

APPENDIX I:
Scope of Work

**IRON BRANCH ROAD/STATE STREET
ROADWAY IMPROVEMENTS
Supplemental Agreement Number 1180-9**

ARCHITECTURAL SURVEY AND EVALUATION

SUSSEX COUNTY, DELAWARE

September 29, 2009

JMA (John Milner Associates, Inc.) is pleased to present this Scope of Work (SOW) for cultural resources services associated with the Iron Branch Road/State Street Roadway Improvements project in Millsboro, Delaware. This proposal covers services agreed upon by the Department and the Delaware State Historic Preservation Office (SHPO) in a field reconnaissance of the project area conducted on 8 September 2009. The project area is defined as all tax parcels that adjoin the project area along Iron Branch Road/State Street, from Sussex Alley to Old Landing Road (see attached map). It is anticipated that there will be up to 35 historic-period standing structures and 2 cemeteries that require recordation in addition to a possible historic district. At least five (5) properties appear to possess significance and will require full evaluation. All information on previously recorded properties has been collected by the Department from the Delaware SHPO and provided to JMA.

Task 1. Field Survey and CRS Form Preparation

This task covers survey documentation (CRS forms) on all of the properties within the project area as defined above, up to 35 historic-period properties, 2 cemeteries, and 1 historic district. In accordance with Delaware SHPO survey procedures, survey documentation of newly identified properties will include, at a minimum, completion of CRS-1 (property identification), CRS-2 (main building), and CRS-9 (map) forms. Other appropriate forms will also be completed for each property, particularly CRS-3 (secondary building) and CRS-13 (photo card). At least one digital photograph will be taken of each property, with resolution standards stipulated by Delaware SHPO in their 2004 policy on Digital Photographs. These photographs will be processed and submitted according to instructions provided to JMA by Delaware SHPO.

For previously surveyed properties, JMA will compare the existing survey documentation to the current appearance of each property. Properties that have undergone significant changes since the preparation of the form or where a decade or more has passed since the property was surveyed will be documented with new photographs, survey update forms (CRS-10), and other appropriate forms. In addition, demolished primary buildings will be recorded on update forms (CRS-10).

If deemed appropriate, the tentative boundaries of a historic district will be identified. The district will be researched to establish its historic context, and each of the district buildings within the project area will be assessed for contributing status if the district is likely to be National Register eligible.

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. The forms will be provided to the Department in *.pdf files on a CD.

Task 2. Historical Research and Report Preparation

A report will be prepared for the CRS architectural properties within the project area 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 all of the historic-period properties (including the two cemeteries), assess their significance and integrity, and make recommendations concerning eligibility for listing on the National Register of Historic Places (National Register). Only those properties that are likely to possess historic or architectural significance and integrity will be fully evaluated (estimated to be 5 properties: Millsboro Cemetery, St. Mark's Episcopal Church and Cemetery, Sussex Central Middle School, Senator John J. Williams House, and the former bank building at the corner of West Main and State Streets). The remainder of the properties will be listed and mapped in the report, but will not be fully described or evaluated. If a potential historic district is identified, it will not be formally evaluated for National Register eligibility, although potential eligibility will be explored. If it is likely that the district would be considered eligible on further study, a recommendation regarding the contributing status of each of the buildings within the Iron Branch Road/State Street Roadway Improvements project area will be included.

A historic-period context and research design will be developed for the project, which will be used to evaluate the significance of the properties. JMA will conduct background research necessary to evaluate the properties and develop the community overview at the Historical Society of Delaware, the Morris Library of the University of Delaware, the Delaware Public Archives, and the Millsboro Public Library. In addition, JMA will contact local historians and other citizens knowledgeable about the history of the properties. When necessary, JMA will conduct limited site-specific research to assess the significance of individual properties. This research will take place at Sussex County governmental offices and will include examination of deed records, land plats, tax assessments, and other property records.

In addition to assessing the two known cemeteries for National Register eligibility, JMA will conduct research on them to try and establish the exact locations of burials closest to the public right-of-way to ascertain if any graves are likely to be within the project boundaries, that is, under the roadside shoulder or within the travel lane. Efforts will be made to obtain plot plans or other records of actual burial sites through research at the Town of Millsboro, St. Mark's Episcopal Church, and the Delaware Public Archives. DelDOT personnel will assist JMA in making contact with the church and cemetery officials.

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 scope of work and accepted proposal, CRS forms, and Determinations of Eligibility.

The deliverables for this task will be a draft report and a final report prepared in accordance with Delaware SHPO *Guidelines* and produced in two formats: 1) two print copies, and 2) *.pdf file on CD; the reports will be submitted directly to the Department for distribution. The schedule of submissions will be developed and executed in accordance with project needs.

Task 3. Preparation of Determinations of Eligibility

According to Delaware SHPO report guidelines, Determinations of Eligibility (DOEs) are required for any property which, based upon physical examination and background research, appears to possess the significance and integrity to be eligible for National Register. It is anticipated that up to five (5) properties within the Iron Branch Road/State Street Roadway Improvements project area will require DOEs.

The deliverables for this task will be draft National Register of Historic Places registration forms, which is the format of a DOE in Delaware. The forms will be produced as *.pdf files on a CD. Two copies of a CD containing all DOEs will be submitted to the Department for review. The final, approved DOEs will be included as an appendix to the final technical report.

Task 4. GIS Data Management

JMA personnel will maintain GIS shapefiles of CRS property locations and proposed National Register boundaries. 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 5. Agency Coordination

This task covers coordination with the Department and Delaware SHPO attendant on their review of the CRS property evaluations. It includes informal email correspondence and telephone communication with reviewers regarding individual property evaluations and mapping and recording of up to 30 new properties in the SHPO records.

Proposed Schedule

JMA will commence field work within one (1) week of receiving the Notice to Proceed. A full draft report (including completed CRS forms) will be submitted within five (5) weeks of completing the field work (which is anticipated to take no more than three [3] days). JMA will submit draft DOEs within two (2) weeks of receiving concurrence on property eligibility. The final report (with revised DOEs and final CRS forms) will be submitted within three (3) weeks of receiving final comments from the Agencies.



Senator John J. Williams House

St. Mark's Episcopal Church and Cemetery

S-09132
Sussex Central Middle School

S-09039

S-10857

S-10858

Millsboro Cemetery

former bank building

- project extent
- proposed APE
- known CRS property
- property likely to be fully evaluated for NR eligibility