

**JANE E. DORCHESTER, ARCHITECTURAL HISTORIAN
HISTORIC PRESERVATION CONSULTANT**

October 19, 2007

Denise Miller
Secretary
East Fallowfield Township
2264 Strasburg Road
East Fallowfield, Pa. 19320

RE: East Fallowfield Township Historic Preservation Consultant
East Fallowfield Township, Chester County, Pennsylvania

Dear Denise,

This letter is my proposal to offer my services as the East Fallowfield Township Historic Preservation Consultant as I discussed with Paula Latta Coyne, Chairman of the East Fallowfield Historical Commission, on the telephone on May 3, 2007. This proposal includes a payment schedule. I have revised this proposal as per your request on October 18, 2007.

SCOPE OF WORK

I will provide preservation services that fall into the following three categories.

First, I will provide historic preservation advice to the Officers and members of the East Fallowfield Township Historical Commission as well as the Township Supervisors and their designees on an as-needed basis. This advice will include, but is not limited to, advising the Historical Commission on the conducting and compiling of Historic Resource Inventories and Surveys, on the creation and maintenance of a historic preservation library and archives, and on the raising of funds to enable the Historical Commission to meet its mandated mission; and advising the Township Supervisors and their designees on best preservation practices, including (but not limited to) procedures for Historical Commission oversight of subdivision plans.

Second, I will provide historic research services to the Township Historical Commission on an as-needed basis. The historic research services will include, but are not limited to, conducting deed searches, tax assessment record searches, other primary source research, secondary source research, and writing and compiling technical reports for individual resources as well as historic districts.

Third, I will provide professional services to the Township Historical Commission and Supervisors on an as-needed basis. These services will include, but are not limited to, grant-writing and nomination and designation compilation, as well as providing help in promoting an appreciation of the historic character of the Township.

I will attend East Fallowfield Historical Commission and Township Supervisors' meetings on an as-needed basis.

If the Historical Commission or the Township Supervisors have other historic preservation-related duties or responsibilities that they would like me to take on as their Historic Preservation Consultant, I will be more than willing to discuss them with you.

PAYMENT SCHEDULE

I propose that the Township pay a monthly rate of \$400.00 for 16 hours of my services. I expect to receive a check for \$400.00 from the Township at the beginning of every month. At the end of every month I will send an invoice to the Township (or its designee) showing how many hours I have worked that month. If I have worked more than 16 hours that month, the additional hours will be held over to the following month. If I have worked less than 16 hours that month, the difference will be treated as pre-paid hours for the following month. Every three months, we will review my hours. If I have consistently worked less than 16 hours a month, then an adjustment to lower the monthly rate will be made. If I have consistently worked more than 16 hours a month, then an adjustment to raise the monthly rate will be made.

I suggest that the first review be scheduled for the end of February, 2008, assuming that I receive the first check in or before the beginning of December, 2007.

PERSONNEL

I have included a copy of my resume that is located in Attachment A.

CONTRACT

If it is amenable to East Fallowfield Township, this Proposal can serve as our Historic Preservation Consultant Services Contract. In order to do so, please sign this page and return it to Jane E. Dorchester, Architectural Historian.

If you have any questions or concerns, or if you require further information, please feel free to call me. Thank you very much for giving me the opportunity to discuss how my services will help the Historical Commission further its important work in preserving East Fallowfield Township's historic character.

Respectfully Submitted,

Jane E. Dorchester
Architectural Historian

Date

Client Signature

Date

cc Paula Latta Coyne
Encl.

ATTACHMENT A:
RESUME

JANE E. DORCHESTER, ARCHITECTURAL HISTORIAN HISTORIC PRESERVATION CONSULTANT

RESUME

Education:	Degree	Year	Subject	Specialization	School
	M.S.	2001	Historic Preservation	Architectural History	University of Pennsylvania
	B.A.	1978	Theatre Arts	Theatre History & Literature	West Chester University, Pennsylvania

Work Experience: Years Experience: 24

From October 1983 to September 2001, I worked with a full range of private & public sector clients in Southeastern Pennsylvania as a Historic Research Consultant & Principal Historian. In that capacity, I conducted historic research using such primary & secondary sources as deeds, wills, tax records, tavern petitions, road papers, atlases & maps, newspapers, & published histories, & produced Technical Reports for a wide range of projects. Clients included Local Historians, Architectural Historians, Restoration Architects, & Historic Preservation Planners. Properties researched & resources used were located in Berks, Bucks, Chester, Delaware, Lancaster, Luzerne, Montgomery, Philadelphia, & York Counties, Pennsylvania, & Anne Arundel & Harford Counties, Maryland.

From September 2001 to July 2003, I was a Project Manager &/or Principal Investigator for the Cultural Resource Consulting Group (CRCG) of Highland Park, New Jersey & Philadelphia, Pennsylvania. I was responsible for a full range of historic preservation projects for both public & private sector clients. These projects included Historic Resource Inventories, Section 106 Review Studies, Historic Site Impact Surveys, & HABS-like Photographic Documentations.

In January 2003, I started my Historic Preservation Consulting Business. I specialize in historic preservation projects located in Pennsylvania. I have conducted a wide range of projects for both private & public sector clients. These projects have included Pennsylvania Environmental Rights Compliance Historic Resource Surveys (noted below as "Historic Resource Surveys"), Historic Resource Impact Studies, National Register of Historic Places Nominations, & HABS-like Photographic Documentations. All projects in the below list are located in Chester County, Pennsylvania, unless otherwise noted.

Projects have included:

1988	Amos Palmer House National Register Nomination, Lower Makefield Township, Bucks County, Pa., for Ray Ott, Planner, Cee Jay Frederick Associates
1989	Marshall Square Park Master Plan, West Chester Borough, for Ray Ott, Planner, Cee Jay Frederick Associates
1989	Middletown Borough Comprehensive Historic Resource Survey, Dauphin County, Pa., for Ray Ott, Planner, Cee Jay Frederick Associates
1989-1991	South Wayne Historic District Resource Survey Form & National Register Nomination, Wayne, Radnor Township, Delaware County, Pa., for Ray Ott, Planner, Cee Jay Frederick Associates
1990	Lebanon City Comprehensive Historic Resource Survey, Lebanon County, Pa., for Ray Ott, Planner, Cee Jay Frederick Associates
1991-1998	Chester County Heritage Park & Open Space Municipal Grants for London Britain Township, Parkesburg Borough, Valley Township, West Grove Borough, & Westtown Township for Ray Ott, Planner, Kummer & Ott
1991-2006	Willistown Township Historic Resource Inventory, for Willistown Township Historical Commission
1993	Okehocking Indian Land Grant Historic District National Register Nomination, Willistown Township, for Willistown Township Historical Commission
1994	Charlestown Brae Subdivision Historic Resource Survey, Charlestown Township, for Rouse/Chamberlin Associates
1994-1995	Moore Hall Subdivision Historic Resource Survey, Schuylkill Township, for Rouse/Chamberlin Associates
1994-2007	Charlestown Township Classified Historic Resources Documentation, for Charlestown Township Historical Commission
1996-1997	Genesis Office Complex Project Historic Resource Survey, Kennett Square Borough, for Bernardon Haber Holloway Architects & Borough of Kennett Square
1998	Jones Farm Historic Resource Survey, East Vincent Township, for Chester Valley Engineers
1998	The Swetland Homestead Historic Structure Report, Wyoming Borough, Luzerne County, Pa., for Frens & Frens, Restoration Architects
1999-2002	Brinton/King Farmstead Historic Resource Survey Form & National Register Nomination, Pennsbury Township, for Ray Ott, Planner, Ray Ott & Associates
2001-2002	Whiteland Village Historic Resource Impact Study & Phase IB Identification-Level Section 106 Review Study, West Whiteland Township, for Cultural Resource Consulting Group (CRCG)
2001-2002	Rolf House – New Brunswick Homes Hope VI Project HABS-like Documentation, New Brunswick, New Jersey for CRCG
2002	Dragon Run Cultural Resource Survey, Red Lion Hundred, New Castle County, Delaware, for CRCG
2002-2003	West Chester Historic District Boundary Increase Historic Resource Inventory, West Chester Borough, for CRCG
2004	Farley Subdivision Historic Resource Impact Study, East Whiteland Township, for Ray Ott & Associates
2004	St. Patrick Catholic Church School Expansion HABS-like Photographic Documentation, Kennett Square Borough, for Borough of Kennett Square & Archdiocese of Philadelphia
2004-2006	Hood Octagonal School National Register Nomination, Newtown Township, Delaware County, Pa., for Dunwoody Village
2005	Jordan Manor Subdivision Historic Resource Survey, East Nottingham Township, for E. B. Walsh & Associates
2006-2007	Telvil: Hall Project Subdivision Historic Resource Survey, East Coventry Township, for Telvil Corporation
2006-2007	Richard Thomas Mill Historic Structure Report, West Whiteland Township, for Frens and Frens Restoration Architects