GENERAL SERVICES ADMINISTRATION

Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage®, a menu-driven database system. The INTERNET address GSA Advantage® is: GSAAdvantage.gov.

Multiple Award Schedule

FSC Group: Professional Services

Contract number: GS-10F-0244Y

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract period: 3/29/2017 to 3/28/2022

Contractor’s name: HHM & Associates, Inc.
Street Address: 4601 Sinclair Avenue
City, State Zip: Austin, Texas, 78756
Phone: 512-478-8014
Website: www.hhminc.com

Contract administrator: Emily Payne
Email: epayne@hhminc.com
Phone: 512-478-8014

Business size: Small
Socioeconomic Status: Woman-Owned / Woman-Owned Small Business

Price list current as of Modification #PA-0020] effective February 16, 2021

Prices Shown Herein are Net (discount deducted)
CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<table>
<thead>
<tr>
<th>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>541620</td>
<td>541611RC</td>
<td>Environmental Consulting Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply: See GSA Labor Rate table on Page 4

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item: See Labor Class Descriptions that begin on Page 4

2. Maximum order: $1,000,000
3. Minimum order: $100

4. Geographic coverage (delivery area): Worldwide

5. Point(s) of production (city, county, and State or foreign country): HHM & Associates, Inc. / P.O. Box 9648 / Austin, TX 78766

6. Discount from list prices or statement of net price: Government Net Prices (discounts already deducted.)

7. Quantity discounts: None

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions: Net 30 days.


10a. Time of delivery: To be determined at Task Order level

10b. Expedited Delivery: Items available for expedited delivery are noted in this price list. Contact Contractor

10c. Overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements: Contact Contractor

11. F.O.B. point(s): Destination

12a. Ordering address(es): Ordering Address
12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es): Same as company address

14. Warranty provision: Standard Commercial Warranty Terms & Conditions

15. Export packing charges, if applicable: Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable): Not Applicable

17. Terms and conditions of installation (if applicable): Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not Applicable

18b. Terms and conditions for any other services (if applicable): Not Applicable

19. List of service and distribution points (if applicable): Not Applicable

20. List of participating dealers (if applicable): Not Applicable

21. Preventive maintenance (if applicable): Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/: Not Applicable

23. Unique Entity Identifier (UEI) Number: 147140891

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM.
**Firm Profile**

HHM & Associates, Inc. (HHM, formerly Hardy-Heck-Moore, Inc.), a certified small business enterprise (SBE) founded in 1983, is a historic preservation and cultural resources management consulting firm located in Austin, Texas. HHM is a provider of cultural resources management consulting solutions for federal, state, local, non-profit, and private clients. We are dedicated to working with clients and agencies to provide innovative solutions that meet their needs and exceed their expectations.

From our pioneering cultural resources databases to our use of technology for accurate recordation of historic properties, HHM offers effective, cost-efficient, innovative solutions to compliance, documentation, and mitigative needs. Our areas of expertise include cultural resource (Section 106/110) compliance, historic resources surveys, National Register of Historic Places nominations and historic designations, management plans, mitigative (HABS/HAER) documentation, database development, and preservation education programs.

Although a small business, HHM is also unique in possessing the institutional management skills, resources, and support systems necessary to ensure that both large and small projects are completed within budget and on schedule. Additionally, we have the proven capacity to handle multiple concurrent projects at any time. While the firm’s perspective is broad, its focus is narrow and always remains firmly fixed on addressing the needs of our clients.

**Awarded Labor Category Rates**

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Awarded Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk/Administration Assistant**</td>
<td>$36.36</td>
</tr>
<tr>
<td>GIS Specialist UU</td>
<td>$57.13</td>
</tr>
<tr>
<td>Research Assistant</td>
<td>$46.84</td>
</tr>
<tr>
<td>Historian I</td>
<td>$57.13</td>
</tr>
<tr>
<td>Historian II</td>
<td>$77.91</td>
</tr>
<tr>
<td>Historian III</td>
<td>$83.11</td>
</tr>
<tr>
<td>Architectural Historian I</td>
<td>$57.13</td>
</tr>
<tr>
<td>Architectural Historian II</td>
<td>$77.91</td>
</tr>
<tr>
<td>Architectural Historian III</td>
<td>$83.11</td>
</tr>
<tr>
<td>Principal</td>
<td>$107.73</td>
</tr>
</tbody>
</table>

**SCA/SCLS Matrix**

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category/Fixed Price Service</th>
<th>SCLS Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk/Administrative Assistant</td>
<td>General Clerk III</td>
<td>2015-5215</td>
</tr>
</tbody>
</table>

**Service Contract Labor Standards**

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).
Awarded Labor Category Descriptions

Clerk/Administrative Assistant

**Job Summary:** The Clerk/Administrative Assistant handles the day-to-day functions required for production of HHM deliverables. The Administrative Assistant interfaces with Project Managers to ensure that the client’s needs for a project are met, including graphics, editing, report layout, and final report products. The Administrative Assistant plans and coordinates all activities involving production, managing all aspects of the production schedule and helping to meet deadlines. When not working on billable projects, the Administrative Assistant is responsible for assisting in the business operations of the firm, which includes payroll, human relations, accounts payable and any other function to assist in the efficient operation of the firm.

**Essential Duties and Responsibilities:**

- Work with the Principal and Project Managers to:
  - Establish, maintain, and implement in-house style guides
  - Establish, maintain, and implement the in-house production manual, including work request forms and work flow processes
- Establish production calendar, which includes:
  - Project milestones
  - Action items
  - Shipment deadlines
- Create templates and style sheets at project outset
- Help establish layout, cover design, in-house project deadlines and discuss staffing needs
- Delegate tasks and disseminate information regarding project changes to ensure timely completion of projects
- Serve as copy editor as well as primary contact for contract editors in relation to style issues
- Troubleshoot editing, layout, and formatting issues
- Serve as primary contact for outside supply vendors and printers
- Coordinate the ordering and receipt of project supplies when working with vendors, including storing supplies to track usage
- Submit supply cost estimate to Project Manager at project outset
- Undertake the final production of reports and other deliverables including but not limited to printing, assembling, binding, and copying
- Maintain the HHM style guide manual and adhere to HHM’s editing process and production manual
- Maintain consistency in editing, layout, and formatting
- Maintain high standards in the quality of organization, accuracy, and presentation of materials prepared for clients
- Organize materials in a manner that is accessible to others
- Train other staff members on equipment used during production process

**Skills and Abilities:**

- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar
- Knowledge of the technical aspects of different types of projects
- Basic knowledge of architectural, archaeological, and historical language and standards
• Ability to develop and convey a clear understanding of the major tasks and production work milestones of a project
• Strong organizational skills
• High standard of accuracy and quality in work
• Ability to complete assigned tasks on time
• Excellent communication skills, both orally and in writing
• General computer skills
  o Experience with Microsoft Office
  o Experience using an accounting and/or payroll software

Collateral Duties and Responsibilities:
The following are additional duties performed by the Clerk/Administrative Assistant and represent responsibilities not necessarily inherent to the position, but necessary for the effective and successful functioning of the firm.
• Assist with the production of proposals
• Assist with office-wide organization efforts
• Assist with errands, mail, and other items as required
• Positive and professional attitude
• Use the HHM style manual and adhere to HHM’s QA/QC process
• Adhere to HHM general policies
• Other duties as deemed necessary for the efficient operation of the firm

Recommended Qualifications (Education and/or Experience):
• Two (2) years College level education, Associate’s Degree, or High School diploma with two (2) years office experience

Supervisory Responsibilities: N/A

Working Conditions/Physical Demands:
• Willing to work overtime when necessary to support the completion of a project and/or proposal

GIS Specialist II

Job Summary: The GIS Specialist II is responsible for collecting, managing, and analyzing spatial data associated with ongoing projects in both the field and office. This position involves the production of field maps, report figures and digital databases to be submitted in support of reports. A GIS Specialist II reports to and is supervised by the Principal of the company and may take direction from a Project Manager for a specific project. The GIS Specialist II acts as a team member or a team leader on any project. As a team leader, a GIS Specialist II may take responsibility for specific project tasks or components in his/her discipline and lead team members to achieve these tasks. A team leader may also assist a Project Manager with meetings, presentations, and organizing and maintaining project files. In the capacity of team member, a GIS Specialist II will fulfill a supportive role, undertaking specific and clearly defined project tasks, including gathering and sometimes synthesizing information.

Essential Duties and Responsibilities:
• All items listed above for GIS Specialist I
• Use GPS technology to collect spatial information in support of fieldwork
• Create maps and graphs, using GIS software and related equipment
• Ability to analyze spatial data for geographic statistics to incorporate into reports and documents
• Operate and maintain all pertinent GIS system hardware and software
• Maintain a library of relevant GIS information
• Keep all GIS software up to date
• Coordinate with vendors to acquire aerial photographs and maps
Skills and Abilities:
• Strong organizational skills
• High standard of accuracy and quality in work
• Ability to complete assigned tasks on time
• Excellent communication skills, both orally and in writing
• Ability to develop a clear understanding of the ultimate goal of a project, tasks and work milestones
• Keep current with occupationally related technological and conceptual developments
• Experience in geo-referencing aerial photography and historic maps
• Experience with basic historical/archival research techniques
• Experience using sub-meter accurate GPS (Sokkia Axis3)
• Demonstrate proficiency with the required software relevant to the position including ESRI’s ArcView, Macromedia Freehand, Adobe Photoshop and other GIS-related software
• Good analytical/problem solving skills
• Basic understanding of the concepts behind data management in a relational database

Collateral Duties and Responsibilities:
The following are additional duties performed by the GIS Specialist II. These represent responsibilities not necessarily inherent to the position of GIS Specialist II, but necessary for the effective and successful functioning of the firm.
• Assist other GIS Specialists, as needed, and participate in cross-training efforts
• Assist in the preparation of proposal-related, GIS-based graphics
• Use the HHM style manual and adhere to HHM’s QA/QC process
• Adhere to HHM general policies
• Other duties as deemed necessary for the efficient operation of the firm

Recommended Qualifications (Education and/or Experience):
• Bachelor degree in Fine Arts, Graphic Design, Geography, Archaeology, Historic Preservation, Anthropology, or related field
• Two (2) years of experience
• Preferred CRM experience, but not required

Leadership and Supervisory Responsibilities: N/A

Working Conditions/Physical Demands:
• Willing to work overtime when necessary to complete production on a project and/or proposal
• Willing to travel when necessary

Research Assistant
Job Summary: The Research Assistant provides research support on a project by helping to identify and document cultural resources. The Research Assistant performs task-specific functions and fulfills a supportive role on projects. The Research Assistant reports to and is supervised by a Project Manager and takes direction from a team leader, Project Manager, and/or the Principal for a specific project. Travel may be required.

Essential Duties and Responsibilities:
The following are expected to be fulfilled in support of the firm’s standard business practices and operations:
• Obtain materials necessary for fieldwork and research
• Assist with historic resources surveys including:
  • Identification of historic and historic-age resources
  • Recordation of field information
  • Plotting of locations on maps and renumbering of resources
  • Photographing properties under the close supervision of more experienced staff
• Undertake specific research assignments at libraries, archives, and other repositories of information
• Obtain information from primary, secondary, and on-line resources and/or repositories
• Prepare clear and concise written assignments on specific project deliverables
• Encode any necessary data into the appropriate project database
• Present the assigned team leader with prepared, necessary information for a project
• Provide general support for the preparation of projects and/or project proposals

Skills and Abilities:
• Strong writing skills
• Strong research skills and the ability to use a variety of repositories
• Demonstrated proficiency with the required software applications relevant to the position including Adobe Acrobat, Microsoft Office and strong word-processing skills
• Manage time effectively
• Strong organizational skills
• High standard of accuracy and quality in work
• Complete assigned tasks on time
• Excellent communication skills, both orally and written
• Use computer programs relevant to the projects

Collateral Duties and Responsibilities:
The following are additional duties performed by the Research Assistant and are necessary for the effective and successful functioning of the firm.
• Attend public meetings and presentations in a professional manner
• Use the HHM style manual and adhere to HHM’s QA/QC process
• Adhere to HHM general policies
• Other duties as deemed necessary for the efficient operation of the firm

Recommended Qualifications (Education and/or Experience):
• Bachelor degree in the field of History, Architectural History, Architecture, Historic Preservation, or a related field

Leadership and Supervisory Responsibilities: N/A

Working Conditions/Physical Demands:
• Willing to travel as necessary
• Willing to work overtime when necessary to complete a project

Historian I

Job Summary: The primary role of a Historian I is to perform archival research, analyze and evaluate primary and secondary sources, and prepare historic contexts for use in historical and environmental reports, plans, studies, and evaluations. The Historian I reports to and is supervised by a Project Manager and may also take direction from the Principal for a specific project. Travel will be required.

Essential Duties and Responsibilities:
The following apply to a Historian at all tier levels and are expected to be fulfilled in support of the firm’s standard business practices and operations:
• Conduct historical research as a basis for the identification, conservation, and reconstruction of historic places and materials
• Gather historical data from primary and secondary resources, including census, deed and ad valorem records, government and military records, photographs, architectural plans, city directories, manuscript collections, and newspapers
• Conduct oral histories as necessary
• Provide technical editing of historical reports with a focus on historic contexts
Research the history of a particular building, neighborhood, locality, or region, or of a specific time period and prepare historic narratives and building histories

Gather, organize and analyze historical data from primary and secondary resources and interpret data authenticity and relative significance

Prepare historic contexts or narratives

Review work of other architectural historians in a peer review capacity and as part of HHM’s QA/QC Plan and processes

Skills and Abilities:
The following apply to a Historian I at all tier levels and are expected to be developed in support of the firm’s standard business practices and operations:

- Knowledge of the structure and content of the English language
- Excellent communication skills, both orally and in writing
- Knowledge of historical events and their causes, indicators and effects
- Apply research skills to glean project-relevant data from research material
- Develop a clear understanding of the ultimate goal of a project and major tasks and work milestones
- Ability to identify problems and review related information to develop and evaluate options and implement solutions
- Demonstrated proficiency with the required software relevant to the position including Microsoft Office and applicable computer software

Collateral Duties and Responsibilities:
The following are additional duties performed by a Historian at all tier levels that represent responsibilities not necessarily inherent to the position of Historian, but necessary for the effective and successful functioning of the firm.

- Make public presentations to citizens’ groups, neighborhood associations, and various community organizations
- Assist with the preparation of proposals, including the development of work programs and cost proposals
- Use the HHM style manual and adhere to HHM’s QA/QC process
- Adhere to HHM general policies
- Other duties as deemed necessary for the efficient operation of the firm

Recommended Qualifications (Education and/or Experience):

- Master’s degree in History, Architectural History, Art History, Historic Preservation, American Studies or related field of study; or,
- Bachelor’s degree in any of the above fields with two (2) years of full-time professional experience
- Preferred CRM experience

Leadership and Supervisory Responsibilities:
Historian I duties, skills, and responsibilities include all those outlined above. In general, a Historian I has the required education for the position but is in the process of acquiring requisite project-specific experience to move up to Historian II. Team participation responsibilities of a Historian II are:

- Assume role as a team member for a project or work assignment
- Perform task-specific roles for projects and/or fulfill the general administrative needs of the firm under the direction of a team leader, Project Manager, or the Principal
- Develop a clear understanding of the ultimate goal of a project and major tasks and work milestones
- Work within the established budget for the project
- Manage time assigned to the project by the Project Manager
- Work with other members of project team in support of the successful completion of a project and/or work assignment
Working Conditions/Physical Demands:
- Willing to travel as necessary
- Willing to work overtime when necessary to complete a project and/or proposal

**Historian II**

**Job Summary:** The primary role of a Historian II is to perform archival research, analyze and evaluate primary and secondary sources, and prepare historic contexts for use in historical and environmental reports, plans, studies, and evaluations. The Historian II reports to and is supervised by a Project Manager. The Historian II acts as a team member or a team leader on any project. As a team leader, the Historian II may take responsibility for specific project tasks or components in their discipline and lead team members to achieve these tasks. A team leader may also assist a Project Manager with major project tasks, meetings, presentations, and organizing and maintaining project files. In the capacity of team member, the Historian II will fulfill a supportive role, undertaking specific and clearly defined project tasks, including gathering and sometimes synthesizing information.

**Essential Duties and Responsibilities:**
The following apply to a Historian at all tier levels and are expected to be fulfilled in support of the firm’s standard business practices and operations:
- Conduct historical research as a basis for the identification, conservation, and reconstruction of historic places and materials
- Gather historical data from primary and secondary resources, including census, deed and ad valorem records, government and military records, photographs, architectural plans, city directories, manuscript collections, and newspapers
- Conduct oral histories as necessary
- Provide technical editing of historical reports with a focus on historic contexts
- Research the history of a particular building, neighborhood, locality, or region, or of a specific time period and prepare historic narratives and building histories
- Gather, organize, and analyze historical data from primary and secondary resources and interpret data authenticity and relative significance
- Prepare historic contexts or narratives Review work of other architectural historians in a peer review capacity and as part of HHM’s QA/QC Plan and processes

**Skills and Abilities:**
The following apply to a Historian at all tier levels and are expected to be developed in support of the firm’s standard business practices and operations:
- Knowledge of the structure and content of the English language
- Excellent communication skills, both orally and in writing
- Knowledge of historical events and their causes, indicators and effects
- Apply research skills to glean project-relevant data from research material
- Develop a clear understanding of the ultimate goal of a project and major tasks and work milestones
- Ability to identify problems and review related information to develop and evaluate options and implement solutions
- Demonstrated proficiency with the required software relevant to the position including Microsoft Office and applicable computer software

**Collateral Duties and Responsibilities:**
The following are additional duties performed by a Historian at all tier levels that represent responsibilities not necessarily inherent to the position of a Historian, but necessary for the effective and successful functioning of the firm.
- Make public presentations to citizens’ groups, neighborhood associations, and various community organizations
• Assist with the preparation of proposals, including the development of work programs and cost proposals
• Use the HHM style manual and adhere to HHM’s QA/QC process
• Adhere to HHM general policies
• Other duties as deemed necessary for the efficient operation of the firm

Recommended Qualifications (Education and/or Experience):
• Master’s degree in History, Historic Preservation, or related field of study and three (3) years of full-time professional experience
• CRM experience

Leadership and Supervisory Responsibilities:
Historian II duties, skills, and responsibilities includes those outlined above. In addition, a Historian II is a major report contributor and responsible for development of historic contexts, NRHP evaluations and assessments, and conducting and/or leading a team undertaking field survey and archival research. Other leadership responsibilities of a Historian II are:
• Assume role as a team leader for a project or work assignment
• Supervise a team member in support of a project
• Establish a clear and strong avenue of communication when working with others
• Develop a clear understanding of the ultimate goal of a project and major tasks and work milestones
• Work within the established budget for the project
• Manage time assigned to the project by the Project Manager
• Assume responsibility for specific project tasks and final work products under the direction of a Project Manager or the Principal and ensures that it complies with the project proposal and is completed in a professional format that maintains the standards of the firm

Working Conditions/Physical Demands:
• Willing to travel as necessary
• Willing to work overtime when necessary to complete a project and/or proposal

Historian III

Job Summary: The primary role of a Historian III is to perform archival research, analyze and evaluate primary and secondary sources, and prepare historic contexts for use in historical and environmental reports, plans, studies, and evaluations. The Historian III reports to and is supervised by the Principal. The Historian III acts as a Project Manager, a team leader, or a team member depending on the specific project. As a Project Manager, the Historian III assumes responsibility for the day-to-day running of projects and coordinates project-related activities with the Principal. As a team leader, the Historian III may assist a Project Manager with major project tasks, meetings, presentations, and organizing and maintaining project files.

Essential Duties and Responsibilities:
The following apply to a Historian at all tier levels and are expected to be fulfilled in support of the firm’s standard business practices and operations:
• Conduct historical research as a basis for the identification, conservation, and reconstruction of historic places and materials
• Gather historical data from primary and secondary resources, including census, deed and ad valorem records, government and military records, photographs, architectural plans, city directories, manuscript collections, and newspapers
• Conduct oral histories as necessary
• Provide technical editing of historical reports with a focus on historic contexts
• Research the history of a particular building, neighborhood, locality, or region, or of a specific time period and prepare historic narratives and building histories
• Gather, organize and analyze historical data from primary and secondary resources and interprets data authenticity and relative significance
• Prepares historic contexts or narratives
• Reviews work of other architectural historians in a peer review capacity and as part of HHM’s QA/QC Plan and processes

Skills and Abilities:
The following apply to a Historian at all tier levels and are expected to be developed in support of the firm’s standard business practices and operations:
• Knowledge of the structure and content of the English language
• Excellent communication skills, both orally and in writing
• Knowledge of historical events and their causes, indicators and effects
• Apply research skills to glean project-relevant data from research material
• Develop a clear understanding of the ultimate goal of a project and major tasks and work milestones
• Ability to identify problems and review related information to develop and evaluate options and implement solutions
• Demonstrated proficiency with the required software relevant to the position including Microsoft Office and applicable computer software

Collateral Duties and Responsibilities:
The following are additional duties performed by a Historian at all tier levels that represent responsibilities not necessarily inherent to the position of Historian, but necessary for the effective and successful functioning of the firm.
• Make public presentations to citizens’ groups, neighborhood associations, and various community organizations
• Assist with the preparation of proposals, including the development of work programs and cost proposals
• Use the HHM style manual and adhere to HHM’s QA/QC process
• Adhere to HHM general policies
• Other duties as deemed necessary for the efficient operation of the firm

Recommended Qualifications (Education and/or Experience):
• Master’s degree in History, Historic Preservation, or related field of study and six (6) years of full-time professional experience;
• CRM experience

Leadership and Supervisory Responsibilities:
Historian III duties, skills, and responsibilities include those outlined above. Historian III project-specific duties include all the above requirements of a Historian I or II with the major difference being years of experience within the field of CRM and leadership and supervisory responsibilities:
• Assume the role as a Project Manager
• Develop/implement project budget
• Delegate responsibilities to supporting project staff
• Develop a clear understanding of the ultimate goal of a project and major tasks and work milestones
• Work within the established budget for the project
• Coordinate and conduct kickoff meetings, project tracking, and assignment/management of hours assigned to team members
• Ensure all project requirements are met by all members of the team
• Work with assigned Quality Assurance Manager and coordinates all QA/QC processes
• Anticipate potential problems and develop appropriate solutions in a timely manner
• Speak at public gatherings for project presentations or status reports
• Meet with clients; represent the firm in a professional manner
• Establish a clear and strong avenue of communication when working with others
• Assume responsibility for the final work product and ensures that it complies with the project proposal and is completed in a professional format that maintains the standards of the firm
• Assist with preparation of proposals including development of work programs, schedules and cost proposals

Working Conditions/Physical Demands:
• Willing to travel as necessary
• Willing to work overtime when necessary to complete a project and/or proposal

Architectural Historian I

Job Summary: The primary role of an Architectural Historian is to perform historic architecture documentation, research, and analysis through on-site inspections and preparation of historical and environmental reports, plans, studies, and evaluations. The Architectural Historian I reports to and is supervised by a Senior Project Manager and may take direction from a Project Manager or the Principal for a specific project. Travel will be required.

Essential Duties and Responsibilities:
The following apply to an Architectural Historian at all tier levels and are expected to be fulfilled in support of the firm’s standard business practices and operations:

• Perform historic architecture documentation, research and analysis and prepare historical and environmental reports, plans, studies and evaluations designed to meet Section 106/Section 110 guidelines
• Compile and maintain inventories of historic resources
• Conduct historic resources surveys including identification of historic and historic-age resources, recording salient physical and architectural features, estimating construction dates, plotting locations on maps, and photographing the properties
• Prepare detailed and well-organized architectural descriptions of individual buildings and/or narratives describing the physical attributes of a district, neighborhood or locale
• Provide technical editing of architectural reports with a focus on architectural descriptions
• Conduct historical research as a basis for the identification, documentation, and assessment of historic places and materials and publish or present summaries, recommendations, and findings
• Gather, organize, and analyze historical data from primary and secondary resources and interprets data authenticity and relative significance
• Research the history of a particular building, neighborhood, locality, or region, or of a specific time period and prepares historic background and/or narratives and building histories
• Reviews work of other Architectural Historians in a peer review capacity and as part of HHM’s QA/QC Plan and processes

Skills and Abilities:
The following apply to an Architectural Historian at all tier levels and are expected to be developed in support of the firm’s standard business practices and operations:

• Knowledge of the structure and content of the English language, including extensive vocabulary of architectural terminology
• Excellent communication skills, both orally and in writing
• Knowledge of historical events and their causes, indicators and effects
• Knowledge of vernacular architectural traditions and typologies
• Apply research skills to glean project-relevant data from research material
• Develop research designs
• Analyze a property’s salient physical features and prepare written physical descriptions of buildings and structures
• Develop a clear understanding of the ultimate goal of a project and major tasks and work milestones
• Identify problems and review related information to develop and evaluate options and implement solutions
• Demonstrated proficiency with the required software applications relevant to the position including Adobe Acrobat, Adobe Photoshop, Microsoft Office, and Autodesk AutoCAD
• Demonstrated proficiency with 35mm and digital cameras and photography techniques

Collateral Duties and Responsibilities:
The following are additional duties performed by an Architectural Historian at all tier levels that represent responsibilities not necessarily inherent to the position of Architectural Historian, but necessary for the effective and successful functioning of the firm.
• Make public presentations to citizens’ groups, neighborhood associations, and various community organizations
• Assist with the preparation of proposals, including the development of work programs, schedules, and cost proposals
• Use the HHM style manual and adhere to HHM’s QA/QC process
• Adhere to HHM general policies
• Other duties as deemed necessary for the efficient operation of the firm

Recommended Qualifications (Education and/or Experience):
• Master’s degree in Architectural History, Architecture, Historic Preservation, or related field of study; or,
• Bachelor’s degree in any of the above fields with two (2) years of full-time professional experience
• Preferred CRM experience

Leadership and Supervisory Responsibilities:
Architectural Historian I duties, skills, and responsibilities include all those outlined above. In general, an Architectural Historian I has the required education for the position but is in the process of acquiring requisite project-specific experience to move up to an Architectural Historian II. Responsibilities of an Architectural Historian I are:
• Assume role as a team member for a project or work assignment
• Perform task-specific roles for projects and/or fulfils the general administrative needs of the firm under the direction of a team leader, Project Manager, or the Principal
• Develop a clear understanding of the ultimate goal of a project and major tasks and work milestones
• Work within the established budget for the project
• Manage time assigned to the project by the Project Manager
• Work with other members of project team in support of the successful completion of a project and/or work assignment

Working Conditions/Physical Demands:
• Willing to travel as necessary
• Willing to work overtime when necessary to complete a project and/or proposal

Architectural Historian II
Job Summary: The primary role of an Architectural Historian II is to perform historic architecture documentation, research, and analysis through on-site inspections and preparation of historical and environmental reports, plans, studies, and evaluations. An Architectural Historian II reports to and is supervised by a Project Manager or the Principal. An Architectural Historian II acts as a team member or a team leader on any project. As a team leader, an Architectural Historian II may take responsibility for specific project tasks or components in their discipline and lead team members to achieve these tasks. A team leader may also assist a Project Manager with major project tasks, meetings, presentations, and organizing and maintaining project files.
In the capacity of team member, an Architectural Historian II will fulfill a supportive role, undertaking specific and clearly defined project tasks, including gathering and sometimes synthesizing information. The following apply to an Architectural Historian at all tier levels and are expected to be fulfilled in support of the firm’s standard business practices and operations:

- Perform historic architecture documentation, research and analysis and prepare historical and environmental reports, plans, studies and evaluations designed to meet Section 106/Section 110 guidelines
- Compile and maintain inventories of historic resources
- Conduct historic resources surveys including identification of historic and historic-age resources, recording salient physical and architectural features, estimating construction dates, plotting locations on maps, and photographing the properties
- Prepare detailed and well-organized architectural descriptions of individual buildings and/or narratives describing the physical attributes of a district, neighborhood or locale
- Provide technical editing of architectural reports with a focus on architectural descriptions
- Conduct historical research as a basis for the identification, documentation, and assessment of historic places and materials, and publish or present summaries, recommendations, and findings
- Gather, organize, and analyze historical data from primary and secondary resources and interprets data authenticity and relative significance
- Research the history of a particular building, neighborhood, locality, or region, or of a specific time period and prepare historic background and/or narratives and building histories
- Review work of other architectural historians in a peer review capacity and as part of HHM’s QA/QC Plan and processes

**Skills and Abilities:**
The following apply to an Architectural Historian at all tier levels and are expected to be developed in support of the firm’s standard business practices and operations:

- Knowledge of the structure and content of the English language, including extensive vocabulary of architectural terminology
- Excellent communication skills, both orally and in writing
- Knowledge of historical events and their causes, indicators and effects
- Knowledge of vernacular architectural traditions and typologies
- Apply research skills to glean project-relevant data from research material
- Develop research designs.
- Analyze a property’s salient physical features and prepare written physical descriptions of buildings and structures
- Develop a clear understanding of the ultimate goal of a project and major tasks and work milestones
- Identify problems and review related information to develop and evaluate options and implement solutions
- Demonstrated proficiency with the required software applications relevant to the position including Adobe Acrobat, Adobe Photoshop, Microsoft Office, and Autodesk AutoCAD
- Demonstrated proficiency with 35mm and digital cameras and photography techniques

**Collateral Duties and Responsibilities**
The following are additional duties performed by an Architectural Historian at all tier levels that represent responsibilities not necessarily inherent to the position of Architectural Historian, but necessary for the effective and successful functioning of the firm.

- Make public presentations to citizens’ groups, neighborhood associations, and various community organizations
- Assist with the preparation of proposals, including the development of work programs, schedules, and cost proposals
• Use the HHM style manual and adhere to HHM’s QA/QC process
• Adhere to HHM general policies
• Other duties as deemed necessary for the efficient operation of the firm

Recommended Qualifications (Education and/or Experience):
• Master’s degree in Architectural History, Architecture, Historic Preservation, or related field of study and three (3) years of full-time professional experience;
• CRM experience

Leadership and Supervisory Responsibilities:
Architectural Historian II duties, skills, and responsibilities include those outlined above. In addition, an Architectural Historian II is a major report contributor and responsible for NRHP evaluations and assessments, conducting and/or leading a team undertaking field survey, identifying and documenting historic properties, and conducting archival research. Other leadership responsibilities of an Architectural Historian II are:
• Assume role as a team leader for a project or work assignment
• Supervise a team member in support of a project
• Establish a clear and strong avenue of communication when working with others
• Assume responsibility for specific project tasks and final work products under the direction of a Project Manager or the Principal and ensures that it complies with the project proposal and is completed in a professional format that maintains the standards of the firm

Working Conditions/Physical Demands:
• Willing to travel as necessary
• Willing to work overtime when necessary to complete a project and/or proposal

Architectural Historian III
Job Summary: The primary role of an Architectural Historian III is to perform historic architecture documentation, research, and analysis through on-site inspections and preparation of historical and environmental reports, plans, studies, and evaluations. An Architectural Historian III reports to and is supervised by the Principal. An Architectural Historian III acts as a Project Manager, a team leader, or a team member depending on the specific project. As a Project Manager, an Architectural Historian III assumes responsibility for the day-to-day running of projects and coordinates project-related activities with the Principal. As a team leader, an Architectural Historian III may also assist a Project Manager with major project tasks, meetings, presentations, and organizing and maintaining project files.

Essential Duties and Responsibilities:
The following apply to an Architectural Historian at all tier levels and are expected to be fulfilled in support of the firm’s standard business practices and operations:
• Perform historic architecture documentation, research and analysis and prepare historical and environmental reports, plans, studies and evaluations designed to meet Section 106/Section 110 guidelines
• Compile and maintain inventories of historic resources
• Conduct historic resources surveys including identification of historic and historic-age resources, recording salient physical and architectural features, estimating construction dates, plotting locations on maps, and photographing the properties
• Prepare detailed and well-organized architectural descriptions of individual buildings and/or narratives describing the physical attributes of a district, neighborhood or locale
• Provide technical editing of architectural reports with a focus on architectural descriptions
• Conduct historical research as a basis for the identification, documentation, and assessment of historic places and materials and publishes or presents summaries, recommendations, and findings
• Gather, organize, and analyze historical data from primary and secondary resources and interpret data authenticity and relative significance
• Research the history of a particular building, neighborhood, locality, or region, or of a specific time period and prepares historic background and/or narratives and building histories
• Review work of other architectural historians in a peer review capacity and as part of HHM’s QA/QC Plan and processes

Skills and Abilities:
The following apply to an Architectural Historian at all tier levels and are expected to be developed in support of the firm’s standard business practices and operations:

• Knowledge of the structure and content of the English language, including extensive vocabulary of architectural terminology
• Excellent communication skills, both orally and in writing
• Knowledge of historical events and their causes, indicators and effects
• Knowledge of vernacular architectural traditions and typologies
• Apply research skills to glean project-relevant data from research material
• Develop research designs
• Analyze a property’s salient physical features and prepare written physical descriptions of buildings and structures
• Develop a clear understanding of the ultimate goal of a project and major tasks and work milestones
• Identify problems and review related information to develop and evaluate options and implement solutions
• Demonstrated proficiency with the required software applications relevant to the position including Adobe Acrobat, Adobe Photoshop, Microsoft Office, and Autodesk AutoCAD
• Demonstrated proficiency with 35mm and digital cameras and photography techniques

Collateral Duties and Responsibilities
The following are additional duties performed by an Architectural Historian at all tier levels that represent responsibilities not necessarily inherent to the position of Architectural Historian, but necessary for the effective and successful functioning of the firm.

• Make public presentations to citizens’ groups, neighborhood associations, and various community organizations
• Assist with the preparation of proposals, including the development of work programs, schedules, and cost proposals
• Use the HHM style manual and adhere to HHM’s QA/QC process
• Adhere to HHM general policies
• Other duties as deemed necessary for the efficient operation of the firm

Recommended Qualifications (Education and/or Experience):

• Master’s degree in Architectural History, Architecture, Historic Preservation, or related field of study and six (6) years of full-time professional experience;
• CRM experience

Leadership and Supervisory Responsibilities:
Architectural Historian III skills, responsibilities and project-specific duties include all of the above requirements of an Architectural Historian I or II with the major difference being years of experience within the field of CRM and leadership and supervisory responsibilities:

• Assume the role as a Project Manager
• Develop/implement project budget
• Delegate responsibilities to supporting project staff
• Develop a clear understanding of the ultimate goal of a project and major tasks and work milestones
• Coordinate and conduct project kickoff meetings, project tracking, and assignment/management of hours assigned to team members
• Ensure all project requirements are met by all members of the team
• Work with assigned Quality Assurance Manager and coordinates all QA/QC processes
• Anticipate potential problems and develop appropriate solutions in a timely manner
• Speak at public gatherings for project presentations or status reports
• Meet with clients, representing the firm in a professional manner
• Establish a clear and strong avenue of communication when working with others
• Assume responsibility for the final work product and ensures that it complies with the project proposal and is completed in a professional format that maintains the standards of the firm

**Working Conditions/Physical Demands:**
• Willing to travel as necessary
• Willing to work overtime when necessary to complete a project and/or proposal

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**Principal**

**Job Summary:** The primary role of the Principal is to assume leadership for the firm and responsibility for the firm’s successful and profitable operation.

**Essential Duties and Responsibilities:**
The following identify the primary duties and responsibilities of the Principal.

**Administrative**

- **Personnel**
  - Coordinates and supervises the work of all employees of the firm
  - Conducts annual evaluations of all employees
  - Approves all leave requests

- **Human Resources Issues**
  - Enforces general HHM policies and procedures for the staff
  - Enforces personnel rules and regulations, standards of conduct, work attendance and safe working practices
  - Approves job descriptions and the creation of new positions
  - Hires and terminates employees
  - Revises company policies
  - Reviews and approves the company’s benefits package

- **Business Development**
  - Sets and directs the implementation of strategic goals for the company
  - Considers and directs the implementation of developing new business opportunities for the company

- **Business Administration**
  - Develops and revises the general business plan
  - Reviews project summaries and analyses provided by the Project Managers
  - Assumes responsibility for all legal documents and instruments
  - Signs all project-related contracts and associated legal obligations for the company
  - Assumes responsibility for corporate records, minutes, and meetings

- **Financial**
  - Reviews the annual budget for the company
  - Maintains the banking relationship and has check-signing authority
  - Reviews the monthly accounts payable and accounts receivables
  - Assumes responsibility for loans and lines of credit
  - Approves any project or overhead related expenditures over $100.00
  - Reviews various financial-related reports
  - Signs any lease agreements that represent a financial commitment to the company
Marketing/Proposals

- Represents the company at conferences
- Solicits work on behalf of the company
- Serves as the principal Point of Contact with potential clients
- Leads proposal decisions and assigns staff to prepare proposals
- Assists with the preparation of major proposals, as needed
- Reviews and approves any changes to the company marketing strategic plan including such items as the website, marketing booths, displays, and brochures, etc.

Projects

- Reviews and approves HHM Quality Program Plan
- Reviews and approves HHM Safety Program Plan
- Serves as the principal Point of Contact with major clients on strategic, complex, financial, or other confidential issues
- Delegates projects to an appropriate Project Manager and approves the assignment of key project personnel with the input from the assigned Project Manager
- May conduct complex historical projects, as needed
- Assists with development of new database applications

Recommended Qualifications (Education and/or Experience):

- Bachelor’s or Master’s degree in History, Architectural History, Architecture, Historic Preservation, or related field of study and minimum of twenty (20) years of full-time professional experience

Leadership and Supervisory Responsibilities:

- Delegates projects to an appropriate Project Manager and approves the assignment of key project personnel with the input from the assigned Project Manager
- Coordinates and supervises the work of all employees of the firm

Working Conditions/Physical Demands:

- Willing to travel as necessary
- Willing to work overtime when necessary to complete a project and/or proposal