HERITAGE OHIO
Vital Places. Vibrant Communities.

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Request for Proposals

Heritage Ohio workshop instructors

Heritage Ohio is seeking qualified instructors to develop and deliver educational workshops as part of our statewide preservation education programming. These workshops are designed to provide practical, engaging, hands-on learning experiences for attendees. Expect a range of attendee skill levels (from absolute beginner to experienced DIYer) from preservation professionals, contractors, property owners, local government officials, nonprofit staff, students, and interested community members. We invite proposals from experienced preservation professionals, artisans, contractors, or educators with demonstrated expertise in historic preservation and adult education. Your proposal will include a fixed price for serving as a workshop instructor in any/all of the planned workshops. Funding has been secured for these workshops, and Heritage Ohio will compensate instructors on a reimbursement basis at the conclusion of the applicable workshop.

Heritage Ohio received mitigation funding to underwrite historic preservation workshops as the result of a Section 106 undertaking for a proposed wind farm covering parts of Erie County, Huron County, and Seneca County. The Section 106 process stipulates that mitigation measures be proposed to help offset the adverse effects of projects. This workshop series was proposed as a mitigation measure, providing educational opportunities that advance historic preservation efforts in the region.

Workshops are scheduled to begin in 2027, running through 2028.

Available Workshop Opportunities and Locations

1. Sash Mob (hands-on window workshop)
Duration: 2 workshops, 2 days per workshop, 6 contact hours per day (Friday & Saturday), 24 total contact hours
Class Size: capped at 12, with attendee pairs working on up to 6 windows
Location: 1 in Bellevue, 1 in Norwalk
The workshop instructor(s) will lead learning by topic, including:
-double-hung sash anatomy

-historic wood window assessment
-evaluating for sash stability and wood rot/deterioration
-sash removal/installation
-paint removal (with special attention to lead-safe working practices)
-glass removal/placement
-bedding glass with glazing, painting
-epoxy repair/dutchman repair
-sash cord replacement
-weatherstripping
-routine maintenance for long-term preservation

The contracted instructor will supply Heritage Ohio with a listing for needed supplies (glass, glazing, sash rope, solvent, stripper, etc) and tools (cordless drill, glazier's tools, HEPA vac. etc). Our past Sash Mobs have taken place in vacant buildings, with existing sash exhibiting common deterioration/neglect issues such as flaking paint, broken sash cords, broken/missing glass, brittle/missing glazing, and stuck sash.

2. Dollars & Sense of Using Tax Incentives (classroom learning)
Duration: 2 workshops, 2 days, 4 contact hours per day (M T W Th or F), 8 total contact hours
Class size: uncapped
Location: Attica, Bellevue, Castalia, Milan, Monroeville, Norwalk, or Willard
The workshop instructor(s) will lead learning by topic, including:
-common incentives such as OHPTC, RTC, TMUD, NMTC
-assembling the capital stack
-incentives challenges and lessons learned
-case study/studies demonstrating how funding sources were meshed to complete a successful project

3. Heritage Ohio Preservation University (classroom learning with potential for limited hands-on learning)
Duration: 2 workshops, 4 consecutive days, 6 contact hours per day (M T W Th or F), 48 total contact hours
Class size: TBD depending on hands-on components (please include your expected hands-on components & desired/expected class sizes in your proposal)
Location: 1 in Bellevue, 1 in Norwalk
The workshop instructor(s) will lead learning on mutually agreed-upon full-day topics, including:
-masonry & stone repair/restoration
-plaster repair/restoration
-windows, doors, and floors repair/reconditioning
-hazardous materials and safe work practices

-improving energy efficiency
-assessing the building envelope/assessing interior finishes
-materials analysis (mortar analysis, paint analysis)
-maintenance treatments for long-term stewardship

Heritage Ohio Responsibilities

Heritage Ohio will provide the following:
-workshop venue
-attendee registration platform
-event marketing & promotion
-event coordination/logistics

Note: specific responsibilities for supplying tools, supplies, and specialized equipment will be negotiated with the selected instructor.

Summary Table

Workshop	Sash Mob	Dollars & Sense	Preservation University
Number of Workshops	2	2	2
Total Instructional Days	4	2	8
Total Instructional Hours	24	8	48
Max Instructor(s) Budget	$5,000	$2,000	$10,000

Instructor Qualifications

Workshop instructors should demonstrate:
-expertise in the subject matter
-experience working with historic buildings
-experience teaching adult learners
-ability to provide engaging, interactive instruction
-ability to safely supervise hands-on activities (as needed)
-strong communication and presentation skills

Preference will be given to instructors with professional certifications, preservation credentials, or recognized experience within the preservation trades.

Proposal Requirements

Proposals should include:

1. Cover Letter with contact information, statement of interest, and workshop(s) you would like to lead.

2. Professional Background with brief instructor(s) bio(s), relevant qualifications, previous instructional experience, relevant project experience, and certifications or licenses (as applicable).

3. Workshop Narrative describing instructional approach, learning objectives, teaching philosophy, balancing the lecture and hands-on portions of the workshops (as needed), and anticipated participant outcomes.

4. Draft Agenda with estimated schedule, brief workshop component descriptions, listed hands-on activities (as applicable).

5. Materials & Equipment including materials required, tools/supplies needed, safety/specialty equipment needed, space requirements for hands-on instruction (as applicable), and participant supplies list (as applicable).

6. Budget Proposal including a Fixed Bid price covering your anticipated instructor expenses. We anticipate budgeting up to a $5,000 instructor fee for the Sash Mobs, up to $2,000 instructor fee for Dollars & Sense workshops, and up to $10,000 instructor fee for the HOPE workshops.

Each workshop will have a separate budget for workshop tools & supplies, and the instructor will work with Heritage Ohio to refine and secure tools & supplies.

7. References of at least two historic preservation professionals familiar with your instructional abilities or related preservation work. Additional references may be requested from finalists.

Proposals will be evaluated based on: demonstrated subject matter expertise, quality of the proposed curriculum, experience teaching adult audiences, practical applicability of workshop content, ability to engage workshop attendees, cost effectiveness, overall completeness of the proposal.

Additional Information

Heritage Ohio encourages collaborative proposals that bring together multiple instructors with complementary expertise. However, additional instructor time must be fully covered by the Max Instructor Budget in the Summary Table above. For example, a Dollars & Sense workshop may best benefit from utilizing two instructors: one with experience in tax incentives, and one with experience in real estate development.

Selected instructors may be asked to refine workshop content with Heritage Ohio staff to ensure consistency with educational goals and attendee needs. Heritage Ohio reserves the right to accept or reject any proposal, request additional information, negotiate scope or pricing, or cancel this solicitation at any time.

Submission Instructions

Please submit proposals electronically as a PDF file to fquinn@heritageohio.org. Questions? Reach out to Frank Quinn at fquinn@heritageohio.org or 614.584.2441.

Submission Deadline: Thursday, December 31, 2026

Anticipated Award Date: Monday, January 25, 2027

Workshop dates: 2027-2028