

## **APPENDIX B.**

### **SCOPE OF WORK**

**SCOPE OF WORK – U.S. ROUTE 113 NORTH/SOUTH STUDY  
Supplemental Agreement Number 1180-9**

**CULTURAL RESOURCES SERVICES  
in the ALTERNATIVES RETAINED FOR DETAILED STUDY,  
ELLENDALE STUDY AREA**

**SUSSEX COUNTY, DELAWARE**

**May 9, 2008**

JMA (John Milner Associates, Inc.) is pleased to present this Scope of Work for cultural resources services in support of an Environmental Assessment document associated with the U.S. Route 113 North/South Study in the Ellendale study area. This proposal covers survey, evaluation, and assessments of effects for architectural resources potentially affected by the alternatives retained for detailed study (ARDs) as provided by RK&K in georeferenced shapefiles dated 19 and 24 March 2008. The architectural study area is defined as all tax parcels within 600 feet of the centerlines of ARDs. The proposal also covers development of a historic-period archeological sensitivity study and coordination with the Delaware Department of Transportation (the Department) regarding archeological sensitivity models developed for the corridor.

**Task 1. Field Survey and CRS Form Preparation**

There are 35 extant individual architectural properties within the Ellendale study area. Although no additional properties are anticipated, the extent of the study area is subject to review by the Department and DelSHPO to ensure that all indirect effects have been adequately addressed. This proposal covers only the study area as currently defined.

This task covers survey documentation (CRS forms) of all of the properties affected by the current ARDs, including the 21 properties previously surveyed and evaluated by Louis Berger & Associates, Inc., in 1992 since no CRS forms for these properties were ever filed with the Delaware State Historic Preservation Office (DelSHPO). In accordance with DelSHPO survey procedures, JMA will, at a minimum, complete CRS-1 (property identification form) or CRS-10 (property update form). Other appropriate forms will also be completed for each property, particularly CRS-2 (main building form), CRS-3 (secondary building form) and CRS-13 (photo card). Location maps and site plans will be completed for each property (CRS-9). At least one black-and-white, 35-mm photograph will be taken of each property. As specified in DelSHPO guidelines, these photographs will be processed as contact sheets.

*Deliverables*

The deliverables for this task will be appropriate DelSHPO CRS forms for each property along with contact sheets and black-and-white photographic negatives. These forms will be produced as PDF files on a CD to be submitted as an appendix to the technical report.

## **Task 2. Report Preparation**

An evaluation-level technical report will be prepared for the CRS architectural properties affected by the ARDS in accordance with procedures outlined in *Guidelines for Architectural and Archaeological Surveys in Delaware* (DelSHPO 1993). The purpose of these reports is to assess the significance and integrity of surveyed properties and to make and justify recommendations concerning National Register eligibility. The U.S. Route 113 historic context developed by JMA will be employed in assessing the National Register eligibility of surveyed properties and will be supplemented with an overview of the development of Ellendale. Other historic contexts will also be consulted, as applicable.

JMA will conduct background research necessary to evaluate the properties and develop the Ellendale overview at the Historical Society of Delaware, the Morris Library of the University of Delaware, the Delaware Public Archives, the Milford Historical Society, the Milford Public Library, and the Georgetown 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.

The report will include the following sections as specified in DelSHPO 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, and CRS forms on CD.

This task covers submittal of a draft report, one interim draft final addressing agency comments on selected properties, and a final report.

### *Deliverables*

The deliverables for this task will be draft and final reports prepared in accordance with DelSHPO guidelines and produced in two formats: 1) print, and 2) PDF file on CD. The schedule of submissions will be developed and executed in accordance with project needs.

## **Task 3. Preparation of Determinations of Eligibility**

According to DelSHPO report guidelines, Determinations of Eligibility (DOE) 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 of Historic Places. JMA estimates that one (1) individual property will require preparation of a DOE.

### *Deliverables*

The deliverables for this task will be a draft National Register of Historic Places registration form, which is the format of a DOE in Delaware. The form will be produced in two formats: 1) a print copy; and 2) a PDF file on a CD. Two copies (print and CD) of the form will be submitted to the Department.

#### **Task 4. GIS Data Management**

JMA personnel will continue to maintain GIS shapefiles of CRS properties and proposed National Register boundaries and coordinate directly with project engineers at WR&A and RK&K to identify potential 4(f) issues. This task includes: 1) on-going coordination with engineers; 2) processing of ARDs shapefiles from the engineers to establish the study area boundaries and identify properties that require survey and evaluation; and 3) updating CRS database with field data and evaluation status.

##### *Deliverables*

Updated files for inclusion in the Department's GIS will be delivered to the Department, according to the GIS Protocol.

#### **Task 5. DelSHPO Coordination**

This task covers coordination with DelSHPO attendant on their review of the CRS property evaluations. It includes the following:

- Informal email correspondence and telephone communication with DelSHPO reviewers regarding individual property evaluations;
- Attendance at up to one (1) field review with the Department and DelSHPO to address questions concerning the extent of the project study area to ensure that indirect effects have been adequately taken into consideration;
- Attendance at up to one (1) field review with the Department and DelSHPO to address questions regarding individual property evaluations;
- Mapping and recording new properties in the DelSHPO records; and
- Documentation of mapping and numbering problems uncovered in existing records on file at DelSHPO.

##### *Deliverables*

The deliverables for this task will include updates to DelSHPO records for new properties; mapping and other documentation necessary to facilitate field views; attendance at field views; and documentation of CRS record problems.

#### **Task 6. Project Team Meetings**

JMA personnel will continue to work closely with the project team to ensure timely communication and consideration of cultural resource issues related to the project. This task includes the costs associated with the attendance of JMA personnel at up to two (2) meetings in Dover with project team members and/or DelSHPO staff.

#### **Task 7. Archeological Sensitivity**

Sensitivity models for prehistoric and early historic resources have already been developed and transmitted to the Department. This task has two goals: 1) to develop a sensitivity study for historic-period resources within the Ellendale study area and 2) to coordinate with the Department regarding

prehistoric and historic archeological potential to facilitate development of a Memorandum of Agreement (MOA) for archeology.

A sensitivity study for historic-period resources has not been completed for the Ellendale study area; the original historic-period sensitivity study for the U.S. 113 North/South Study was limited to the anticipated area of potential effects for alignment alternatives within the Milford and Georgetown-South study areas. Under this task, a historic-period sensitivity study will be developed for the Ellendale study area using the same methods employed for the other study areas (documented in Chadwick et al., *US Route 113 North/South Study, Archeological Sensitivity—New CRS Properties—US113/DuPont Highway Historic Context, Cultural Resources Management Document (DelDOT Contract #22-127-01, May 2005)*). Known historic-period resources will be digitized using road papers, the 1868 Beers Atlas, early 20th-century USGS quadrangles, modern aerials, and CRS records on file at DelSHPO. Each of the resources will be ranked according to archeological potential, as follows:

- 1) High Potential (the resource is no longer extant and is in an apparently undisturbed location);
- 2) Medium Potential (the resource is no longer extant, but a more recent structure occupies its approximate location);
- 3) Low Potential (the resource is no longer extant, but the area has been heavily disturbed); and
- 4) Extant (the resource appears to be standing and has been recorded as an architectural property).

Under this task, JMA will also coordinate with the Department regarding archeological sensitivity within the Ellendale study area to facilitate development of a MOA for archeology.

#### *Deliverables*

The deliverables for this task will include transmittal of the amended historic-period sensitivity study in electronic format as well as printed maps showing prehistoric and historic-period sensitivity models overlain on recent aerial photographs and formatted to the Department's specifications.

#### **Task 8. Assessment of Effects**

The purpose of the assessment of effects is to prepare documentation in accordance with applicable federal regulations (36 CFR 800) that will support the FHWA's finding of effect for the Route 113 project. JMA anticipates that the assessment of effects will address two historic properties: Teddy's Tavern (S-08384), a roadside bar listed in the National Register on September 23, 1991; and up to one other property to be identified following completion of the Determination of Eligibility (DOE) investigations for the project. The following specific tasks are anticipated.

Background Research: The assessment of effects will be based in part on information to be provided by WRA, RK&K, and the Department. Such information will likely include some combination of the following: documents and/or correspondence reflecting discussions about proposed design options, correspondence with state and local historic preservation agencies and neighborhood groups, and plans/drawings of the proposed undertaking. JMA will review these items prior to field investigations.

Field Investigation: The assessment of effects will also be based in part on information gathered in the field. JMA will conduct a field view to establish the physical and visual relationship of each historic property to the site of the proposed undertaking. JMA will take digital photographs to document these relationships, as appropriate.

Data Analysis: JMA will consider the proposed undertaking in light of information gathered during background research and field investigations and will apply the Criteria of Adverse Effect, as stipulated in 36 CFR 800.11. For each identified historic property, JMA will prepare a fully supported recommendation pursuant to a finding of effect (i.e., *no adverse effect* or *adverse effect*, as appropriate).

MOA Consultation: JMA will participate in up to two (2) workshops with the Department and DelSHPO to help develop an MOA to address adverse effects. The MOA will be drafted by the Department and provided to JMA for inclusion in the Assessment of Effects document.

Report Preparation: JMA will prepare an Assessment of Effects report that includes the following items:

- a description of the proposed undertaking,
- a statement of federal involvement,
- a description of the area of potential effects;
- a description of steps taken to identify historic properties;
- a description of the affected historic properties;
- a description of the undertaking's effects on historic properties;
- an explanation of why the criteria of adverse effect were found applicable/not applicable;
- an evaluation of measures considered to avoid, minimize, or mitigate adverse effects;
- supporting illustrations;
- MOA provided by the Department; and
- copies of correspondence/documents evidencing agency and public involvement.

#### *Deliverables*

JMA will prepare the Assessment of Effects report in one draft and one final version. Four (4) copies and a PDF file on CD of the final report will be submitted to the Department.

JMA will submit the draft Assessment of Effects report within eight weeks following JMA's receipt of all relevant project information from WRA, RK&K, and the Department (e.g., documents and/or correspondence reflecting discussions about proposed design options, correspondence with state and local historic preservation agencies and neighborhood groups, and plans/drawings of the proposed undertaking). The schedule for submission of a final Assessment of Effects report will be determined in consultation with WRA and RK&K following JMA's receipt of all review comments on the draft report and the MOA.

**SCOPE OF WORK – U.S. ROUTE 113 NORTH/SOUTH STUDY  
Supplemental Agreement Number 1180-10**

**MULTIPLE PROPERTY DOCUMENTATION FORM  
FOR DELAWARE STATE FORESTS  
AND  
DOCUMENTATION OF TWO FOREST TRACTS,  
ELLENDALE STUDY AREA  
  
SUSSEX COUNTY, DELAWARE**

**November 25, 2008**

JMA (John Milner Associates, Inc.) is pleased to present this Scope of Work for cultural resources services in support of an Environmental Assessment document associated with the U.S. Route 113 North/South Study in the Ellendale study area. This proposal covers the development of a Multiple Property Documentation Form for the Delaware State Forests as well as detailed study of two individual tracts within the Redden State Forest that fall within the Ellendale study area. It will involve five tasks: archival research, tract documentation, form and report preparation, agency coordination, and GIS data management. There will be one deliverable for the project: a stand-alone report that includes a historical context for the forest, the Multiple Property Documentation Form, and evaluations of each of the two tracts within the Ellendale study area. Pertinent information from the report will later be incorporated into the final cultural resources technical report prepared for the Ellendale study area.

**Task 1. Archival Research**

This task includes documentary research with the following goals:

- gather information necessary for developing a historical context for the Delaware State Forests;
- in consultation with DeIDOT, explore the qualities that would render a state forest eligible for the National Register;
- research in broad terms the development of each of Delaware's three state forests; and
- document the specific developmental history of the two tracts in Redden State Forest that will be studied in detail.

In addition to conducting on-line research, repositories likely to be visited include:

- Redden State Forest headquarters, Georgetown
- Delaware Department of Agriculture, Dover
- Delaware State Archives, Dover

Sources to be incorporated in the research include, among others, the following:

- Redden State Forest Management Plan;
- selected historic-period photographs of Delaware's forests;
- contextual information about the Civilian Conservation Corps;
- Annual Reports of the Delaware State Forester; and
- archival files of the Delaware Forestry Office (at the Public Archives).

## **Task 2. Tract Documentation**

Two of the Redden State Forest tracts within the Ellendale study area—Appenzellar and Ellendale—will be surveyed in order to document existing conditions. Visits will be coordinated with the forest manager. Documentation will consist of notes, sketch maps where appropriate, and photographs. Each of the tracts will be assigned DelSHPO Cultural Resource Survey (CRS) numbers and will be recorded on CRS forms, in accordance with published DelSHPO guidelines. The third forest tract within the Ellendale study area—Headquarters—will not be individually documented or evaluated on the grounds that the portion within the study area was added to the forest system within the last 50 years and would not be considered a contributing element of an eligible property.

## **Task 3. Form and Report Preparation**

Working with the information gathered in the research and documentation phases, a National Register Multiple Property Documentation Form will be prepared and incorporated into a stand-alone report. The report will include a historical context for the Delaware State Forests, evaluations of two of the Ellendale study area tracts, and recommendations for further work.

According to DelSHPO report guidelines, Determinations of Eligibility (DOE) 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 of Historic Places. JMA estimates that no more than one (1) individual property might require preparation of a DOE.

The CRS forms and DOE (if warranted) will be included as appendixes to the report. Pertinent sections of the report (e.g., the tract evaluations) will be incorporated into the Ellendale study area technical report being prepared for the U.S. 113 North/South project.

## **Task 4. Agency Coordination**

JMA will coordinate tract recordation efforts with DelSHPO in order to ensure proper documentation. Included in this task is up to one (1) trip to DelSHPO's office to map and record the tracts in the state's CRS inventory and obtain CRS numbers.

This task also covers coordination with The Department and DelSHPO attendant on their review of the Multiple Property Documentation Form and the tract evaluations. It includes up to one (1) field review with the two agencies to address questions regarding the documentation and evaluation.

## **Task 5. GIS Data Management**

Under this task, JMA will incorporate pertinent data from the study into the project GIS. Redden State Forest maintains GIS data that will be reviewed and copied, as appropriate. Points for each of the forest tracts recorded for the study will be added to the CRS properties shapefile. Additional information might include National Register boundaries (if any of the tracts are determined eligible) and mapping of individual tracts through time.