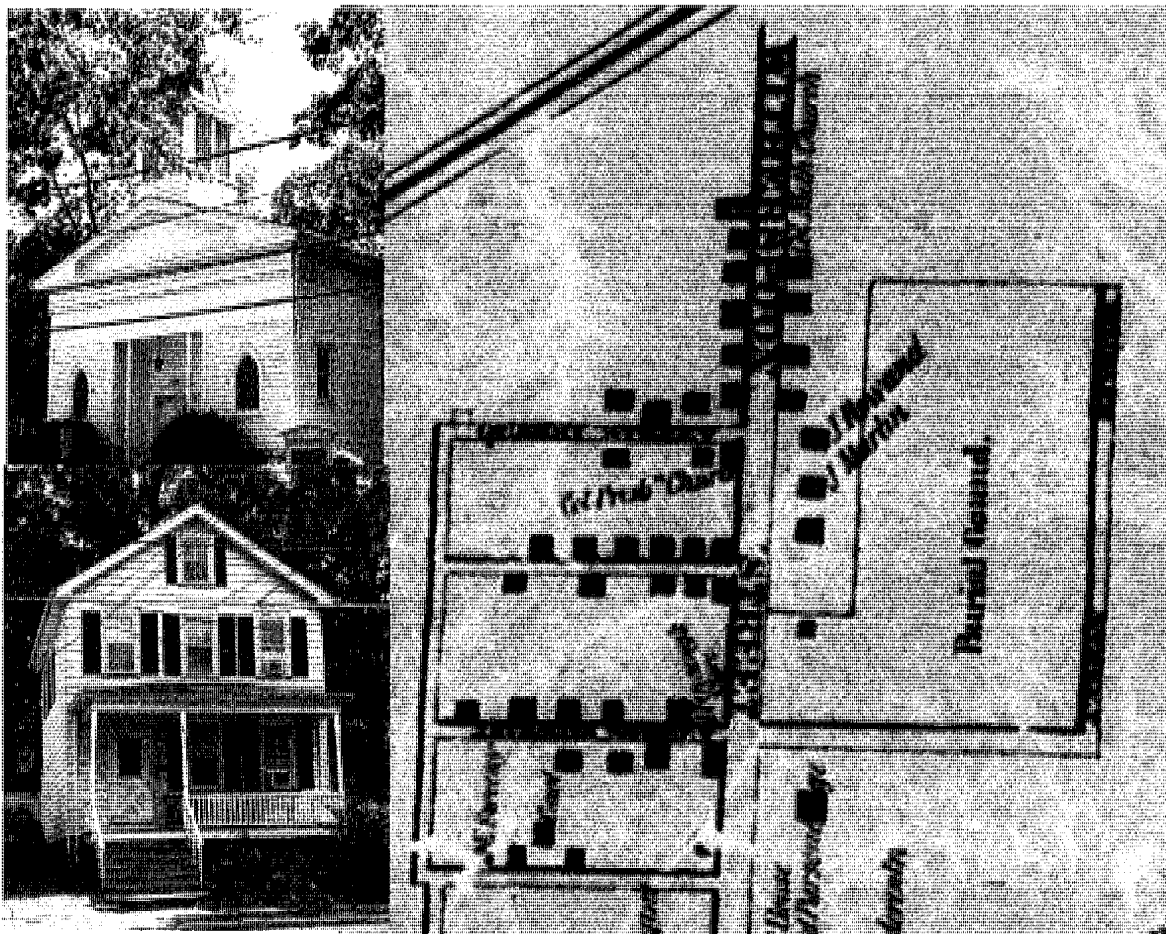


WISE PRESERVATION PLANNING LLC



Witherspoon-Jackson Neighborhood Potential Historic District Designation Proposal

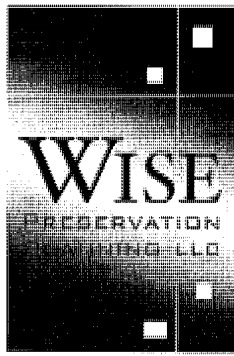
Princeton, New Jersey
Proposal June 12, 2015



Wise Preservation Planning LLC

1480 Hilltop Road · Chester Springs PA 19425

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June 11, 2011

Elizabeth H. Kim, P.L.A.,
Historic Preservation Officer
Municipality of Princeton
400 Witherspoon Street
Princeton, NJ 08540

**RE: *Witherspoon-Jackson Neighborhood
Potential Local Historic District Designation***

Dear Ms. Kim:

Wise Preservation Planning is honored to submit the attached proposal to the Municipality of Princeton.

Our firm has completed several municipal-wide, intensive level-type surveys in the past decade. Most recently we completed a survey of over 31,000 properties in Erie County, Pa., and completed a 1,200-property National Register Historic District in Bangor, Pa. Project size is of no consequence, however. We are proud to announce the recent successful National Register listing of Mt. Zion A.M.E. Church, Devon, Pa. The church was the center of the 1930's "School Fight," a struggle against racial segregation within the school district. This fight, recognized for its state-wide significance, helped end segregation here. In Mercer County, Wise has surveyed critical historic resources and historic districts throughout Hopewell Township.

Researching, surveying and evaluating historic districts requires architectural and historical knowledge, mapping and photographic skills, organization, and the ability to convey project findings in a clear and succinct manner. Our proposal shows how we will bring these attributes to work for you. Our goal is to produce a product that helps Princeton, and specifically the Witherspoon-Jackson neighborhood, manage change by utilizing the planning and historic resource protection tools at its disposal.

In closing we congratulate the Municipality of Princeton for taking this action, deemed necessary for whatever approach it ultimately pursues. We hope you will choose our company for this important historic and community preservation project. Thank you.

Sincerely,

Robert J. Wise, Jr.
President

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1. Project Understanding & Introduction

Note: For clarity purposes but not lack of creativity, we will follow the project outline requirements found on page 7 in the RFP, items number H 2 b (1-10).

1.1. We Fully Understand the Project

Wise Preservation Planning LLC (Wise) has carefully read the Princeton Historic Preservation Commission REQUEST FOR PROPOSAL for the Witherspoon-Jackson Neighborhood Potential Local Historic District Designation dated May 20, 2015.

We have read the RFP attachments and have questions regarding the project answered in an email dated June 6, 2015. Our principal consultants are familiar with Princeton have conducted research there and conducted a visit to the Witherspoon-Jackson Neighborhood in preparation for this proposal on June 4, 2015. We understand the project components and, based on our expertise, experience and staff, are fully prepared to deliver the final product before the November 30, 2015 deadline.

Finally, we understand *why* this project is necessary. To that end we will not enter into the project with preconceived notions and recognize the adaption of a Witherspoon-Jackson Local Historic District is not a *fait accompli*. For example, protecting this community

through Princeton's resource protection ordinance may protect the resources here, but could also "gentrify" the neighborhood as speculators and developers rush in knowing that their neighbors will not be able to negatively impact their properties with insensitive alterations or demolitions. Such an ordinance may be the best means of managing inevitable change and hence the need and growth of historic preservation planning. We believe the findings from the historic research

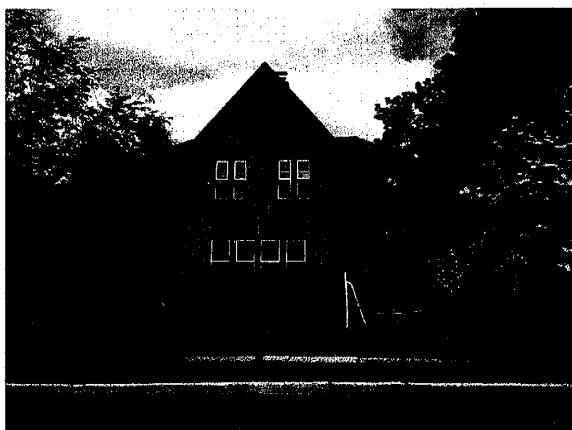
component of the project is essential to determine whether Witherspoon-Jackson's historic significance is worthy of resource protection through regulation.

Of course, and notwithstanding the above, the final product – which will

involve working with members of your community and ideally members of the neighborhood itself – is a product that will help the municipality help manage change in a dynamic neighborhood. Wise believes it is best suited for helping Princeton make these vital decisions. Whoever is chosen for this project, we hope the results will exceed your expectations, a goal we strive for on behalf of our clients every day.

1.2. Introduction

With great pleasure and thoughtful expectations, Wise Preservation Planning is pleased to offer this proposal. As mentioned, we fully understand the proposed project's need and the various tasks required to successfully complete the project. We have based this proposal on





our expertise, which we have acquired through the experience of successfully preparing dozens of National Register, survey and evaluation projects since the early 1990s.

Conducting Historic Resource Surveys is and has always been a major part of our business. Since we began, Wise Preservation Planning (Wise) has completed many historic resource surveys throughout Pennsylvania and New Jersey. In

February we completed the Erie County (Pa.) Historic Resource Survey: over 31,000 historic properties were identified, surveyed, classified, and mapped. The project included the survey, evaluation and mapping of nearly 30 historic districts spread throughout the county's 38 municipalities.

Closer to home, in 2013 we completed a 2-year, 2-part survey of a large section of Haddon Heights Borough (Camden Co.), an early 20th century suburban community that developed around a commuter railroad station. The survey, constituting some 2,000 pages of information, documented nearly 1,500 resources and existing and potential historic districts.

We continue to lead peer firms in the preparation of National Register nominations, which involves using similar criteria to Princeton's ordinance to determine whether a resource or area meets National Register standards. The Bangor (Pa.) Historic District is one

example of where much of the neighborhood architecture was developed in ethnic zones (Cornish, Welsh, and Italian). Wise has completed the nominations for three National Historic

Landmarks, 16 historic districts, and 11 individual nominations. In addition to our 30 successful nominations, Wise has completed thousands of survey forms documenting individual properties.

Finally, we understand why a municipality such as Princeton would go through the expense and

time to determine whether an area like Witherspoon-Jackson should be protected through the existing historic resource protection ordinance. We work with similar municipalities and their respective historical commissions every day not only to determine what could and or should be protected, but how best to protect these areas through the drafting of historic resource protection ordinances.

Wise is perfectly suited for the Princeton project. We have been in business since 1997 (as Wise Preservation Planning since 2001). Our two principals – Bob Wise and Seth Hinshaw – will conduct the majority of the work. And why not? As historic preservation planners, we have worked literally side-by-side since 2000. **The evaluation, delineation, individual resource documentation and classification, as well as the recommendation components of the Witherspoon-Jackson Neighborhood project are what we do EVERY DAY!**





Wise is a highly experienced company yet we are not large. This project, should we be retained, would be considered a Large Project, handled as such on a daily basis by the principals of our company. Research assistance would be handled by an architectural historian that we have worked closely with for many years on projects such as this one. No one would be "assigned" to this project...we assign it to us.



Finally, not only are we excited about this project, but we look forward to seeing our role as representatives of the Historic Preservation Commission (HPC). Our goal is to promote historic preservation in your community. When we are "in the field" residents ask questions. We dress and act in a professional yet friendly manner.

Fully knowledgeable about the project, we are always prepared to discuss the project with neighborhood residents and answer questions. Likewise when we give

presentations, you can assure that we will be fully prepared. In fact, the public component of any project we do is welcomed! To that end we value the assistance of volunteers.

As you read through the project components below, we hope you will come to the conclusion

that our firm is best suited for the Witherspoon-Jackson project. If not, we wish you the very best of luck and look forward to the opportunity to work with you on future projects.



2. Description of Work & Project Approach

Note: This section does not “repeat” all of the project elements as described in the RFP; as requested it provides an outline for our engagement.

2.1. Project Commencement Meeting

Immediately upon being retained, Wise will arrange a meeting between the Historic preservation Officer, the HPC, neighborhood representatives, and other municipal officials to discuss the project. This meeting is not required but recommended (see section 10, below). This is an excellent time to meet one another, offer any insights to the research component, and any ideas that could help the project above and beyond the RFP.

2.2. Background Research

In preparation of the survey, the Wise team will review all past survey information and the development and general layout of Princeton. We will review all existing information about the proposed district, as well as historic maps. In addition to Sanborn maps, Wise will examine earlier maps and arials. For example, the Witherspoon-Jackson neighborhood is clearly shown on the 1849 Map of Mercer County, with two African American churches identified. This phase is essential to ensure that no major areas already documented are missed in the field survey.

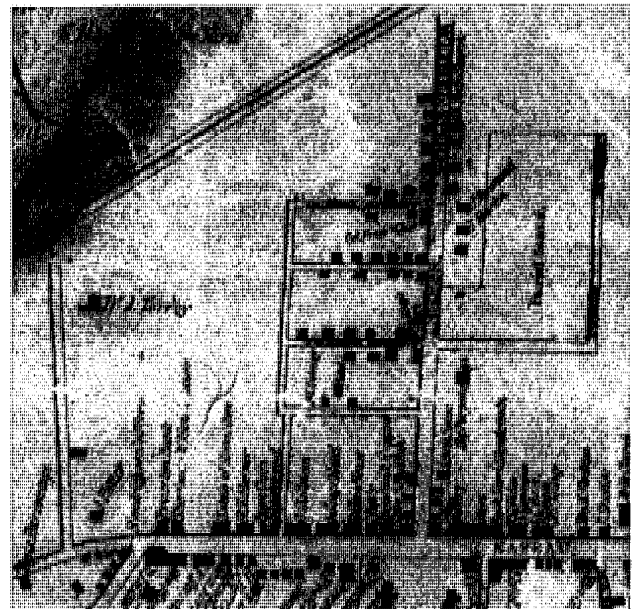
As part of this research, we will contact Sarada Holt, of Witherspoon-Jackson



Genealogy, to learn more about the African-American history of the neighborhood. The organization meets monthly.

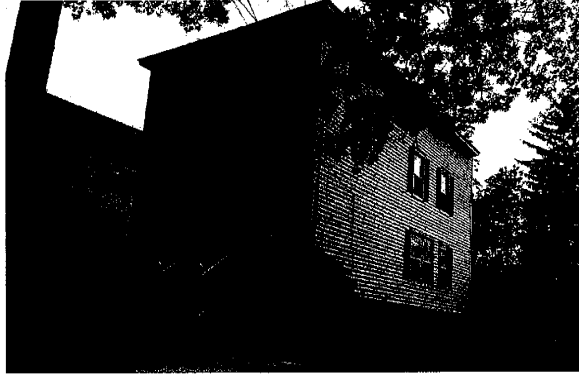
2.3. Field Survey

The field survey will commence once the background information has been compiled and reviewed. During this time we suggest that the municipality inform Witherspoon-Jackson residents as well as the Police Department and University Security when the survey will take place and what they





should expect. Such communication should convey the project name and purpose, consultant identification, and the fact that exterior (only) photographs will be taken, mainly from the sidewalk. We also like to carry multiple copies of letters from the municipality stating the above, so that we can pass along to property owners or residents when requested.



Note: We recognize that creating a local historic district is often controversial. We see ourselves as representatives of the LPC when we are in the field. We dress and act in a professional yet friendly manner and are always prepared to discuss the various elements of the project or refer specific questions to municipal representatives.

For data collection and photo management, Wise uses a portable property form – an individual form containing necessary property and historic resource information is used for each property. At least one photograph will be taken of each resource; often three will be taken (90° – front or main façade, and 45° shots – front corners and sides). Surveys are simply a snapshot in time, so the actual photograph must visually convey the general and specific appearance of a resource. Some buildings, depending on their size, shape and architectural details, may require additional photographs. All photographs will be in digital color and per the size requirements in the RFP.

Wise takes pride in both data gathering and photography. Salient architectural and landscape features which help determine the integrity and significance of the Witherspoon-Jackson neighborhood as a potential historic district will be noted. Photographs can help the consultants develop detailed descriptions of each resource surveyed (per RFP #B-2-e).

Finally, the field survey will address not only individual resources but also groupings, streetscapes and major landscape features. This is critical for determining significance, as specified in the RFP #B-7-b.

2.4. Preliminary Findings Report

At the conclusion of the background research and field survey phases, Wise will submit a report showing preliminary findings to the HPO. The report will include a preliminary map of our findings. This report will be part of a monthly reporting process we are recommending for this project.

2.5. Research

Wise has provided a large block of hours to conduct research. We will direct our research towards developing a more precise yet detailed narrative of Witherspoon-Jackson. Deed research for selected historic properties may be undertaken to complement other primary source materials, as it provides a level of primary source detail not always found in other forms of surviving materials, such as



information on when African Americans began to purchase and own properties (which was rare prior to the Civil War). It is one of the best means of dating historic buildings, particularly those of vernacular design which were more commonly found in African American communities. When early vernacular residences were later re-clad with composite materials, the resulting appearance can obscure details that would help estimate its true age.

Princeton's resource protection ordinance cites specific criteria a district must meet to qualify as a local historic district (RFP B-7-a). As such our research will also be directed towards establishing and then proving this significance, where appropriate.

The RFP (#B-2-b) lists several repositories of historic information and specific areas in which to research. We cannot promise to examine all of these collections, etc., but an appropriate block of time has been allotted for such research. Moreover, we will mainly employ two highly-qualified and experienced researchers – Seth Hinshaw and Jane Dorchester – to efficiently and accurately conduct the necessary research.

Again, the goal of the research is to determine historic significance necessary to qualify Witherspoon-Jackson as a local historic district.

Note: We anticipate conducting additional research at the conclusion of the Interim HPO meeting.

2.6. Mapping

Wise will produce all findings using GIS shapefiles provided by, we presume, Princeton and/or Mercer County. These shapefile layers shall contain block and lot information, parcel street address, current owners, and streets. Shapefiles containing the current Princeton Historic District and existing surveyed resources should also be provided. (Our final map will show these features if they cannot be provided.) The shapefiles should be provided to the consultant at the beginning of the project in order to allow the creation of a preliminary survey map showing all tax parcels in the study area. This map will be used by the consultants during the field survey.

Soon after the field survey is complete, we will produce a map showing the district boundary and the resources surveyed. Properties will be shown as having vacant, noncontributing, contributing, or key-contributing resources (as determined during the field survey).



Wise takes great pride in producing maps that are easily interpreted because we recognize their value in reports, pamphlets, public exhibitions and PowerPoint presentations. They will also be important, of course, for helping the HPC and its consultant

determine the local historic district viability of Witherspoon-Jackson.



In addition to producing detailed GIS maps, Wise will include historic maps, aerials, and Google-maps for the Project Report.

2.7. Draft Report

Wise will produce a draft report for presentation to the HPC at the Interim Project Meeting. While highly detailed, we anticipate that the report will not yet be complete; the meeting will address findings and set expectations for the final report. The RFP lays out the report outline in section B-3. Many of the issues addressed in section B-7 (recommending the HPC move forward with the local historic district) will also be included as it is essential for developing a clear argument for the district.

The report will be based on the outline found in section B-3, but also generally follow the guidelines for project reporting as recommended by the New Jersey Historic Preservation Office.

2.8. Interim Project Meeting with HPC

Approximately half way through the project, we will meet with the HPO to present our draft report and discuss preliminary findings. This meeting is scheduled for October 13; we believe that given our schedule for the project, the interim project meeting should be held a month earlier. Wise will prepare a PowerPoint presentation if deemed necessary. We will of course submit the draft report to the HPO in advance of the meeting.

At the interim meeting, Wise will make a recommendation on the second phase of

the project, specifically whether to produce survey forms for the individual properties and whether to proceed with a National Register nomination. We have provided estimates to create a separate survey form for each property (recommended) or as an inventory in the Project Report.

In our opinion, the key point of discussion at the meeting will be the findings report based on the extensive research field survey. These findings may set the course for the remainder of the project. This meeting will also be an excellent time for directing the consultant to other research sources, individuals, etc.

2.9. Recommended HD: complete Resource Preservation Outline (RFP B 10)

If the HPC elects to move forward with recommending the local historic district, Wise will complete any last changes to the Project Report, including the elements found in RFP section B-7,8,9,10. Much of this information will have been already discussed in preparation for recommendations in the report. Per the scope, these will be addressed as a means of strengthening the local district designation recommendations.

Wise will rank (RFP section B-8) the resources surveyed on the basis of key contributing, contributing and noncontributing, unless otherwise directed. (For example, we can also provide a condition ranking.) We will also develop an outline to preserve or maintain the character of the district (RFP section B-10), including general design guidelines.



2.10. Recommended HD: hold additional meetings.

If the local historic district is recommended by Wise and, it is assumed, agreed upon by the HPC, Wise will participate in additional meetings as described in RFP section D. This will necessitate 5 additional meetings with various constituencies.

The PowerPoint presentation Wise developed for the November 9 HPC meeting will be used for these meetings, with any new information added after that meeting (see 2.13 above).

We also recommend the creation of two large maps that can be displayed throughout the meetings showing the proposed historic district.

We understand the importance of such meetings as a means of garnering support for the district. This support should come in part by the carefully developed presentation and delivery thereof by the consultant, and, where necessary, assistance from members of the HPO deemed. We enjoy giving public presentation (especially for our work) and look forward to assisting Princeton, the HPO and the Witherspoon-Jackson neighborhood if recommendations to create the local district come to fruition.



2.11. Complete Field Survey Forms (or Inventory)

Per RFP section B-2-e ("Perform a field investigation survey of all individual properties and all streetscapes, and provide current photographs and mapping of the buildings, including a detailed description of each.") To begin, Wise will place all property information on a spreadsheet. Next, Wise recommends using the New Jersey HPO Base Forms (either in Word or Access Database) to document property information. The forms contain essential property information (taken from the spreadsheet), to which photographs, GIS map details and detailed descriptions are added. Such forms are an accepted "standard" for reviewing historic resources in New Jersey and determining historic and architectural significance. Such forms can be easily copied for use by the general public, whether in paper form or online.

As an alternative, we can place essential property information, photographs and resource descriptions within an inventory section within the Project Report, much like we develop for National Register nominations. The savings of time and money for such documentation is considerable.



2.12. Update Earlier Reports

Per the scope, Wise will update earlier reports and inventories (see section 2.9 above). These updates will include individual resources, resource groupings, and streetscapes.

2.13. Complete Final Report

Wise plans to submit a draft of the final report to the HPC on November 2, 2015. That will allow the HPC one week to review the report in preparation for the final report presentation outlined in the next task. Wise will present the report at the HPC's November 9, 2015 meeting (RFP section E). Changes to the report will be made thereafter, with the report being submitted with project deliverables at the end of the project.

We view the report as a basis for future planning for the neighborhood, regardless of whether a local designation is recommended or adopted. It must be written for all members of the Princeton community (not just HPC members), fully illustrated with maps and photographs, with various findings and recommendations clearly displayed and easily understood. For our part we look forward to bringing together our thoughts, findings and recommendations for the benefit of the community. Our recent Erie and Haddon Heights Project Reports illustrate the quality of the reports Wise produces on a regular basis.

2.14. Final Report Presentation to HPC Meeting

Our team will present its final report to the HPC on November 9, 2015. As discussed, we will plan to submit the actual report to the HPC members for their review prior to the meeting. Wise will produce a PowerPoint presentation for this meeting that will contain three major parts: Methodology, Historic Findings, Architectural Findings, and Recommendations. It will be illustrated with relevant maps and photographs.

2.15. Submit Final Report

The Final Report containing these components will be submitted no later than November 30, 2015, per RFP section E. The final report will include the Resource Preservation Outline (Section 2.9) and any other project deliverables.





3. Description of Firm

Wise Preservation Planning LLC

Wise Preservation Planning LLC (Wise) is a full-service historic preservation planning firm. We have been assisting municipalities, planning firms, attorneys, engineers, and private entities with preservation planning since 1997. Products and services include National Register Nominations, Historic Resource Impact Studies, Municipal Surveys, Historic Structure Reports, Comprehensive Plans, Resource Histories, and general preservation planning services. Located in suburban Chester County, Wise works mainly throughout Pennsylvania and southern and central New Jersey. We focus on maintaining professional working relationships with applicants, consulting teams, and governmental agencies.

Wise has just two full-time historic preservation consultants. For projects requiring additional manpower or expertise, Wise has developed a working relationship with experienced individuals and firms in various disciplines. When needed, we bring in restoration architects, structural engineers, archeologists, architectural historians, or landscape architects. As such, our overhead is quite low while our expertise and ability to undertake large and diverse projects is broad. A diverse set of clients such as municipalities, developers, land use attorneys, etc. routinely choose Wise for their historic preservation planning projects.

Prior to starting this firm, **Robert Wise** was Senior Planner, Historic Preservation, at the Brandywine Conservancy's

Environmental Management Center. He was one of the original members of the Board of the Chester County Historic Preservation Network and also served as president of that large organization. He is also a founding member and former Chairman of the Tredyffrin Historic Preservation Trust. He also served for almost 10 years on the Tredyffrin Township HARB (5 years as Chairman) and was a board member of both the Open Land Conservancy of Chester County and the Eagles Mere Conservancy. Mr. Wise serves on the West Vincent Township Historical Committee.

Seth Hinshaw, Senior Preservation Planner, began his career with Wise (then called Robert Wise Consulting) as a graduate intern in 2000. Mr. Hinshaw specializes in architectural history, historic research, early American religious architecture, architectural interpretation, and G.I.S. planning. He formerly served on the Downingtown Historical and Parks Commission. He authored three commemorative books and four academic articles within the themes of architectural history, historic religious architecture, and local history. Recently he stepped down from the Downingtown Historical and Parks Commission after serving several years in that position. He now actively serves on the Board of the Chester County Historic Preservation Network and the Friends Historical Association.

Both consultants hold an M.S. in Historic Preservation (planning) from the University of Pennsylvania's Graduate School of Design. Both consultants also meet and exceed the Professional Qualification Standards for architectural historians as



established by the National Park Service (48 FR 44716 and 36 CFR 61).

The following are three services Wise specializes in that relate directly to the Witherspoon-Jackson project: Historic Resource Surveys, National Register and National Historic Landmark Nominations, and municipal consulting.

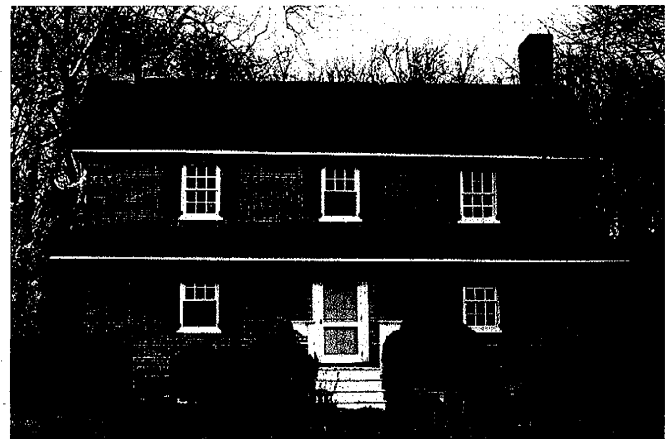
Historic Resource Surveys

Wise Preservation Planning LLC provides total project management of Historic Resource Surveys. Often they serve as a basis for resource protection ordinances, National Register projects and planning. We have completed municipal-wide surveys throughout Eastern Pa. and Southern NJ, surveying thousands of historic resources. In the past 5 years alone, Wise completed 7 projects documenting nearly 35,000 properties. Projects range from "windshield surveys", to comprehensive surveys with data entered on official state Resource Survey Forms and databases, to intensive-level surveys which include a thorough investigation of a resource's history, architecture, and significance. Survey components can include photographs, site plans, architectural descriptions, historic narratives, and significance evaluations based on National Register criteria. Properties are plotted on GIS-based maps and documented in Excel. Recent surveys include:

- Erie County, Pa. (2013-2015)
- Haddon Heights Borough, Camden Co. NJ. (two projects: 2012 and 2013)
- Hopewell Twp, Mercer Co., New Jersey (2002)
- Schuylkill Twp, Chester Co., Pa. (2013)

- Schwenksville Borough, Montgomery Co., Pa. (2011)
- Kennett Twp, Chester Co. Pa. (2011)
- Pennsbury Twp, Chester Co. Pa. (2009)
- West Marlborough Twp, Chester Co. Pa. (2010)
- East Brandywine Twp, Chester Co. Pa. (2006)
- East Bradford Twp, Chester Co. Pa. (2005)
- Franklin Township, Chester Co. Pa. (2004)
- Upper Providence Township, Montgomery Co. Pa. (2004)*
- Radnor Township, Del. Co. Pa. (2003)

* With, or in association with, the Brandywine Conservancy, Inc.



Kennett Township Survey

National Register of Historic Places

Wise Preservation Planning is a leader in completing National Register and National Historic Landmark nominations, having completed 30 nominations containing in excess of 3,500 resources. National Register nominations are a terrific catalyst for community-wide preservation and education. As we see it, goals of National Register are to identify and recognize properties of historic significance, enlist the assistance of citizens



and historic property owners, and educate the public about the significance of the historic resources being nominated.

Our projects range from single properties such as the Wiley / Cloud House (a plank house constructed c. 1765) to 19th century railroad communities, such as Glenmoore Village, to larger, nearly municipal-wide districts such as the Oxford, Bangor, and Eagles Mere Historic Districts. We have successfully nominated three properties to the National Park Service's National Historic Landmark program. Wise has also been retained to evaluate existing and potential historic districts, similar to that proposed for Witherspoon-Jackson.

Relevant projects:

- Mt. Zion AME Church, Tredyffrin Twp., Chester Co., Pa. (listed 2014)
- Andrew Wyeth Studio National Historic Landmark, Chadds Ford Twp., Delaware Co., Pa. (2013)
- Kuerner Farm National Historic Landmark, Chadds Ford Twp., Delaware Co., Pa. (2011)
- Lutz-Franklin Schoolhouse, Lower Saucon Twp., Northampton Co., Pa. (2008)
- N.C. Wyeth House & Studio (Nat'l. Hist. Landmark), Chadds Ford Twp., Del. Co., Pa. (1997)*
- Bangor Historic District, Bangor Borough, Northampton Co., Pa. (2014)
- Glenmoore Historic District, Wallace Twp., Chester Co., Pa. (2011)
- Oxford Historic District, Oxford Borough, Chester Co., Pa. (2007)
- Thornton Historic District, Thornbury Twp., Delaware Co., Pa. (2006)

- Eagles Mere Historic District, Eagles Mere Borough, Sullivan Co., Pa. (1996)
- Mill Creek Historic District Boundary Increase, Lower Merion Twp., Montgomery Co., Pa. (1996)
- Waterloo Mills Historic District, Easttown Twp., Chester Co., Pa. (1995)*

*With, or in association with, the Brandywine Conservancy, Inc.

Municipal Consulting

Wise Preservation Planning provides historic preservation consulting services to several municipalities. Services range from HARB and Historical Commission application review, Historic Resource Impact Study (development plan) review, conducting historic resource surveys and preparing historic structures reports, preparing the historic preservation elements in comprehensive, open space, and master plans, to drafting historic resource protection language.

We enjoy working with members of historical commissions and their municipal officials. Over the years we have provided training to hundreds of such individuals through direct training sessions or via our work with the Chester County Historic Preservation Network and the Delaware County Heritage Commission.



4. Project Team Members

Our team will consist of Robert Wise, President and Seth Hinshaw, of Wise Preservation Planning, and Jane Dorchester, Architectural Historian.

Robert Wise will be responsible for this project and manage the day-to-day elements of the project. He will also attend all meetings and make presentations to the HPC, municipal officials, and neighborhood residents. He will also be responsible for drafting the final report.



Mr. Wise has nearly 25 years of knowledge and experience in the historic preservation field. Mr. Wise obtained a Masters in

Historic Preservation from the University of Pennsylvania in 1993 before assuming the position of Senior Planner, Historic Preservation, at the Brandywine Conservancy (1993-1997). He started Wise Preservation Planning in 1997 and has completed several landmark projects. In the City of Cape May, NJ, a National Historic Landmark, he reviewed the historic resource protection elements of the city's Master Plan and made recommendations to streamline and clarify the preservation process. Through his company (or with the Brandywine Conservancy) Mr. Wise has completed 30 National Register and National Historic Landmark Nominations with over 4,000 individual resources. He has served on project teams that have drafted municipal comprehensive plan updates/provisions, historic preservation

ordinance language, interpretative signage, and rails-to-trails feasibility studies.

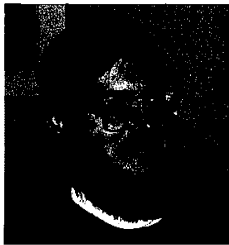
Mr. Wise played a leading role in the Brandywine Battlefield Task Force, organized to preserve the setting of this important battle of the American Revolution. He helped set up and coordinate a two-county, five-municipality program to identify critical battlefield sites/properties, developed a cost analysis for protecting those sites, and initiated a multi-million dollar program to purchase development rights and conservation easements on those sites. Today, most of the critical parcels on that battlefield are protected. A key element in Mr. Wise's work was garnering support for the project from leaders of all levels of government.

Mr. Wise has long volunteered on local historic preservation boards. He is the Chairman of the Tredyffrin Historic Preservation Trust, organized to preserve a log barn constructed during the American Revolution. He also served as President of the Chester County Historic Preservation Network, a county-wide preservation association. Most recently Mr. Wise was Chairman of the Tredyffrin Township HARB and a Board Member of the Eagles Mere Conservancy (Eagles Mere is a historic town in Sullivan County, Pa., that Mr. Wise nominated to the National Register of Historic Places in 1996), Board Member of the Open Land Conservancy of Chester County, and Executive Board Member of the Betsy Ross House in Philadelphia. Currently Mr. Wise serves on the zoning committee of Protect Eagles Mere Alliance (PEMA), dedicated to protecting the borough of Eagles Mere from the potential effects of the Marcellus Shale industry. Mr. Wise also serves on



the West Vincent Township Historical Committee, in which he is engaged in conducting a comprehensive survey of the township's historic resources.

Seth Hinshaw will be responsible for all technical aspects (photography, GIS mapping, form completing, database) and conduct and manage the research component. Mr. Hinshaw will also be responsible for developing the survey forms (or inventory).



Mr. Hinshaw began his career as an intern with Wise in 2000. Since that time, he has been involved with every preservation project in which the firm has been

involved. Seth holds an M.A. degree in History from the University of North Carolina-Greensboro as well as an M.S. in Historic Preservation from the University of Pennsylvania. He specializes in GIS mapping, digital document and graphic preparation, historic property research, and genealogical research.

Until recently when he moved to downtown Pottstown, Pa., Mr. Hinshaw served on the Downingtown Historical and Parks Commission and served as its secretary. On the commission, he participated in reviews of proposed developments in the Borough's historic district (listed on the National Register) and the maintenance of the c. 1704 Downingtown Log House. He also served on the committee that planned an event in 2009 to mark the 150th anniversary of the incorporation of the Borough of Downingtown. He currently serves on the boards of the Chester County Historic Preservation Network,

which coordinates preservation activities throughout the county, and the Friends Historical Association, which assists people conducting Quaker research.

Either as part of projects through Wise or on his own, he has written and lectured on several themes of architectural history. He wrote two articles that appeared in the *Tredyffrin Easttown Historical Society Quarterly*: "The Evolution of Chester County Architecture" (2006), which documented local trends in residential architecture from 1682 until 1950, and "How Colonial is Colonial Religious Architecture?" (2009), which examined the similarities and differences between English religious architecture of the 17th century and American religious architecture of the 18th century. In 2012, he wrote an article for the Canadian Friends Historical Association Journal that outlined the early history of Quaker meeting houses in England and how the standard layout of the 19th century meeting houses materialized in North America. He has produced PowerPoint lectures that have been presented at national, statewide, and local levels on various topics including domestic architectural styles, religious architecture, and barn design.

Jane E. Dorchester, with whom Wise has enjoyed a close working relationship for many years, will share research, survey form/inventory preparation, and historic narrative preparation with Mr. Hinshaw.

Ms. Dorchester, historic preservationist, lecturer, local and architectural historian, and writer, started in the preservation field in 1983 as a historic researcher. In 2001, Jane received her Masters of Science in



Historic Preservation from the University of Pennsylvania, concentrating in architectural history. In 2003, she founded Jane E. Dorchester Architectural Historian, a historic preservation consulting firm located in West Chester, Pa. In 2009, Jane was certified by the Pennsylvania Historical and Museum Commission as a National Register Consultant. Over the past 31 years, she has conducted a wide variety of preservation projects, including Historic Resource Inventories and Surveys, Historical Evaluations for Historic Resource Impact Studies, Historical Evaluations for Section 106 Review Reports, Historical Evaluations for Historic Structure Reports, Historic American Building Survey Documentations, Comprehensive Preservation Plans, and Preservation Ordinances.

She specializes in Historic Property Research, Historic Resource Inventories and Surveys, National Register Nominations, Historical Evaluations for Historic Structure Reports and Preservation Plans, and Preservation Ordinances. Her clients include non-profit organizations, municipalities, environmental and consulting engineering firms, restoration architects, land and city planners, real estate developers, and private property owners. She has lectured on and written about a wide variety of history oriented topics from "How to Research Your Historic Property" to "What is Serpentine". Her articles have appeared in *County Lines*, the *Chester County Day Paper*, the *Chester County Historical Society Antiques Show Catalogue*, and the *Daily Local News*.

Resumes of these individuals follow.



ROBERT J. WISE, JR. c.v.

President, Wise Preservation Planning LLC, Chester Springs, PA (since 1997)

Principal of firm that provides professional historic resource protection planning and cultural resource management services to local governments, land planners, developers, attorneys, engineers, and individuals. Projects include Comprehensive, Open Space, and Master Plan Elements; Historic Resource Surveys; Historic Structures Reports; Historic Resource Impact Studies; National Register Nominations; Battlefield Preservation; Historic Resource Protection Ordinances; Municipal Planning Assistance; Subdivision/Land Development Review; Conservation Easement Drafting and Documentation; Grant Writing; Research; Site Interpretation throughout Pennsylvania, New Jersey.

Professional Qualifications:

- **Meets/exceeds Professional Qualification Standards** for an Architectural Historian as set forth by the U.S. Secretary of the Interior in 48 FR 44716 and 36 CFR 61.
- **Certified by the Pennsylvania Historical and Museum Commission (PHMC)** through its "Cultural Resource Essentials" (CRE) planning program (2009).
- **Certificate in Community Planning** from the Pennsylvania Municipal Planning Education Institute (2008).
- **Historic American Building Survey / Historic American Engineering Record** documentation training (12/2010)

Special Projects and Accomplishments:

- **Comprehensive, Open Space, Master Plans:** Cultural Resource Protection Elements of Cape May, NJ Master Plan (2003); Upper Uwchlan Open Space Plan (2009), East Brandywine Twp. Comprehensive Plan. (2008).

- **Battlefield Preservation:** Brandywine Battlefield, Pa., Munfordville Civil War Battlefield, KY.
- **Comprehensive Historic Resource Surveys:** Including Erie County, Pa.; Kennett, W. Marlborough, Pennsbury, London Grove, Franklin, Upper Uwchlan, and East Bradford in Chester County, Pa.; Whitpain and Lower Providence, Montgomery County, Pa.; and Thornbury, Delaware County. The East Bradford Township Historic Resource Survey was the recipient of 2007 Preservation Award (Preservation Pennsylvania).
- **Historic Resource Impact Studies:** Prepares Studies throughout SE Pa. Recent Studies include: New Student Housing for Cheyney University (Thornbury Twp.); Valhalla Brandywine (Wallace Twp.); LaRonda Mansion (Lower Merion Twp.); Sheraton Hotel Expansion (E. Whiteland Twp.).
- **Section 106 Studies:** Completes historic resource element of transportation studies: Pa. Route 52 Improvement Project (Kennett Township, 1999); Six Points Intersection Improvements (Montgomery County); Phillipsburg (NJ) Corridor; Route 73 Improvements (Whitpain Twp.).
- **National Register of Historic Places:** Successfully prepared 30 National Register nominations with over 3,500 resources, including Oxford (Oxford Borough); Eagles Mere (Eagles Mere Borough, Sullivan Co.); White Horse Village (Willistown Twp); NC Wyeth House and Studio National Historic Landmark (Chadds Ford Twp.).
- **Preservation Consulting Services:** consults with municipal, professional entities and developers throughout Eastern Pennsylvania on a variety of cultural resource management issues.



Robert J. Wise, Jr. C.V., Page 2

Additional Experience

Environmental Management Center, Brandywine Conservancy, Chadds Ford, PA
Senior Planner, Historic Preservation (1993-97). Responsible for managing the Conservancy's diverse historic preservation program, including National Register Nominations, drafting local ordinances, open space and comprehensive plans, façade and conservation easement drafting, historic site surveys, environmental analysis, historic condition reports, preservation consulting, sales.

Special Projects and Accomplishments:

- Brandywine Battlefield Conservation Easement Initiative. Helped set up and coordinate two-county, five-municipality program to identify critical battlefield sites, developed a cost analysis for protecting those sites, and initiated a multi-million dollar program to purchase development rights and conservation easements on those sites. Most critical parcels on that battlefield are now protected;
- Coatesville Gateway Conservation Project;
- Port Penn (DE) Preservation Project;
- Drafted several façade easements, including Brinton 1704 House, a National Historic Landmark;
- Wrote comprehensive Historic Preservation section in the Conservancy's widely-used Environmental Management Handbook, used by municipalities throughout southeastern Pennsylvania

Education

- **Masters of Science in Historic Preservation, 1993, University of Pennsylvania**, Graduate School of Fine Arts. Recipient of Elizabeth

Greene Wiley Award for Outstanding Promise.

Academic Emphasis: Preservation Planning/Wharton MBA Real Estate Program

- **Masters in Business Management, 1994, The Pennsylvania State University**, Great Valley, Pa., Business Administration
- **Bachelor of Arts, History, 1981 Dickinson College**, Carlisle, Pa.
Fulltime Internship Program: Harrisburg City Planning Bureau, 1979

Selected Boards, Memberships, Affiliations

- Member, W. Vincent Twp. Historical Committee (since 2010)
- Member, Stuart Tank Committee, Berwick, PA (since 2013)
- Member, Founder and Past Chair, Tredyffrin Historic Preservation Trust Board (since 2001)
- President, Chester County Historic Preservation Network (2006-2010)
- Chairman, Tredyffrin Twp. Historical and Architectural Review Board (1995-2006)
- Executive Board Member, Betsy Ross House Center, Philadelphia, PA (1994-1996)
- Board Member, Open Land Conservancy of Chester County, Paoli, PA (1999-2003)
- Board Member, Eagles Mere Conservancy (2001-2007)
- Preservation Pennsylvania; Brandywine Conservancy
- Chester Co. Historical Society; Preservation Alliance of Greater Philadelphia
- Montgomery Co. Historical Society; Lehigh Co. Historical Society



SETH B. HINSHAW c.v.

Senior Preservation Planner, Wise Preservation Planning LLC, Chester Springs, PA (2001-Present)

Sr. Preservation Planner, providing professional historic resource protection planning and cultural resource management services to local governments, land planners, developers, attorneys, engineers, and individuals. Projects include Historic Resource Surveys; Historic Structures Reports; Historic Resource Impact Studies; National Register Nominations; Conservation Easement Inspections; Municipal Planning Assistance; Subdivision/Land Development Review; Site Interpretation, etc. throughout southeastern Pennsylvania, New Jersey, etc. Specific specialties include property, genealogical, and municipal research, architectural and historic documentation, on-site analysis of historic resources, professional-quality measured drawings, managing PHMC-produced municipal databases of historic properties, and overall computer management of a variety of historic preservation planning projects.

Professional Qualifications:

- Meets the Professional Qualification Standards for an Architectural Historian as set forth by the Secretary of the Interior in 48 FR 44716 and 36 CFR 61.
- Certified by the Pennsylvania Historical and Museum Commission through its "Cultural Resource Essentials" (CRE) certification program (2009).
- Certificate in Community Planning from the Pennsylvania Municipal Planning Education Institute (2008).

Selected projects:

- **Historic Structures Report** – Derrick Casselberry House, Lower Providence Township, Montgomery Co., Pa. Involved extensive property research, architectural analysis. Final product, presented at a public forum, assisted

township in developing plans for the property, including restoration options, adaptive reuse, site interpretation, grant options, and property maintenance. Other HSR projects include Waterloo Mills and Hoffecker House.

- **Historic Resource Survey** – Erie County, Pa. (2009). Provided project assistance for the survey of 31,000 historic resources throughout the county. Survey component included identifying resources, photography, GIS mapping. Designed a CMS type website to display survey results in lieu of printing survey forms; website allows Preservation Erie to add historic information on properties as it becomes available (ErieBuildings.info).
- **National Register nomination** – Oxford Historic District, Oxford Borough, Chester Co., Pa. Researched and drafted nomination of late 19th century Victorian borough. Project tasks included site analysis, photography, mapping, physical documentation, historic narrative, and all requirements in producing a document worthy of review by the Pennsylvania Historical and Museum Commission (PHMC) and the National Park Service. The historic district includes 750 historic resources. The Historic District was listed on the National Register in 2006.
- **Historic Resource Impact Study** – Moses Willing House, East Whiteland Township, Chester Co., Pa. Study completed for historic property undergoing subdivision. The house was constructed for Moses Willing, an African American blacksmith who lived in the former Bacton community. Project involved documentation of the property's history, description, and significance; analysis of plan and recommendations to reduce impact on historic resources.



Seth Hinshaw C.V., Page 2

- **Agricultural Resource Survey** – London Grove Township, Chester Co., Pa. Provided project assistance for 56-property historic farm survey. Tasks included database organization, photography, architectural description, completion of Pa. historic resource survey forms, and mapping.
- **Section 106 Studies** – Completed the historic survey element of the Route 22 Improvement Project in Phillipsburg, New Jersey (2001) in conjunction with Hunter Research, Inc., Trenton, NJ.

Other Positions

- *Downingtown Historical and Parks Commission*, Downingtown, Pa. Commission member 2005-2012, Secretary 2007-2012. Participated in review of proposed developments in the Borough and the maintenance of the c. 1705 Downingtown Log House. Served on the committee that planned events marking the 150th anniversary of the incorporation of the Borough of Downingtown (2009).
- *Board Member, Friends Historical Association*. Serves on the nationwide board of the organization of Quaker historians in the United States.
- *Board Member, Chester County Historic Preservation Network*. Serves on the board that coordinates historic preservation activities in Chester County.

Education

- M.S. Historic Preservation, 2001, University of Pennsylvania, Graduate School of Fine Arts. *Academic Notes*: Anthony Nicholas Brady Garvan Award for Outstanding Thesis
- M.A. History, 1991, University of North Carolina-Greensboro.

Academic emphasis: Colonial American History

- Bachelor of Arts, American History, 1988, University of North Carolina-Greensboro
Academic Accomplishments: Phi Beta Kappa, Phi Alpha Theta

Publications

- “The Evolution of Chester County Architecture,” article printed in the *Tredyffrin Easttown Historical Society Quarterly* (vol. 43, 2006). Documented trends in residential architecture in Chester County from the late 17th century into the mid-20th century.
- “How Colonial is Colonial Religious Architecture?” article printed in the *Tredyffrin Easttown Historical Society Quarterly* (vol. 46, 2009). Demonstrated the connection between the major types of colonial religious architecture along the Atlantic seaboard before the American Revolution and their Old World antecedents.



JANE E. DORCHESTER c.v.

Education

- University of Pennsylvania, School of Design, Philadelphia, Pa. Master of Science, Historic Preservation, 2001; Thesis: *The Evolution of Serpentine Stone as a Building Material in Southeastern Pennsylvania: 1727-1931.*
- West Chester University, West Chester, Pa. Bachelor of Arts, Theatre Arts, Cum Laude, 1978

Achievements

- West Chester Downtown Foundation, Board Member 2006-2013; Chairman, Historic Preservation Awards Committee, 2008-2013
- Commonwealth Historic Preservation Plan Convocation, Participant, 1999
- Southeastern Pennsylvania District History Day, Junior & Senior Judge, 1998-2015; History Day Fair Co-Coordinator, 2007-2010
- Chester County Historic Preservation Network, Member, Steering Committee, 1997-2000
- West Chester Borough Historical & Architectural Review Board, Member, Archivist, & Secretary, 1997-1999
- Chester County Comprehensive Plan (*Landscapes*) & Community Planning Handbook (*Preserving Our Places*), Reviewer, 1996-1997
- Pennsylvania Historical & Museum Commission's National Register Consultants List, Consultant, 1993 to 2009; Certified Consultant, 2009-2015

Membership

- The Athenaeum of Philadelphia
- Chester County Historical Society
- Chester County Historic Preservation Network

- Jefferson County (Pa.) Historical Society
- National Trust For Historic Preservation
- Preservation Alliance For Greater Philadelphia
- Preservation Pennsylvania
- Society of Architectural Historians, Philadelphia Chapter

Professional Experience

- Jane E. Dorchester, Architectural Historian, Historic Preservation Consultant, West Chester, Pa. Principal, January 2003 to Present
- Cultural Resource Consulting Group (CRCG), Highland Park, New Jersey & Philadelphia, Pa. Principal Investigator & Project Manager, September 2001 to July 2003
- Jane E. Dorchester, Historic Research, West Chester, Pa. Principal, October 1983 to November 2001

Publications / Presentations

- "The Transformation of Serpentine Rock to Serpentine Stone: From the Ground to the Grand!"
- *Chester County Historical Society Antiques Show Catalogue* (West Chester, Pa., 2015).
- "Historic Serpentine Buildings." Oxford Area Historical Association Lecture Series, (Oxford, Pa., 2015).
- Allentown Industrial Heritage Project, Allentown City, Lehigh County, Pa., with Wise Preservation Planning (Allentown, In progress)
- "Using the Federal Agricultural and Manufacturing Censuses Records in Property Searches." Chester County Preservation Fair Lecture Series (Yellow Springs, Pa., 2013).
- "Historical Research: the Foundation of the Visitor's Experience." Chester County Preservation Fair Lecture Series (Yellow Springs, Pa., 2012).



- "Discovering the Significance of Our Past: The National Register of Historic Places and You!" Chester County Preservation Fair Lecture Series (Yellow Springs, Pa., 2011).
- "Serpentine Buildings in Chester County." Chester County Dept. of Parks & Recreation Town Tours & Village Walks Lecture Series (Nottingham, Pa., 2010)
- "Gothic Revival, Second Empire, and Queen Anne Architectural Styles [in Chester County]." Chester County Historic Preservation Network Workshop (Chadds Ford, Pa., 2006)
- "Restoring Historic Buildings in Your Borough's Downtown." Panel Discussion with Bonnie Wilkinson Mark and Dale H. Frens, Pa. State Association of Boroughs (Hershey, Pa., 2005).
- "Section 106 Review", Historical Commission Session with Jane Davidson, Chester County Association of Township Officials Spring Conference (Uwchlan, Pa., 2005)
- Lecturer, "Serpentine" and "Historic Research Methods & Materials", Various Organizations and Clubs (Chester County, Pa., 2004-2015)
- "Serpentine Stone Its Use in Polychromatic Architecture in Chester County, Pennsylvania." *The Chester County Historical Society Antiques Show Catalogue* (West Chester, Pa., 2004)
- Founding Editor, *The Chester County Ledger* (West Chester, Pa., 1997-2000)
- Contributor, *Chester County Day Newspaper* (West Chester, Pa., 1991-2010)
- Contributor, "Villages" Feature, *Sunday Local News* (West Chester, Pa., 1987-1988)

Key Projects

Historic Resource Surveys

- Thornbury Township Historic Resource Inventory, Survey, & Comprehensive Plan Update, for Thornbury Township, Chester County, Pa., with Ray Ott & Associates, Land Planners, (VPP Grant Project & Chester County Historic Resource Atlas Program), 2008-2010
- West Chester Certified Local Historic District Historic Resource Inventory Update, for West Chester Borough, Chester County, Pa., (Chester County Historic Resource Atlas Program), 2007-2008
- East Fallowfield Historic Resource Inventory Update, for East Fallowfield Township, Chester County, Pa. (Chester County Historic Resource Atlas Program), 2006-2009
- West Chester Historic District Boundary Increase Historic Resource Inventory, West Chester Borough, Chester County, Pa. for Cultural Resource Consulting Group (CRCG), 2002-2003
- Lebanon City Comprehensive Historic Site Survey, Lebanon County, Pa., with Ray Ott, Planner, 1990

National Register nominations

- Chandler Mill Bridge National Register Nomination, Kennett Township, Chester County, Pa. for Chandler Mill Bridge Consortium, 2008-2010; placed on the National Register, 2010
- Squire Cheyney Farm National Register Nomination, Thornbury Township, Chester County, Pa. for Thornbury Township, 2008-2010; placed on the National Register, 2010
- Hopewell Farm National Register Nomination, Valley Township, Chester County, Pa. for owners, 2005-2010; placed on the National Register, 2010
- Hood Octagonal School National Register Nomination, Newtown



Township, Delaware County, Pa., for Dunwoody Village, Inc., 2004-2006; placed on the National Register, 2006

- Brinton/King Farmstead Pa. Historic Resource Survey Form & National Register Nomination, Pennsbury Township, Chester County, Pa. for owners, with Ray Ott, Planner, 1999-2002; placed on the National Register, 2002

Historic Structure Reports

- Christian C. Sanderson Museum Building Historical Evaluation, Chadds Ford Township, Delaware County, Pa., for Christian C. Sanderson Museum, 2009-2011
- Cannonball House Architectural & Historical Evaluation, Lewes, Sussex County, Del., with Frens & Frens Restoration Architects, 2008
- Eden Hill Farm Architectural & Historical Evaluation, Dover, Kent County, Del., with Frens & Frens Restoration Architects, 2007-2009
- John Bell House Architectural & Historical Evaluation, Dover City, Kent County, Del., with Frens & Frens Restoration Architects, 2007
- Richard Thomas Mill Historic Structure Report, West Whiteland Township, with Frens & Frens Restoration Architects, 2006-2007

Historic Preservation Consultant:

- Historian/Historic Preservation Consultant, The Land Conservancy for Southern Chester County, Pa., 2011-2015
- Historic Research Consultant, Charlestown Township, Chester County, Pa., 1994-2015
- Historic Research Consultant, East Brandywine Township Historical Commission, Chester County, Pa., 1994-1995
- Historic Research Consultant, Willistown Township Historical Commission, Chester County, Pa., 1991-2015



5. Relevant Projects

Wise is a regional historic preservation planning firm that has worked throughout Pennsylvania and New Jersey, as well as other states. Below are projects that we believe are most relevant to the Witherspoon-Jackson Project:

5.1. Erie County Historic Resource Survey

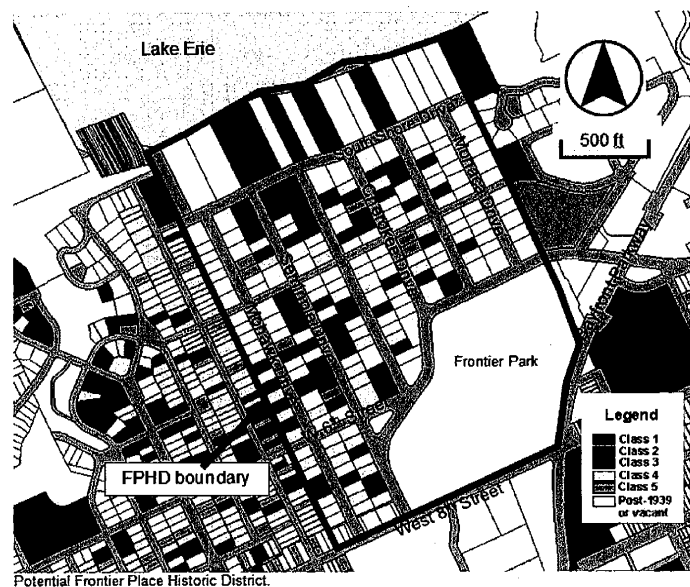
In 2015, Wise completed a county-wide historic survey of Erie County. Its purpose is to provide baseline information for an Erie County Preservation Plan. It identified, documented, photographed and mapped all county resources that were individually listed on or determined eligible or potentially eligible for the National Register. The project also identified, evaluated, and mapped historic districts.

The project surveyed properties containing pre-1940 resources. As determined by architectural significance, 3,500 of the county's most important resources were entered into the state's Cultural Resources Geographical Information Systems (CRGIS) database. Of these, 543 are listed on or eligible for the National Register with an additional 397 properties found to potentially be eligible.

Results

The project resulted in the identification, documentation, mapping and classification of 31,470 properties located in every municipality (Erie City, 37 other municipalities). The project evaluated 25 historic districts, recommended alterations to several districts and the establishment of

two new ones. To manage the magnitude of findings and recommendations, Wise created www.eriebuildings.info, now one of the state's largest repositories of historic resource and historic district data. The website is designed to educate the public while encouraging historic entities and individuals to contribute new information. The final product was consistent with the National Park Service's *Secretary of the Interior's Standards for Archeology and Historic Preservation*, and the *Standards for Identification and Evaluation and Guidelines for Architectural Investigations in Pennsylvania*. Public presentations held



throughout the county.

Contact:

Melinda Meyer
Preservation Erie
10 East 10th Street, Box 3
Erie, PA 16507
814-403-1772
Mmeyer196@hotmail.com

5.2. Haddon Heights Borough Historic Resource Surveys



Wise Preservation Planning LLC recently completed a two year, 1400-resource survey of the residential and Station Avenue commercial areas of Haddon Heights Borough, Camden Co., NJ. Survey projects of this scope usually allow 18 months, but due to budget constraints the Haddon Heights project was compressed into a four-month time window. To meet this remarkably short window, Wise retained a team of architectural historians as well as a registered architect to undertake this extensive project.

Haddon Heights emerged as a Philadelphia "railroad suburb" as farms near a train station were developed between 1890 and 1930. Residential architecture included houses in the Queen Anne, Colonial Revival, American Foursquare, Dutch Colonial Revival, and Craftsman styles. Many were "kit" or "catalog" homes, such as those produced by the thousands

across America by such companies as Sears & Roebuck, Montgomery Wards, and (locally) John Wanamaker. Its Station Avenue commercial center, which grew up around the train station, exhibits a variety of styles, types and building sizes.

Results

Project elements included the site visit, analysis of historic districts, completion of 1,200 intensive-level survey forms, and the survey report. During the site visit, consultants photographed each building and noted salient architectural features. Wise recommended alterations to the existing commercial historic district along Station Avenue and proposed a new residential historic district that included the bulk of the study area. The survey forms were completed using the New Jersey Historic Preservation Office database. Each survey form documented the buildings on a specific tax parcel, including a physical description of the buildings and an assessment of their significance.

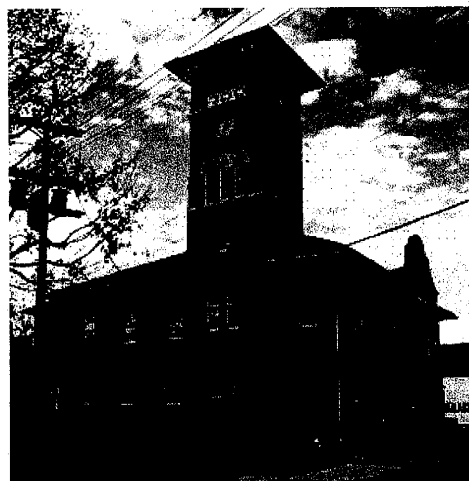
Contact: Kathy Lange
Haddon Heights Borough
Council
(856) 547-7164

5.3. Bangor National Register Historic District

Task Elements

Bangor, a small borough in eastern Pennsylvania with a population of 4,500, is located in Pennsylvania's famous "Slate Belt." This is a concentration of high-quality slate that, having been discovered in the mid-1800s, became a major supplier of building material. Within a decade of the opening of a slate quarry called "Bangor" in 1866, the small village adjacent to it and that soon took its name emerged as the largest and most important community in the Slate Belt. Slate quarrying and finishing spurred tremendous commercial activity, including the creation of the largest commercial center in the Slate Belt.

Wise has been retained by the Borough to develop a historic district here containing over 1,250 properties, including the borough's large and architecturally significant commercial center. This grant-funded project was initiated as one of



several planning elements used to spur redevelopment and revitalization in this small rural community.

Results

Wise was retained in 2012; the project will be completed at the end of 2013. The project's first phase involved obtaining a Determination of Eligibility. The result was a district that not only recognized the significance of the commercial center, but the former ethnic neighborhoods recognizing the influx of immigrants that came to Bangor to work in the slate quarries.



Contact:

Sharon Davis

Borough Task Force Member

(610) 973-4404

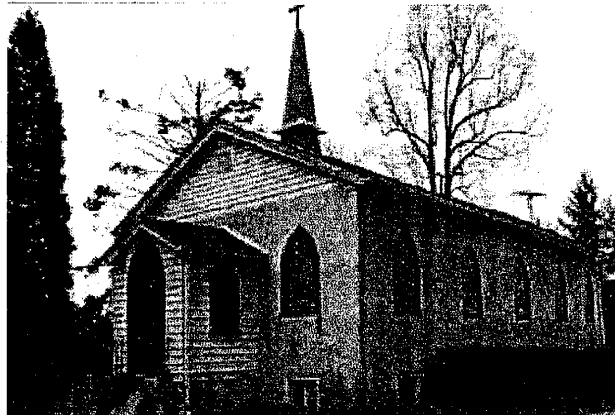
sharond@lehighvalleychamber.org

5.4. Mt. Zion African American Methodist Church National Register Nomination

The Mt. Zion AME Church is the oldest African American congregation on the Main Line (western Philadelphia suburbs). The original congregation purchased a building lot in a wooded area and began the construction of the first church building in 1861. This earlier building was greatly enlarged in the early 20th century.

The Mt. Zion church became the center of an ultimately successful effort to end school segregation in the local schools. The public schools had been integrated

from the beginning, but some districts began to open "separate but equal" schools in the 1920s and early 1930s. In several instances, the local African American community protested against these "Jim Crow" schools. One of the more prominent such "School Fights" was located in eastern Chester County, where the Mt. Zion AME Church served as the monthly meeting place for planning of civil disobedience efforts. Congregation members hired an attorney who organized car trips to visit the Pennsylvania Attorney General in Harrisburg. In early 1934, the Attorney General signed off on the legal



complaint, hoping that he would gain African American support for his race for Governor. The local school board immediately re-integrated the schools.

Results

The Mount Zion African Methodist Episcopal Church building was listed on the National Register of Historic Places in 2014. The building has statewide significance under Criterion A for its role in the School Fight. Although the church building was not listed under

Criterion C, an architectural context of AME church buildings was produced to illustrate the general trends in the design and layout of AME churches in eastern Pa. The church building itself is currently used as a museum of local African American culture; the

congregation worships in an adjacent church built in 1991.

The nomination was the 30th successful National Register project for Wise Preservation Planning.

Contact:

Bertha Jackmon
Mt. Zion AME Church historian
berthajackmon@gmail.com
(484) 325-4011 (cell)



5.5. Southern Chester County Historic Resource Surveys

Since 2004, Wise has completed four comprehensive, municipal-wide surveys in southern Chester County, Pa: Franklin, West Marlborough, Pennsbury and Kennett Townships. In 2015 we will complete a 5th survey in London Grove Township. Surveys are an important tool in land use planning decisions; they are often conducted to identify historic resources to be regulated or for drafting Comprehensive and Open Space Plans. These surveys also fulfill these municipalities' component of the ongoing Chester County Historic Resource Atlas project. The project seeks to identify, map and classify all resources over 50 years old in this suburban Philadelphia county.

Results

Wise documented over 1,200 properties containing nearly 2,400 resources. As part of each project, Wise reviewed existing historic districts, recommended boundary adjustments as needed, and recommended new historic districts. Methodology Reports include an architectural survey of each municipality that illustrates how specific historic resources relate to periods in local history, with short essays on local trends that impacted historic architecture. At the end of each project, Wise developed a PowerPoint presentation that included a brief architectural history of the municipality as part of the educational component of

the project. To that end public participation – mainly through local Historical Commission volunteers – in all aspects of these grant-funded projects was welcomed.



Contacts:

Kennett Twp:
Karen Marshall, Chester Co. Planning
Commission
(610) 344-6923

Pennsbury Twp.
Kathleen Howley, Township Manager
(610) 388-7323

5.6. Schuylkill Twp. Resource Survey, Resource Protection Ordinance, Preservation Consulting

Over the last several years, Wise has assisted suburban Schuylkill Twp. in a variety of resource planning and protection project including a phased survey effort. This historic Chester County (Pa.) community includes part of Valley Forge National Park. In phase 1 (2010), Wise updated a 1982 county-wide survey by surveying and documenting over 200 properties. This information served as the basis for phase 2, in which Wise drafted new language for the township's historic resource protection ordinance. Phase 3 was completed in 2012: Wise surveyed an additional 550 properties and recommended 100 for inclusion in the now updated resource protection ordinance.

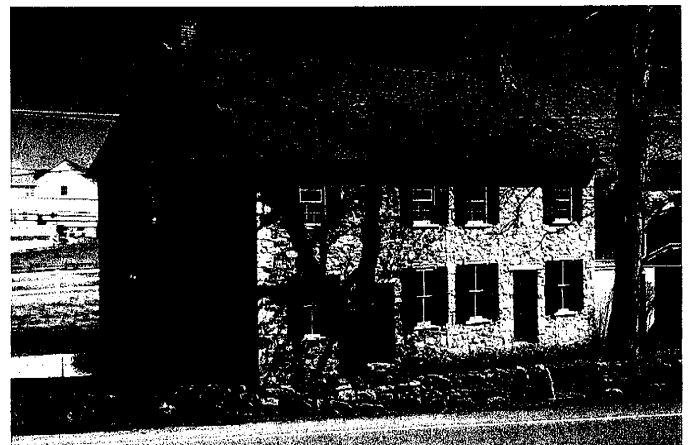
Phase 4 consisted of Wise compiling the results of surveying nearly 750 properties for inclusion in the Chester County Historic Resource Atlas. This ongoing county-wide project seeks to identify, map and classify all resources over 50 years old. The final phase, which was completed 2013, surveyed and documented an additional 80 properties to be included in the resource protection ordinance.

Results

Wise surveyed and documented over 750 properties, completing historic

resource survey forms for 300. Resources ranging from typical Chester County stone farm houses (shown below), to factories, bridges, commercial buildings, and resources associated with Valley Forge.

The resulting inventory will enable the township's Historical Commission to



make informed decisions about resource protection, reuse and land planning decisions. Wise continues to assist the township with resource protection strategies through its municipal consulting program.

Contact:

Sandy Momyer
Schuylkill Township Historical Commission
(610) 933-5843



6. References

6.1. Erie County Survey

Melinda Meyer
Preservation Erie
East 10th Street, Box 3
Erie, PA 16507
(814) 403-1772
Mmeyer196@hotmail.com

6.2. Haddon Heights Surveys

Kathy Lange
Haddon Heights Borough Council
(856) 547-7164

6.3. Bangor Historic District

Sharon J. Davis, Manager
Slate Belt Community Partnership
1494 Totts Gap Road
Bangor, PA 18013
sharond@tottsgap.org
(610) 390-6692

6.4. Mt. Zion AME Church National Register nomination

Bertha Jackmon
Mt. Zion AME Church historian
berthajackmon@gmail.com
(484) 325-4011 (cell)

6.5. Southern Chester County Surveys

Pennsbury Twp.
Kathleen Howley, Township Manager
(610) 388-7323

Kennett Twp:
Karen Marshall, Chester Co. Planning
Commission
(610) 344-6923
kmarshall@chesco.org

6.6. Schuylkill Township

Sandy Momyer
Schuylkill Township Historical Commission
(610) 933-5843



7. Project Schedule

Witherspoon-Jackson Neighborhood: Potential Historic District Designation Project Timeline

(All dates are approximates except those in Red. Recommended dates are in Green.)

Start/Due Dates (2015 except where noted)	6/19	7/1	7/13	7/17	7/24	8/15	9/8	10/6	10/13	11/2	11/9	11/30	2016
Tasks													
Project Awarded													
2.1 Project Commencement Mtg.													
2.2 Background Research													
2.3 Field Survey													
2.4 Preliminary Findings Report													
2.5 Research													
2.6 Mapping													
2.7 Draft Report													
Submit Draft for Recommended Interim Mtg (HPC)													
RECOMMENDED INTERIM MTG (HPC)													
Complete Draft Report and Submit to HPO for Interim Mtg.													
2.8 Interim Project Meeting (HPC)													
2.9 Recommended HD (Preservation Outline)													
2.10 Recommended HD (Additional Meetings)													
2.11 Complete Field Survey Forms or Inventory													
2.12 Update Earlier Reports													
2.13 Complete Final Report & Submit to HPC for Review													
2.14 Final Report Presentation (HPC)													



8. Estimated Hours / Budget

Witherspoon-Jackson Neighborhood: Potential Historic District Designation Work Hours & Estimated Budget

All estimated budget items are "not to exceed" numbers.

Tasks	Number of Consultants	Number of Hours	Budget	Notes
2.1 Project Commencement Mtg.	2	8	\$528.00	
2.2 Background Research	3	16	\$1,156.00	
2.3 Field Survey	2	24	\$1,584.00	
2.4 Preliminary Findings Report	2	4	\$264.00	
2.5 Research	2	96	\$5,088.00	
2.6 Mapping (plus graphics/photo)	2	28	\$1,608.00	
2.7 Draft Report	3	64	\$3,640.00	
2.8 Interim Project Meeting (HPC)	2	8	\$528.00	
2.9 Recommended HD (Preservation Outline)	2	10	\$872.00	Optional pending HPC recommendation
2.10 Recommended HD (5 Additional Meetings)	2	28	\$1,968.00	Optional pending HPC recommendation
2.11 Complete Field Survey Forms or Inventory	3	162	\$9,116.00	See Item 2.11 in Additional Items below for Alternative
2.12 Update Earlier Reports	2	14	\$824.00	
2.13 Complete Final Report & submit to HPC for Review	3	26	\$1,560.00	
2.14 Final Report Presentation (HPC)	2	12	832.00	
Staff/Client Communication/Project Management		4	304.00	
SUB-TOTAL: PROJECT (NO LOCAL DISTRICT DESIGNATION)		504	\$29,872.00	
Expenses: Travel (\$680), Printing (\$1400), Misc (150)			\$2,230.00	
PROJECT TOTAL			\$32,102	

Additional Items and Alternatives	Number of Consultants	Number of Hours	Budget	Notes
2.11 Complete Field Survey Inventory (alternative to Survey FORMS)	3	62	\$5,680.00	RESULTING IN A SAVINGS OF \$3436.00
10.1 Brochures (3 panel, color - estimated cost)	2	10	\$560.00	Plus \$1000 in printing expense - \$1,560.00
10.2 Deed Research (per property)	2	21	\$1,196.00	Plus \$100 in expense = \$1296.00 PER PROPERTY
10.3 Produce Large Presentation Maps	1	2	\$112.00	Plus \$500 in printing expense = \$612 (2 LARGE MAPS)
10.4. Landscape Analysis - Glackin Thomas Panzak			\$2,500.00	



9. Timeline – Key Points

Time Line: Key Points and Events

Date	Task
6/19	Project Awarded
7/13	Begin Field Survey
8/15	Preliminary Findings Report
9/8	Recommended Interim Meeting with HPO
10/13	Scheduled Interim Meeting with HPO (Report Draft delivered on or about 10/6 for pre meeting review)
11/9	Final Report Presentation to HPO (Final Report delivered on or about 9/2 for pre meeting review)
11/30	Final Report Products Due

creating individual NJ Base Survey Forms for each property. This is the most efficient means of managing data, including photographs and maps, and can be used for ongoing planning, preservation and resource protection purposes. The cost of creating these forms is considerably more than simply developing an inventory form. Based on an estimate of 160 properties, the savings could amount to \$3436.00 if an inventory is created, but again, we recommend individual survey forms.

10.1 Creation of Brochures.

Wise agrees that a handout, even if simple, can help with the local designation process. It can provide a simple overview, a map, and help dispel rumors that sometimes come about as a result of historic designation. Recently we designed such a brochure for the Borough of Oxford in Chester County, Pa., which was in the process of designating a local historic district and resource protection ordinance. It appears to have been an effective means of communicating the process as the ordinance is now in place. Wise recommends a simple, two-fold, three-panel brochure or pamphlet, and has provided a cost estimate for printing a limited amount.

10. Additions and Alternatives

The RFP discusses project elements that would only occur if the HPC elects to pursue a local historic district. As such, certain tasks (tasks 2.9 and 2.10) will occur only if the consultant is asked to pursue the district. Regarding Task 2.11, completing survey information, we recommend

10.2 Deed Research

Deed or chain of title research, as listed in RFP B-2-a, can be a costly undertaking and probably not necessary at this time for the project. Some of the resources in the proposed district have been studied, and others, where necessary, may require some form of deed research, to which



Wise has accommodated in it budget. Wise estimates it would take an average of approximately 21 hours per property for deed research (and subsequent documentation) and lists the associated cost as an alternative in the estimated budget.

10.3 Produce Large Presentation Maps

To assist with the public presentation component of the project, we recommend producing large format maps that can be displayed throughout the meeting. The cost of layout and text design, and production, is in the cost estimate.

10.4. Historic Landscape Analysis

Some municipalities have started to include historic trees and specimen vegetation in their resource inventories. We work with the landscape architectural firm of Glackin Thomas Panzak, Paoli, Pa. The HPC may wish to consider this additional analysis as part of the project.

10.5. Additional Recommendations

Monthly Reports: Wise will provide monthly progress reports to the HPO, either on a private link on our website or simply via email, whichever the HPC prefers. The Preliminary Project Report (task 2.4), slated for mid-August, will be a more extensive report.

Key Contributing and Landmark Properties: Regardless of whether a local district is pursued, Wise will provide a list (and survey form or inventory) of the neighborhood's most architecturally and/or historically significant properties to assist Princeton with planning, preservation and resource protection activities.

Public Notification. As discussed, public notification of the field survey and public meetings is vital to effective public relations. We will work with the HPO to develop a public notification strategy.

Project Commencement Meeting. This meeting, (see task 1.2) is strongly recommended such that Wise took the liberty of adding it to the scope (task 2.1).



11. Project Management and Assumptions

Wise invoices monthly for all work and expenses incurred the prior month. Invoices are to be paid within 30 days. **Should this project take less time or cost than anticipated the final invoice will reflect any savings.**

Wise is registered to work in the State of New Jersey.

We carry general and professional liability insurance as well as worker's compensation insurance.

The amounts in the enclosed budget are not to exceed amounts. The hourly billing rate for Robert Wise is \$76. The hourly billing rate for Seth Hinshaw is \$56. The hourly billing rate for Jane Dorchester is \$50.

Additional meeting costs and expenses are covered in the proposal.

We assume Princeton, through its HPC, will manage all public communication aspects of the project as well as provide the consultants with letters of introduction to be used during the field survey.

The municipality (Princeton) and/or Mercer County will provide the necessary GIS shapefiles to the consultant and make available any and all existing historic documentation that could assist us in our work.

We realize we are not a New Jersey-based company and that a transportation allowance is included in our estimate. That said, we will not invoice for all transportation time, as it would adversely impact our ability to complete the project in an economically feasible manner.



Appendix: Bernard S. Panzak, Jr. RLA, LEED AP Resume



Title

- Principal, Glackin Thomas Panzak, Inc.

Education

- Bachelor of Science in Landscape Architecture, Pennsylvania State University, 1981.

Professional Registration

- Registered Landscape Architect, Commonwealth of Pennsylvania
- LEED Accredited Professional

Professional Affiliations

- Main Line Builders Association
- American Society of Landscape Architects Cheltenham Township Shade Tree Advisory Commission (Member 1999 to present; Chairman 2004 to present)
- Cheltenham Township Open Space Board

Mr. Panzak's professional experience includes a wide variety of private and public sector work. He is responsible for land planning and landscape

architecture designs for large-scale residential and institutional planning projects. In addition, he provides testimony before municipal boards and commissions at public hearings.

His project experience includes landscape architectural designs for corporate headquarters; national historic sites; colleges and universities; religious institutions; residential and commercial developments. For much of this work, Mr. Panzak actively participates on multi-disciplinary teams from the schematic design phase of the project through to construction observation.

Mr. Panzak has devoted significant professional attention to the art of estate and residential landscape architecture and garden design. For this component of firm work, he is the principal-in-charge. Mr. Panzak possesses the expert talent for combining the full spectrum of the planting palette. His specialty is combining both architectural and planting elements into dramatic and original outdoor spaces. He has designed multiple award-winning gardens at the Philadelphia Flower Show over the years.

Prior to joining Glackin Thomas Panzak, Inc., he served as principal designer and project manager at the Landscape Design Group. Mr. Panzak is active in his community, and serves as a Chairman of Cheltenham



Township's Shade Tree Advisory
Committee.



WISE PRESERVATION PLANNING LLC
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CHESTER SPRINGS, PA 19425

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FAX 484-202-8174

www.wisepres.com



Historic Preservation Consulting

EXHIBIT "B"

BUSINESS REGISTRATION & SALES & USE TAX ADDENDUM

P.L. 2004, c.57 (N.J.S.A. 52:32-44) imposes the following requirements on contractors and subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

A. Proof of Contractor's Business Registration

The contractor must provide a copy of its business registration certificate issued by the Department of the Treasury or such other form or verification that the contractor is registered with the Department of the Treasury. Proof of business registration must be submitted no later than at the time of execution of this contract.

B. Proof of Subcontractors' Business Registration

The contractor shall not enter into any contract with a subcontractor under this contract unless the subcontractor first provides proof of valid business registration to the contractor. Also, if the contractor subcontracts any of the work:

1. The contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the contractor. Subcontractors through all tiers of the project must provide written notice to their subcontractors to submit proof of business registration, and subcontractors shall collect such proofs of business registration.
2. The contractor shall forward copies of proof of the subcontractors' business registrations to the contracting agency.
3. The contractor shall maintain and submit to the contracting agency a list of subcontractors and their addresses that may be updated from time to time during the course of the contract performance.
4. Before final payment is made by the contracting agency under this contract, the contractor shall submit to the contracting agency a complete and an accurate list of all subcontractors, along with their proof of business registration (if not previously provided), used in fulfillment of the contract. If no subcontractors were used, the contractor shall attest to same prior to final payment.

A contractor or subcontractor who fails to provide proof of business registration or provides false information of business registration shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each proof of business registration not properly provided under a contract with a contracting agency.

C. Sales and Use Tax

For the term of this contract, the contractor and each of its affiliates shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury the use tax due pursuant to the "Sales and

Use Tax Act,” P.L. 1966, c.30 (C.54:32B-1 et seq.) on all their sales of tangible personal property delivered into this State.

In the event the contractor subcontracts any of its work, the contractor shall include within its subcontracts the requirement that, for the term of this contract, the subcontractor and each of its affiliates shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury the use tax due pursuant to the “Sales and Use Tax Act,” P.L. 1966, c.30 (C.54:32B-1 et seq.) on all their sales of tangible personal property delivered into this State.

Information on the law and its requirements is available by calling (609) 292-9292.

EXHIBIT "C"

**AFFIRMATIVE ACTION/ EQUAL EMPLOYMENT GOAL COMPLIANCE
ATTACHMENT**

for

**PROCUREMENT AND SERVICE CONTRACTS, INCLUDING
PROFESSIONAL SERVICES AGREEMENTS**

Pursuant to N.J.A.C. 17:27-3.5(a)1 and 4.3(a)1, each vendor (also referred to herein as "contractor") shall submit to Princeton (also referred to as "public agency" or "agency"), after notification of award but prior to execution of a goods and services contract with Princeton, one of the following three documents:

- (1) Appropriate evidence that the contractor is operating under an existing Federally approved or sanctioned affirmative action program; or
- (2) A certificate of employee information report approval, issued in accordance with N.J.A.C. 17:27-4; or
- (3) An employee information report (Form AA302) provided by the Division and distributed to Princeton to be completed by the contractor, in accordance with N.J.A.C. 17:27-4. A contractor shall not be eligible to submit nor shall Princeton accept an employee information report unless the contractor certifies and agrees to the following: The contractor, where appropriate, certifies that he or she has never before applied for a certificate of employee information report in accordance with rules promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time; and agrees to submit immediately to the Division a copy of the employee information report.

A contractor shall not enter into a binding subcontract with a subcontractor unless the subcontractor has submitted to said contractor one of the three documents listed above.

During performance of this contract, the contractor agrees as follows:

A. The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that all employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including

apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the public agency compliance officer setting forth provisions of this nondiscrimination clause.

B. The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

C. The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

D. The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer, pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

E. The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with:

- (1) Good faith efforts to meet targeted county employment goals established in accordance with [N.J.A.C. 17:27-5.2](#); or
- (2) Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to [N.J.A.C. 17:27-5.2](#).

F. The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

G. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions;

H. In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry,

marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

I. The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance and EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code (N.J.A.C. 17:27)**.

As required by N.J.S.A. 10:2-1 (“Discrimination in employment on public works; contract provisions; set-aside programs”), the contractor agrees as follows:

A. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

B. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

C. There may be deducted from the amount payable to the contractor by Princeton, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

D. This contract may be canceled or terminated by Princeton, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from Princeton of any prior violation of this section of the contract.

EXHIBIT "D"

**AFFIRMATIVE ACTION/ EQUAL EMPLOYMENT GOAL COMPLIANCE
ATTACHMENT**

for

**PROCUREMENT AND SERVICE CONTRACTS, INCLUDING
PROFESSIONAL SERVICES AGREEMENTS**

Pursuant to N.J.A.C. 17:27-3.5(a)1 and 4.3(a)1, each vendor (also referred to herein as "contractor") shall submit to Princeton (also referred to as "public agency" or "agency"), after notification of award but prior to execution of a goods and services contract with Princeton, one of the following three documents:

- (1) Appropriate evidence that the contractor is operating under an existing Federally approved or sanctioned affirmative action program; or
- (2) A certificate of employee information report approval, issued in accordance with N.J.A.C. 17:27-4; or
- (3) An employee information report (Form AA302) provided by the Division and distributed to Princeton to be completed by the contractor, in accordance with N.J.A.C. 17:27-4. A contractor shall not be eligible to submit nor shall Princeton accept an employee information report unless the contractor certifies and agrees to the following: The contractor, where appropriate, certifies that he or she has never before applied for a certificate of employee information report in accordance with rules promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time; and agrees to submit immediately to the Division a copy of the employee information report.

A contractor shall not enter into a binding subcontract with a subcontractor unless the subcontractor has submitted to said contractor one of the three documents listed above.

During performance of this contract, the contractor agrees as follows:

A. The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that all employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional

or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the public agency compliance officer setting forth provisions of this nondiscrimination clause.

B. The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

C. The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

D. The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer, pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

E. The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with:

- (1) Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2; or
- (2) Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

F. The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

G. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions;

H. In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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As required by N.J.S.A. 10:2-1 ("Discrimination in employment on public works; contract provisions; set-aside programs"), the contractor agrees as follows:

A. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

B. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

C. There may be deducted from the amount payable to the contractor by Princeton, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

D. This contract may be canceled or terminated by Princeton, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from Princeton of any prior violation of this section of the contract.