

Appendix I.
Scope of Work

**SCOPE OF WORK—PHASE I
CULTURAL RESOURCES SERVICES
U.S. 113 NORTH/SOUTH STUDY
SUSSEX COUNTY, DELAWARE**

In accordance with selected portions of Sussex County's Long Range Transportation Plan and Comprehensive Plan, and a previously prepared Transportation Feasibility Study, the Federal Highway Administration (FHWA) and Delaware Department of Transportation (DelDOT) have committed to undertaking in-depth study and analysis of US 113 from Milford south to the state line. DelDOT has directed its prime consultant Whitman Requardt & Associates (WRA), supported by Rummel, Klepper & Kahl (RK&K), to prepare all necessary environmental documents for the project. Consequently, RK&K has requested John Milner Associates, Inc. (JMA) to prepare the cultural resources documentation required as part of the environmental documentation process as it interfaces with the Mid-Atlantic Transportation and Environmental (MATE) process. This Scope of Work addresses the first steps in the cultural resources documentation process.

CULTURAL RESOURCES STUDY AREA: Discussions among key project personnel on two occasions (October 16 and December 20, 2002) resulted in the definition of a cultural resources study area of two and one-half miles to either side of the existing U.S. 113 centerline. This broadly defined area therefore consists of a roughly linear strip five miles wide and approximately 32 miles long between Milford and the Maryland state line at Selbyville, or approximately 160 square miles. This study area differs, to some degree, from the study area defined in preliminary discussions held with DelDOT that initially identified a larger area. This change in study area is due mainly to cost considerations. However, the resources necessary to complete the referenced study to the extent and degree approved by DelDOT will be made available to the project.

PURPOSE OF THE CULTURAL RESOURCES DOCUMENTATION: The purpose of the cultural resources documentation is to record pertinent existing information on cultural resources (i.e., standing structures, objects, districts, and archeological sites). In so doing, FHWA and DelDOT will possess important information regarding the nature and extent of those cultural resources wholly or partially found in the defined study area, therefore enabling sound and reasoned decisions to be made with regard to those resources during project planning. The cultural resources documentation will also provide valuable information that the Delaware State Historic Preservation Officer (SHPO) can use. Pertinent existing conditions cultural resources information will be provided in digital format using ArcGIS (ArcView 8.2). It is understood that the use of ArcGIS will ensure compatibility with DelDOT's GIS program (GeoMedia) as well as with the SHPO's ArcGIS program.

SCOPE OF WORK: The following six tasks comprise the Scope of Work for this project: 1) GIS data collection and analysis; 2) field reconnaissance; 3) GIS overlay preparation; 4) existing conditions report preparation; 5) agency field tour; and 6) meetings. Each task is described below.

1. **GIS Data Collection and Analysis:** The ArcGIS (ArcView 8.2) Desktop System will be utilized to create and display spatial data attributed to specific cultural resources within the defined cultural resources study area. Necessary attribute data related to those cultural resources located within the study area will be collected from the SHPO in Dover.

Orthoquads flown in 2002 will be used for the baseline data unless they are not available in final digital format, in which case the 1997 digital series will be used.

Existing cultural resources reports and documentation will be examined to determine the locations within the defined cultural resources study area of previous cultural resource investigations, and the results of those investigations, in order to identify those areas (if any) that possess the potential for the presence of cultural resources, and to provide appropriate recommendations for same. The Delaware Cultural Resource Survey (CRS) Inventory and National Register files in Dover will be examined to collect data on previously recorded sites in the defined cultural resources study area. The project team anticipates that approximately 3,000 CRS and National Register files will be compiled under the proposed Scope of Services.

The project team will develop a standardized spreadsheet to aid in the transcription of data that is presently available in paper, electronic, and/or microfiche formats from the SHPO. For the current stage of the project, proposed attributes that will be recorded include: property name; property number; date of survey; property location; property boundary, if known; National Register status (listed, eligible, undetermined); property class (for example, prehistoric base camp; prehistoric lithic scatter; agricultural; industrial; military, etc.) property type (as defined by the state's comprehensive and management plans); general property category (architectural-individual, architectural-district, archeological-individual, archeological-district, cemetery); temporal period as per state management and comprehensive plans (prehistoric and historic); and areas previously subjected to cultural resources survey. This standardized spreadsheet will support the conversion of data into usable layers in ArcGIS. Following the establishment of the standardized spreadsheet, data will be collected and stored utilizing a laptop computer. Prior to completing data entry for all pertinent layers and attributes in the study area selected samples will be submitted for review.

Additional information that will be collected and compiled but not entered into the GIS data base includes: photographs of selected field-verified National Register listed properties; street address and/or tax parcel identification numbers for selected properties; and a bibliography of pertinent cultural resources reports.

2. **Field Reconnaissance:** A field reconnaissance of selected portions of the cultural resources study area will be undertaken to locate and verify cultural resources information compiled from the SHPO files. The field reconnaissance is intended to assist in providing baseline data for the existing conditions of cultural resources within the study area, and is not intended to assess the integrity or significance of properties. The field reconnaissance will not include any subsurface investigations, nor will field collections of archeological sites be undertaken. Manuscript notes, and black-and-white and color photographs, will be used to record the nature and condition of the study area. It will be the responsibility of others to provide letters of introduction to enable necessary access to the exteriors of properties.
3. **GIS Overlay Preparation:** Subsequent to the collection of data, GIS layers will be created related to each data attribute described in Task 1, above. Limited GIS layers will be presented, in handouts prepared by RK&K, in the Agency Field Tour presentation. The GIS layers will be transmitted to RK&K electronically. More detailed GIS layers will be presented in the Existing Conditions document. These detailed GIS layers will also be transmitted to RK&K electronically.

4. **Existing Conditions Report Preparation:** A report reviewing the existing conditions in the study area will be prepared. Ten (10) copies of the draft report will be provided. After review by appropriate agencies and other parties, ten (10) bound copies and one (1) unbound copy of the final report will be electronically delivered to RK&K. The report will contain, but will not necessarily be limited to, the following elements:
 - a. A brief description of the proposed project;
 - b. A synthesis of cultural development and land use patterns in the study area;
 - c. Description of the data compilation methods that were employed;
 - d. Appropriate photographs, graphics, and tabular material that will support the text and ensure the report's accuracy for planning purposes.
 - e. An electronic copy of the GIS project files.

5. **Agency Field Tour:** A field tour of the project study area will be scheduled by RK&K for the beginning of March 2003. The purpose of this tour will be to apprise agency officials of the purpose and need of the project, as well as the proposed approach. It will be designed to provide agency officials with preliminary information in overview fashion on all pertinent elements of the planning and environmental documentation process, including cultural resources. JMA will be responsible for providing completed-to-date cultural resources layers in GIS electronic format to RK&K for use in the Field Tour. RK&K will be responsible for preparation of the Agency Field Tour handouts, including the handouts displaying cultural resources. During the Field Tour preliminary cultural resources information will be presented visually (handouts) and verbally, if required. The presentation will not convey all cultural resources information that will be collected during the existing conditions documentation, but will provide the agencies with detailed information on selected categories of resources (primarily National Register-listed sites, districts, cemeteries, and selected samples of other site types), as well as identification of the additional types of information that will be collected.

6. **Meetings:** JMA will participate in up to sixteen (16) project and public meetings with RK&K, DelDOT, and/or State Historic Preservation Office (SHPO) representatives, as appropriate. This proposal includes allowances for JMA personnel to attend two (2) public workshops, six (6) resource agency meetings, and eight (8) working group meetings. Additional meetings are beyond the present scope, and are subject to negotiation.

SCHEDULE: Based on conversations with RK&K and on the printed January 9, 2003 JPR Presentation provided to JMA, the Scope of Services specified above is scheduled to be completed in a period of six (6) months, or approximately by August 2003.