2025	April 7, 2025	32	
Contract execution	22	April 7, 2025	May 7, 2025	30	
Kickoff meeting window	10	May 7, 2025	May 21, 2025	14	
Research and preparation	45	May 21, 2025	July 23, 2025	63	
Oral history interviews window	20	July 23, 2025	August 20, 2025	28	
Field survey and public meeting 1 window	30	August 20, 2025	October 1, 2025	42	
Data processing and analysis	40	October 1, 2025	November 26, 2025	56	
Draft reporting	15	November 26, 2025	December 17, 2025	21	
Town/State review	25	December 17, 2025	January 21, 2026	35	
Public meeting 2	1	February 4, 2026	February 4, 2026	1	HPC meets 1st Wednesday of every month
Prepare final report and survey data	25	January 21, 2026	February 25, 2026	35	



## 3. LOCAL PREFERENCE AND MINORITY AND DISADVANTAGED BUSINESS ENTERPRISE STATUS

Stantec is not a Certified Local Vendor or a Minority or Disadvantaged Business.



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## 4. PRICING SCHEDULE

Stantec estimates a budget of **\$59,985**. A breakdown of labor and non-labor expenses is provided below. The project would be structured as a lump sum, to be billed on a percent complete basis monthly or on an agreed upon milestone schedule (such as 50% upon completion of fieldwork and 100% upon completion of final deliverables). Should the Town of Bluffton request additional services during the project, the hourly fee schedule provided in the budget would be applicable.

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## FEE ESTIMATE - Town of Bluffton Historic Resources Survey

		Project Manager/Senior Architectural Historian	Senior Architectural Historian	Architectural Historian	GIS Manager	GIS Specialist	Technical Editor	Administrative	Flight	Airport Parking or Transportation	Rental Vehicle	Fuel for Rental Vehicle	Lodging	Per Diem				
Project Billing Rate		\$155.00	\$190.00	\$130.00	\$160.00	\$130.00	\$135.00	\$125.00	\$325.00	\$125.00	\$200.00	\$50.00	\$130.00	\$68.00	Project Summary			
Total Units		108.00	6.00	256.00	2.00	28.00	12.00	4.00	2.00	1.00	1.00	1.00	8.00	10.00	Hours	Labor	Expense	Total
Fee		\$16,740.00	\$1,140.00	\$33,280.00	\$320.00	\$3,640.00	\$1,620.00	\$500.00	\$650.00	\$125.00	\$200.00	\$50.00	\$1,040.00	\$680.00	416.00	\$57,240.00	\$2,745.00	\$59,985.00

Task Code	Task Name	Units													Hours	Labor	Expense	Total
1	Project Management/Administrative	8.00	4.00											12.00	\$1,740.00	\$0.00	\$1,740.00	
2	Research and Historic Context Development	8.00	50.00											58.00	\$7,740.00	\$0.00	\$7,740.00	
3	Community Engagement and Outreach (2 meetings; up to 5 oral history interviews; email, social media, press release, and flyer content)	8.00	30.00											38.00	\$5,140.00	\$0.00	\$5,140.00	
4	Survey Preparation and Fieldwork	48.00		60.00	2.00	16.00			2.00	1.00	1.00	1.00	8.00	10.00	126.00	\$17,640.00	\$2,745.00	\$20,385.00
5	Data Preparation and Draft Report	30.00	4.00	100.00		8.00	8.00								150.00	\$20,530.00	\$0.00	\$20,530.00
6	Final Draft	6.00	2.00	16.00		4.00	4.00								32.00	\$4,450.00	\$0.00	\$4,450.00

## 5. RESUMES OF KEY STAFF

# ATTACHMENT 1



**Sandy Shannon** MHC

Senior Architectural Historian

11 years of experience · Arlington, Virginia



Sandy is a Senior Architectural Historian who specializes in municipally sponsored historic resources surveys and large-scale projects. Her experience includes surveying, assessing, and documenting historical properties and evaluating eligibility for local and National Register of Historic Places (NRHP) designation; archival research; local landmark and NRHP nominations; historic preservation and survey plans; historic context development; and creation of digital survey databases. She regularly serves as Project Manager for a variety of project types and clients, and has worked in the Gulf Coast, Midwest, West Coast, Southeast, and Mid-Atlantic regions of the U.S. She meets the Secretary of the Interior's professional qualifications for Architectural History.

## PROJECT EXPERIENCE

Beaufort County South of the Broad River and St. Helena Island Historic Resources Survey | Beaufort County | South Carolina | 2024–2025 | Project Manager

Project Manager for a historic resources survey of the unincorporated areas of the County south of the Broad River and on Saint Helena Island. The goals of the project were to document and reassess pre-1950 resources previously determined eligible for the NRHP but not subsequently listed, and, with a focus on Black history, to make NRHP eligibility recommendations for resources built between 1950 and 1979. Stantec developed a custom methodology to achieve the County's goals within their budget and timeline consisting of a thematic historic context and community engagement designed to identify and map historical places in advance of the survey, and a windshield survey of the entire survey area followed by documentation of resources with the potential to be eligible for the NRHP on SCDAH survey forms. Stantec conducted archival research at local repositories and documented resources on tablet computers using a Survey123 data collection platform mirroring the state's survey forms. Among the resources Stantec recommended eligible were late eighteenth century ruins; industrial, religious, and commercial resources associated with the survey area's Black heritage; and a collection of modernist dwellings. SCDAH concurred with Stantec's recommendations without substantive comment.

Graham Historic District Re-Survey and NRHP Amendment | City of Graham | Graham, Alamance County, NC | 2021–2022 | Project Manager

Project Manager for a historic resources survey of the Graham Historic District and its surrounds, comprising nineteenth and twentieth century commercial, institutional, and residential properties. The district was listed in the NRHP in 1983 under Criterion A in the areas of Commerce, Industry and Politics/Government, and under Criterion C in the area of Architecture and had not been re-documented since. Stantec completed a historic resources survey and prepared a Study List application, the North Carolina SHPO's determination of eligibility request process, for a revised boundary and period of significance. The Study List was approved and Stantec prepared an official amendment to the nomination with an updated context, list of contributing and noncontributing resources, boundary, and period of significance.

Historic Resources Survey Update of the Hendrix College Addition NRHP District | City of Conway | Conway, Faulkner County, AR | 2022 | Project Manager

Project Manager for a historic resources re-survey of the Hendrix College Addition NRHP Historic District. The district was listed in the NRHP in 2007 under Criterion A in the area of Community Planning and Development and under Criterion C in the area of Architecture. One of the city's first platted subdivisions, Hendrix College Addition has a variety of architectural styles popular during the period of significance, 1903 to 1957, and housed many academics associated with nearby Hendrix College. CMEC historians carefully compared prior survey documentation, historical maps and aerial images, and current conditions to update the prior documentation. The project also required city directory and property owner research to identify past residents and their histories. In total, Stantec recorded 81 primary resources and 54 ancillary resources and recommended a contributing or noncontributing status for each. Deliverables were prepared in accordance with Arkansas SHPO and NPS standards and reviewed by SHPO staff.

Historic Resources Survey Update of the Conway Commercial NRHP District | City of Conway, AR | Conway, Faulkner County, AR | 2011–2022 | Project Manager

Project Manager for a historic resources survey of the Hendrix College Addition NRHP Historic District to redocument its properties on Arkansas SHPO survey forms. The district was listed in the NRHP in 2007 under Criterion A in the area of Community Planning and Development and under Criterion C in the area of Architecture. One of the city's first platted subdivisions, Hendrix College Addition has a variety of architectural styles popular during the period of significance, 1903 to 1957, and housed many academics associated with nearby Hendrix College. Stantec historians carefully compared prior survey documentation, historical maps and aerial images, and current conditions to update the prior documentation. The project also required city directory and property owner research to identify past residents and their histories. In total, CMEC recorded 81 primary resources and 54 ancillary resources and recommended a contributing or noncontributing status for each. Deliverables were prepared in accordance with Arkansas SHPO standards and reviewed by SHPO staff.

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## **Old West Lawrence Historic District Re-Survey and NRHP Update | Lawrence, Douglas County, KS | 2021–2022 | Project Manager**

Project Manager for a re-survey of the Old West Lawrence (OWL) NRHP Historic District and update to the district's NRHP nomination. OWL was listed in the NRHP in 1972 for its collection of mid-nineteenth to early twentieth century residential architecture and the listing had not been updated since. Stantec documented the district's properties using a GIS- and tablet-based data collection system based on the state historic preservation office's Kansas Historic Resources Inventory (KHRI) database. They conducted archival research at local repositories; digitized prior survey data, incorporated it into the survey record, and compared each property's current appearance with its prior documented appearance; conducted property research; and participated in a public meeting to introduce the project to members of the community and collect property histories. In total, 127 residences and 121 secondary resources were documented in KHRI. Additionally, Stantec recommended five houses individually eligible for the NRHP under Criterion C for their architecture. Ms. Shannon co-authored an NRHP update that documents the current condition of the district, identifies contributing and noncontributing resources, expands the architectural statement of significance, and re-lists the district under the Historic Resources of Lawrence, Douglas County, Kansas NRHP Multiple Property Documentation Form.

## **Historic Resources Survey Update of the Belle Grove NRHP District | Fort Smith, Sebastian County, AR | 2021–2022 | Project Manager**

Project Manager for a re-survey the Belle Grove NRHP District, listed in the NRHP in 1973 under Criterion A in the area of Community Planning and Development as one of Fort Smith's earliest neighborhoods and Criterion C for its collection of architectural styles popular from the mid- to late-1800s to 1945, including Queen Anne, Folk Victorian, Craftsman, Revival-era, and other styles. The survey area comprised 156 properties, most of which were single-family residences. Multi-family dwellings, the 1886 Belle Grove School, four commercial buildings, churches, and other resource types were also documented. Each resource was documented on an Arkansas SHPO survey form and assigned a recommended contributing or noncontributing status informed by its existing NRHP status and changes since prior documentation. Deliverables were prepared in compliance with SHPO AND NPS standards and reviewed by SHPO staff.

## **Historic Building Survey for North Loop, Hancock, and Upper Boggy Creek Neighborhoods | City of Austin, Travis County, TX | 2019–2022 | Project Manager**

Project Manager for survey of over 4,000 resources constructed prior to 1974 in the northeast half of North Central Austin. Field survey and photo documentation was conducted on tablets using a custom GIS-enabled survey database. The project included archival research, historic context development, survey documentation, public outreach, oral history interviews, and public meetings. As a result of the study, Stantec made individual and district NRHP recommendations and local landmark and local historic district recommendations. They also reevaluated an existing NRHP historic district and made contributing and noncontributing recommendations based on changes since the listing, identified potential heritage tourist destinations, and made recommendations for future preservation planning work.

## **Hillcrest NRHP Historic District Survey Update | City of Little Rock | Little Rock, Pulaski County, AR | 2021 | Senior Architectural Historian**

Stantec was retained to conduct a historic resources re-survey of a portion of the Hillcrest NRHP Historic District in preparation for a future NRHP amendment. The district was listed in the NRHP in 1990 under Criteria A and C in the areas of Community Planning and Development and Architecture as an example of a streetcar suburb in Little Rock with a collection of architectural styles popular from the turn of the century to World War II. The survey area comprises approximately 500 resources, most of which required incorporation and comparison of previous survey data. The project was completed in accordance with Arkansas SHPO and NPS standards and reviewed by SHPO staff. As the project's Senior Architectural Historian, Ms. Shannon led QA/QC and the production of deliverables and recommendations.

## **Historic Resources Survey of Guthrie National Historic Landmark District | City of Guthrie | Guthrie, Logan County, OK | 2019 | Architectural Historian**

The City of Guthrie, Oklahoma retained Stantec to resurvey its downtown National Historic Landmark district to provide documentation for an update to the NRHP form for the district. The survey included 127 commercial resources constructed in a variety of styles and met Oklahoma Architectural/Historic Survey requirements. Ms. Shannon supported the preparation of survey forms.

## **Historic Resources Survey for City of Covington and NRHP Update | City of Covington | Covington, St. Tammany Parish, LA | 2017–2019, 2022–2023 | Architectural Historian**

Stantec was retained to conduct a reconnaissance-level survey of a local historic district and select properties in adjacent neighborhoods (300 resources total) and a windshield survey of a residential neighborhood. The project required the preparation of a custom, tablet-based data-collection platform based on the Louisiana SHPO's survey form and incorporation of the results of prior surveys. Deliverables included a historic context; survey report; documentation of resources within an existing local and NRHP district; and recommendations for potential district boundary changes, contributing/noncontributing resources, and potentially-NRHP eligible individual properties and districts. A walking tour with local stakeholders and presentations at public meetings were among the public engagement activities. Following the survey, the City retained Stantec to prepare an update to the NRHP nomination. The nomination establishes periods of significance, revises the areas and level of significance, decreases the boundary, and updates the inventory of contributing and noncontributing resources in the district. Ms. Shannon participated in fieldwork and deliverable preparation for the survey and was the lead author of the NRHP update.

## **Historic Resources Survey for City of Seguin | City of Seguin | Seguin, Guadalupe County, TX | 2018–2019 | Lead Architectural Historian**

Senior Architectural Historian for a reconnaissance survey of 200 resources in the Seguin Downtown NRHP District and surrounds. The primary goal of the project was to re-evaluate the district's boundaries, period of significance, and contributing and noncontributing resources. The project also required re-evaluation of the City's local historic district; and local landmark, individual NRHP, and new NRHP and local district recommendations. Stantec conducted community outreach and presented the results of the project at a public meeting. The project was conducted in compliance with Texas SHPO survey methodologies and was approved by SHPO staff.



# ATTACHMENT 1



## Althea Wunderler-Selby M.S.

Architectural Historian

6 years of experience · Atlanta, Georgia



Althea has experience in regulatory compliance, preservation planning, advocacy and outreach, and hands-on technical preservation. She has acted as the lead Architectural Historian during the production of technical reporting in compliance with the National Historic Preservation Act and state regulations, as well as Architectural Survey Reports, Conditions Assessment Reports, and National Register of Historic Places nominations. Althea has assisted or led the execution of architectural history projects in Alabama, Alaska, Arizona, Arkansas, California, Florida, Georgia, Michigan, Missouri, Oregon, South Carolina, and Texas. She is knowledgeable of the criteria of the National Register of Historic Places and has worked with various clients in the public sector, including local governments, counties, the National Park Service, and the U.S. Army Corps of Engineers, as well as the private sector.

### PROJECT EXPERIENCE

Beaufort County South of the Broad River and St. Helena Island Historic Resources Survey | Beaufort County | South Carolina | 2024–2025 | Architectural Historian

Beaufort County retained Stantec to conduct a historic resources survey of the unincorporated portions of the County south of the Broad River and on Saint Helena Island. The goals of the project were to document and reassess pre-1950 resources previously determined eligible for the NRHP in a 1998 survey but not subsequently listed, and, with a focus on Black history, to make NRHP eligibility recommendations for resources built between 1950 and 1979. Stantec developed a custom methodology to achieve the County's goals within their budget and timeline consisting of a thematic historic context and community engagement designed to identify and map historical places in advance of the survey, and a windshield survey of the entire survey area followed by documentation of only those resources with the potential to be eligible for the NRHP. As a result of the survey, Stantec recommended that four of the six properties previously determined eligible for listing in the NRHP remain eligible, and five newly documented properties and districts built between 1950 and 1979 are eligible for listing in the NRHP. Among them are late eighteenth century ruins; industrial, religious, and commercial resources associated with the survey area's Black heritage; and a collection of modernist Pavilion-style dwellings. SCDAH concurred with Stantec's recommendations. Ms. Wunderler-Selby was the project's lead historian. She co-authored the historic context, led research efforts, participated in fieldwork, and was the primary survey report author.

Tarpon Springs Union Academy Cultural Resources Survey | City of Tarpon Springs, FL | Pinellas County, FL | 2023 | Senior Architectural Historian and Project Manager\*

Senior architectural historian and project manager for the survey of the Union Academy and Crosstown neighborhoods of Tarpon Springs, Florida. These neighborhoods are historically Black communities, and the project was funded through the African American Cultural Heritage Fund program. With a former employer, Ms. Wunderler-Selby was responsible for project initiation, planning and fieldwork supervision, reporting and deliverables production, and client communication. The project results in the documentation and assessment of approximately 350 historic resources.

Town of Atlantic Beach National Register of Historic Places Nomination | Horry County | Atlantic Beach, South Carolina | 2023 | Senior Architectural Historian and Project Manager\*

Senior architectural historian and project manager for a National Register of Historic Places nomination for the historic Black resort community of Atlantic Beach, South Carolina. With a former employer, Ms. Wunderler-Selby was responsible for project initiation, client communication, the supervision of fieldwork, and co-authoring the nomination. The Atlantic Beach Historic District was listed in the NRHP in 2025.

Seminole Tribe of Florida Historic Structures Survey | Florida | 2023 | Senior Architectural Historian and Project Manager\*

Senior architectural historian and project manager for the survey of the Brighton, Big Cypress, and Hollywood Seminole Tribe of Florida Reservations conducted by Chronicle Heritage. Supervised the review of historical aerial photographs to determine historic-age resources, organized and supervised fieldwork, and led reporting efforts. Acted as the client point of contact and performed QA/QC on all data entry and reporting. The project resulted in the documentation and assessment of 200 historic resources.

\*Projects completed with a previous employer

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## **Eastside Historic Resources Survey Update and National Register Nomination | LIFT Jax | Duval County, FL | 2021-2023 | Architectural Historian\***

Led fieldwork, reporting, and client communication for an architectural survey of the Eastside neighborhood of Jacksonville, Florida—encompassing approximately 750 historic resources—with a former employer. The Eastside is the most intact historically Black neighborhood in Jacksonville's urban core and has ties to the Gullah Geechee community. In addition to producing a survey report, Ms. Wunderler-Selby was responsible for the completion of an NRHP district nomination for the Eastside, which was listed in the NRHP in July 2023.

## **Southwest Arcadia Historic Resources Survey | City of Arcadia, FL | DeSoto County, FL | 2022 | Architectural Historian\***

Lead architectural historian for a Florida Division of Historical Resources small matching grant-funded architectural survey of the southwest portion of Arcadia, Florida, while with a former employer. This area encompassed the city's historically Black neighborhood and had been previously unsurveyed. The survey resulted in the documentation of 250 historic resources and the recommendation of several NRHP-eligible historic resources and an NRHP-eligible historic district.

## **Lakeland Historic Districts Resurvey Phase I | City of Lakeland, FL | Polk County, FL | 2022 | Senior Architectural Historian\***

Lead architectural historian for a Florida Division of Historical Resources grant-funded re-survey of two historic districts in Lakeland while with a former employer. The project resulted in the documentation and assessment of approximately 1,040 historic resources. With a former employer, Ms. Wunderler-Selby was the client point of contact for the project and was responsible for project initiation, planning, fieldwork, and reporting.

## **Wakulla County Wide Historic Structure Survey | Florida Department of State | Wakulla County, FL | 2022 | Senior Architectural Historian\***

Ms. Wunderler-Selby was the lead architectural historian and client point of contact for a county-wide survey conducted by a former employer that resulted in the documentation of approximately 1,400 historic resources. She was responsible for the planning and supervision of a two-week fieldwork mobilization, reporting, and the completion of deliverables.

## **Alabama Historical Commission Architectural Survey and NRHP Nominations | Alabama Historical Commission | Geneva, Henry, and Houston Counties, AL | 2021-2023 | Architectural Historian\***

The Alabama Historical Commission Architectural Survey of Geneva, Henry, and Houston Counties was a project consisting of a multi-county architectural survey and six NRHP nominations. With a former employer, Ms. Wunderler-Selby assisted in pre-survey research to aid in the writing of a historical context for each county. Ms. Wunderler-Selby also led fieldwork, reporting, and co-authored NRHP nominations for the Bank of Columbia and the Ashford Commercial Historic District, listed in 2024 and 2025, respectively.

## **National Register of Historic Places Nominations for the Amended Cheraw Historic District and Proposed Coulter Memorial Academy Historic District | Town of Cheraw, SC | Cheraw, SC | 2021-2023 | Architectural Historian\***

Ms. Wunderler-Selby led fieldwork and reporting for this NRHP nomination and amended nomination completed by a former employer. The Cheraw Historic District was originally listed in the NRHP in 1974 with a limited historic context and period of significance. She completed fieldwork in the district and produced an amended section 7 of the NRHP nomination form. The Coulter Memorial Academy is a historically Black educational and religious facility. Ms. Wunderler-Selby completed fieldwork in the proposed district and produced all sections of the NRHP nomination form with the exception of Section 8. Both the amended Cheraw Historic District and Coulter Memorial Academy Historic District were approved for listing in the NRHP.

## **Historic Properties Survey of Hastings | St. Johns County, FL | Hastings, St. Johns County, FL | 2021 | Architectural Historian\***

The Hastings architectural survey was a survey of historic buildings located in Hastings, Florida. The survey encompassed 350 buildings, and each building was assessed for eligibility in the NRHP. With a former employer, Ms. Wunderler-Selby assisted in finalizing the list of surveyed structures, wrote architectural narratives, and assisted in the production of the final report.

## **Avon Park Architectural Survey of Historic Lakeside Resources | Highlands County Board of County Commissioners | Avon Park, Highlands County, FL | 2021 | Architectural Historian\***

The Avon Park architectural survey was a survey of historic resources located around six lakes in Avon Park, Florida. The survey encompassed 58 historic buildings, and each building was assessed for NRHP eligibility. With a former employer, Ms. Wunderler-Selby assisted with compiling the final survey report and addressing client-requested edits.

## **Downtown Winter Garden Historic Survey | City of Winter Garden, FL | Winter Garden, Orange County, FL | 2021 | Architectural Historian\***

The Downtown Winter Garden survey was a survey of the existing Downtown Historic District and adjacent areas. The survey encompassed 206 buildings, and each building was assessed for NRHP eligibility. With a former employer, Ms. Wunderler-Selby assisted with the production of architectural narratives and addressed client-requested edits.

## **Wakulla County Coastal Resources Survey | Wakulla County, FL | Wakulla County, FL | 2021 | Architectural Historian\***

The Wakulla County Coastal Resources Architectural survey was a survey of historic buildings located in the coastal communities of Wakulla County. The survey encompassed 226 buildings, and each building was assessed for NRHP eligibility. With a former employer Ms. Wunderler-Selby assisted in finalizing the list of surveyed structures, made determinations of eligibility, and coordinated and produced the survey report.

\*Projects completed with a previous employer