

SAMPLE

**CONSULTANT CONTRACT
FOR PREPARATION OF AN ARCHITECTURAL/HISTORIC PROPERTY
NATIONAL REGISTER NOMINATION**

This contract, entered into on _____, 20____, between _____, who wishes to have prepared a complete nomination to the National Register of Historic Places (hereinafter the Sponsor), and _____, a preparer of National Register nominations (hereinafter the Consultant), to cause the preparation of a package of materials in accordance with the standards of the National Park Service and the State Historic Preservation Office, Oklahoma Historical Society (hereinafter the Standards), said package of materials to enable the review of the nomination of the _____ (hereinafter Property) by the State Historic Preservation Office (SHPO), [by the local historic preservation commission if the Property is within the jurisdiction of a Certified Local Government], by the Oklahoma Historic Preservation Review Committee (hereinafter Committee), and the Keeper of the National Register, National Park Service, Washington, D.C. (hereinafter NPS) as appropriate.

The Consultant agrees to prepare the following package of materials in accordance with the Standards for the Property:

1. A complete, computer-generated National Register of Historic Places Registration Form, the original and two copies of which will be submitted to the Sponsor.
2. Two sets of black and white prints (on approved paper printed with approved inks) produced through either digital format or traditional film (meeting NPS Standards), fully illustrating the exterior of the property and any associated outbuildings. The digital format shall be submitted on gold archival CD-R/DVD-R with images labeled according to NPS Standards while traditional film must be submitted with archivally-developed negatives. The NPS Standards can be found at:

<http://www.nps.gov/history/nr/publications/bulletins/photopolicy/index.htm>

Should traditional black and white film be used, digital images saved to a CD-R shall be submitted to Sponsor in lieu of color slides.

3. Two original U.S.G.S. quadrangle maps with the location of the subject property marked on them in pencil, along with properly computed U.T.M. coordinates for the property.

4. Sketch maps or any other items that may be required because of the unusual nature of the property or type of nomination.

The Consultant agrees to submit the package of materials to the Sponsor on or before _____, 20____. The Consultant agrees to make any corrections, changes, or additions to the materials submitted requested by the Committee or the NPS and agrees to attend the Committee meeting at which the nomination will be considered. The Consultant warrants that all aspects of the nomination package will be prepared in accordance with the Standards.

The Sponsor agrees to pay the Consultant the sum of \$_____ for the work according to the following schedule:

- \$_____ to be paid upon signature of this contract;
- \$_____ to be paid upon submission of the package of materials listed above;
- \$_____ to be paid upon the SHPO's acknowledgement that the nomination will be presented at the next possible Committee meeting or of the SHPO's written statement of opinion that the property is not eligible for the National Register.

(NOTE: The Sponsor and Consultant may prefer to agree on a different system and schedule of payment than that above.)

SIGNATURES:

Consulting Nomination Preparer

Date

Sponsor of the Nomination

Date