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| PAL Company LogoSubmitted to: |  | Scope of Services**Oliver Estate**Middleboro, MA*Historic and Archaeological Assessment, Baseline Documentation for Preservation and Conservation Restrictions**September 17, 2013* |
| **Middleborough Historical Commission**Town Hall, 10 Nickerson AvenueMiddleborough, MA 02346 |

**Introduction**

The Middleborough Historical Commission (Middleborough HC) is seeking an historic preservation consultant to assist with planning and preservation for the Oliver Estate, 445 Plymouth Street in Middleborough, MA. The project scope is to update and expand existing information about the historic and archaeological resources on the 40-acre property through an updated inventory form and an archaeological sensitivity assessment, along with preservation and conservation recommendations. This Baseline Documentation information will be used to determine the scope of preservation and conservation restrictions in order to protect the property in the future as it transitions to new ownership. The Middleborough HC will be requesting town funds from the Middleborough Community Preservation Committee. PAL is pleased to provide this scope of services and cost proposal at the request of the Middleborough HC.

A portion of the Oliver Estate, consisting of the buildings and a wetland on approximately five acres of land, is listed in the National Register of Historic Places (National Register) as a contributing element in the Muttock Historic and Archaeological District, which was prepared by PAL and listed 5/18/2000. The property is also included in the Massachusetts Historical Commission’s (MHC) Historic and Archaeological Assets of the Commonwealth and Massachusetts Cultural Resource Information System (MACRIS) Inventory as the Peter Oliver, Jr. – Sproat House (MID.140), built in 1769, and recorded on an inventory form completed in 1975 and updated in 1985.

PAL anticipates that the following tasks will be required to prepare the Baseline Documentation.

**Task List**

 **Task 1. Coordination and Meetings**

The PAL project manager will be responsible for meetings and coordination with the client, and for ensuring the timeliness and quality of submittals. PAL assumes there will be one start up meeting and one meeting to review results and recommendations in Middleborough, as well as phone coordination.

 **Task 2. Research**

PAL will review the MHC’s inventory and site files, the National Register files, PAL files, and any new reports or other information that has been generated about the property in the last 13 years. PAL will also conduct targeted historical research in repositories and on-line sources such as ancestry.com to identify any new information that would augment the historical section of the form.

A review of local geography, geology, ecology, soils, prehistory, and history will be conducted. The background research will examine primary and secondary documentary sources (town histories, maps, etc) to establish contexts for the interpretation of fieldwork results. In addition, consultation with professional and avocational archaeologists, local informants, and tribal authorities will establish the presence of sites important in Native American history, oral history, and religion.

 **Task 3. Fieldwork**

PAL architectural historians will visit the property to view the exterior and interior of the house and two outbuildings and record observations. Data collected will include a description of the buildings and the cultural landscape, in notes and photographs. PAL archaeologists will conduct a walkover of the land to complete a sensitivity assessment of the 40-acre property. The archeological team will examine the existing physical condition of and surrounding the improvement areas to enable assessment of the integrity of the ground surface and collect data on current environmental settings. During the walkover survey, PAL staff will also look for any surface indications of archaeological sites. PAL will coordinate through the Middleborough HC for owner permission to access the property.

 **Task 4. Historic Inventory Form Update**

The MACRIS inventory form update will include a discussion of the historic resources and cultural landscape of the property, along with current photographs and a sketch map locating the property boundaries and historic and cultural landscape resources.

 **Task 5. Archaeological Assessment Memorandum**

PAL will prepare an archaeological sensitivity memorandum report with information on any known sites and/or sensitive areas. Results of the background research and walkover survey will be used to develop a sensitivity ranking and predictive statements concerning the potential for the presence of Native American and EuroAmerican cultural resources. Native American archaeological sensitivity will be determined by assessing key environmental attributes, the presence of documented cultural resources in and adjacent to the project area, and the degree of disturbance. Key environmental attributes are proximity to fresh or salt water, well-drained soils, and level topography. EuroAmerican archaeological sensitivity will be determined by assessing background research information collected and the walkover observations.

 **Task 6. Preservation and Conservation Restrictions Recommendations**

PAL will provide recommendations regarding protection of the key resources to assist the owner and the Middleborough HC in pursuing preservation and conservation restrictions for the historic buildings, cultural landscape and archaeological sites or sensitive areas on the property. The recommendations will be presented in a memorandum format.

**Personnel**

Virginia H. Adams, PAL senior architectural historian will serve as the project manager and oversee the inventory form update and the data collection and will develop the recommendations regarding a preservation restriction. She will be assisted by a PAL architectural historian. Dianna Doucette, senior archaeologist/principal investigator will be responsible for the archaeological sensitivity assessment and recommendations regarding a conservation restriction. Ms. Adams and Ms. Doucette were involved in past PAL surveys in Middleborough and they are familiar with the property and the area. All PAL project lead personnel meet the professional qualifications set by the NPS (36 CFR Part 61) for architectural history projects or (36 CFR Part 66) for archaeology projects. Project Archaeologists have at least two years of supervisory experience and two years of field experience in New England.

**Schedule**

PAL is prepared to begin work on the Project immediately upon receipt of a written notice to proceed (NTP). The research and fieldwork will be completed within four (4) weeks of the NTP. A draft inventory form update, archaeological memorandum, and preservation restriction and conservation easement recommendations memorandum will be submitted to the client for review within three (3) weeks of completing the fieldwork. Within two (2) weeks of the receipt of comments on the draft materials, PAL will prepare and submit the final products to the client.

**Fee**

A separate fee proposal is attached.