

## APPENDIX I:

### Scope of Work

**Professional Services Proposal  
Delaware Department of Transportation Agreement 1536, Task 6**

**NE Front Street Grade Separated Intersection  
Milford, Sussex County, Delaware  
Architectural Survey and Evaluation**

**August 27, 2012**

JMA (John Milner Associates, Inc.) is pleased to present this Professional Services Proposal for cultural resources services associated with the NE Front Street Grade Separated Intersection project near Milford, Sussex County, Delaware. The area of potential effects (APE) is defined to include all tax parcels that adjoin the project area (see attached map) within which the project could directly or indirectly affect architectural properties. It is anticipated that a maximum of 9 historic-period standing structures will require Cultural Resource Survey (CRS) form preparation.

*Task 1. Field Survey and CRS Form Preparation*

This task will involve field data collection/survey and the recordation of property-specific information onto CRS forms. In accordance with Delaware SHPO guidance, documentation of identified properties will include, at a minimum, completion of CRS-1 (property identification), CRS-2 (main building), and CRS-9 (map) forms. Other forms, such as CRS-3 (secondary building), CRS-10 (update), and CRS-13 (photo card) forms may also be appropriate. At least one digital photograph will be taken of each main building and one of each secondary building.

The deliverables for this task will be appropriate Delaware SHPO CRS forms for each property along with digital photographs in the format stipulated by Delaware SHPO. For initial review and assignment of CRS numbers, JMA will submit the CRS forms as MS Word files. Following agency review, the completed draft and final forms will be provided to the Department as two print copies and one \*.pdf file on CD.

*Task 2. Historical Research and Report Preparation*

A report will be prepared for surveyed historic resources within the APE in accordance with procedures outlined in *Guidelines for Architectural and Archaeological Surveys in Delaware* (Delaware SHPO 1993). The purpose of this report will be to document identified architectural properties, evaluate each for significance and integrity, and make recommendations concerning National Register eligibility.

JMA will review relevant information collected in conjunction with the US 113 North/South Study and conduct additional research, as necessary, at the Historical Society of Delaware, the Morris Library of the University of Delaware, the Delaware Public Archives, and the Milford Public Library to develop a community overview. JMA will also contact local historians and other citizens knowledgeable about the history of the properties, as warranted. As appropriate,

JMA will conduct site-specific research to assess the significance of individual properties. This research will take place at Sussex County governmental offices and will include an examination of deed records, land plats, tax assessments, and other property records.

The report will include the following sections as specified in Delaware SHPO *Guidelines*: title page, abstract, table of contents, list of illustrations, introduction, background research including historic overview and contexts, research design, descriptions of architectural survey, interpretations and conclusions, and recommendations. It will be illustrated with contemporary and historic photographs and maps, and will be accompanied by a bibliography. Appendices will include resumes of project personnel, the proposal, and CRS forms.

The deliverables for this task will be a draft report and a final report prepared in accordance with Delaware SHPO *Guidelines*. Each version will be produced in two formats: 1) two print copies, and 2) one \*.pdf file on CD. Reports will be submitted directly to the Department for distribution.

*Task 3. GIS Data Management*

JMA personnel will maintain GIS shapefiles of CRS property locations and recommended National Register boundaries, as appropriate. JMA will input all the data collected in the field survey, place it in the GIS database, and update files as needed. This information will be sent to Department as required in the Department's GIS Transfer Protocol.

*Task 4. Project Administration and Meetings*

This task covers project administration and coordination with the Department relative to their review of the CRS property evaluations. It is anticipated to include informal email correspondence and telephone communication with the Department regarding individual property evaluations and mapping and recording of up to 9 new properties in the SHPO records.

*Schedule*

A draft report (including CRS forms) will be submitted within four weeks following JMA's receipt of Notice to Proceed. A final report (including CRS forms) will be submitted within two weeks following JMA's receipt of all agency review comments on the draft submittal.



**COST AND IMPACTS**  
 NUMBER OF PARCELS IMPACTED: 19  
 TOTAL ESTIMATED COST: 37.8 MILLION

**NE FRONT STREET GRADE SEPERATED INTERSECTION**

**ALTERNATIVE 1**

PREPARED: JANUARY 20, 2012

**DeIDOT**

This plan contains conceptual layouts for all linework shown. Right-of-Way, property boundaries, roadway alignment, striping, and lane configurations are all subject to change and adjustment through further engineering, design, and investigation.