

National Park Service
U.S. Department of the Interior

Gateway National Recreation Area
Sandy Hook Unit, Fort Hancock and Sandy Hook Proving Ground National Historic Landmark



Request for Proposals

Leases for Not-for-Profit or Educational Facility
(Buildings 23-25, 40, 53, 55-57, 60, 70)
at Sandy Hook Unit's Fort Hancock Historic Post



Fort Hancock Historic Post Use Map



Produced by Mark Christiano - GATE

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**COVER: Enlisted barracks buildings 22-25, one of which is shown here, offer more than 20,000 square feet to serve the needs of non-profit / education organizations.
NPS PHOTO**

**LEFT: Map of all buildings currently planned for lease and the uses which will be considered. Buildings in gray will not be available.
NPS GRAPHIC.**



The National Park Service and Gateway

The National Park Service (NPS) was created by Congress to “conserve the scenery, natural and historic objects, and wild life . . . and to provide for the enjoyment . . . in such manner and by such means as will leave them unimpaired for the enjoyment of future generations.” (54 U.S.C. 100101(a))

The United States National Park Service (NPS) was created by Congress to “conserve the scenery and the natural and historic objects and the wildlife therein, and to provide for the enjoyment of the same in such a manner and by such means as will leave them unimpaired for the enjoyment of future generations.” (16 U.S.C. 1) Congress has also declared that the National Park System should be “preserved and managed for the benefit and inspiration of all the people of the United States.” (16 U.S.C. 1) To learn more about NPS, visit our website at www.nps.gov. This site tells of our mission, our policies and more than 400 individual park units.

Congress established Gateway National Recreation Area (Gateway) in 1972 to preserve and protect an area possessing outstanding natural and recreational features. The 26,000-acre national park is rich in water-based recreational areas. It is the only national park to contain a wildlife refuge.

The park's 26,000 acres extend across two states and three boroughs of New York City: Staten Island, Brooklyn, and Queens. Nearly nine million people visit this park as their "gateway" to a national park experience in the New York metropolitan area. To learn more about Gateway, please visit <http://www.nps.gov/gate/index.htm>.

Most visitors to Gateway come from the New York metropolitan area and the suburbs of New York and New Jersey. Gateway is unique in its status as an NPS urban park unit and has recently received accolades resulting from the Secretary of the Interior's focus on urban parks. Gateway is an oasis of open space in this densely populated area.

Fort Hancock and Sandy Hook Proving Ground National Historic Landmark District encompass the entire Sandy Hook Unit of Gateway. Its environs epitomize the critical defenses necessary to the protection of New York Harbor spanning multiple periods in our nation's history.

The Sandy Hook Unit is located in Monmouth County, New Jersey, 55 miles southwest of New York City by car and 14 miles from Manhattan by ferry. Sandy Hook draws roughly 1.5 million visitors per year from several nearby states, a standout among the 150 miles of New Jersey beaches visited by tourists each summer.

Gateway is one of ten New York Harbor Parks featuring 23 unique destinations. Learn more about New York Harbor Parks at <http://www.nps.gov/nynh>.

History of Fort Hancock

The buildings offered for lease in this Request For Proposals (RFP) are located in Fort Hancock cantonment area, in Sandy Hook, Monmouth County, New Jersey. The buildings overlook the Sandy Hook Bay and are among the 110 significant structures reflecting Fort Hancock's history as a US military base, vital to the defense of New York City from 1895 through the Cold War Era until it was decommissioned in 1974.

The Sandy Hook Unit includes Fort Hancock, Battery Potter, Battery Gunnison, and History House, a restored home on Officers Row. The Sandy Hook Lighthouse tells the story of the lonely life of a sentinel of the sea.

The Sandy Hook Unit contains five guarded beaches for swimming as well as a seven mile Multi-Use Pathway (MUP) shared by walkers, bicyclists, and in-line skaters, which starts at the park entrance and loops around Fort Hancock. Hiking, birding, kite-surfing, and surf fishing are some of the highlights for visitors to the Sandy Hook Unit, as is picnicking in areas with views of New York City. The seasonal program guide contains information about ranger-led and partner-led programs.

LEFT: Barracks Building 25 as it stands today. Unlike most buildings, the roof of Building 25 was replaced within the last 15 years. NPS PHOTO

The Project

The Fort Hancock 21st Century Federal Advisory Committee (FAC) was appointed by the Secretary of the Interior to be responsible for recommendations to the National Park Service on the adaptive reuse of buildings within the Fort Hancock Historic District. Together we have been working closely over the past year to identify how we can preserve and rehabilitate historic structures at Fort Hancock, in the Sandy Hook Unit of Gateway and create a thriving community. With the help and advice of the FAC, NPS determined that a phased approach is best suited to return Fort Hancock into the viable, vibrant community that it was during its peak years.

Objectives and Goals

Gateway is eager to sustain the excitement generated in connection with the proposed rehabilitation of Fort Hancock, but we also want to do this right. We are laying the groundwork for a new community, one which will contribute to the communities surrounding the park.

During this initial phase, we will determine rehabilitation costs, understand potential hurdles, and realize successes which will guide future phases of the program. Phase I will commit us to action while allowing us to build a solid

foundation, as we continue to preserve the park's natural, cultural, and recreational resources. This will ensure that at a later phase we address the use of additional buildings in a thoughtful and sustainable manner. In addition to considering a phased approach, NPS has adopted a use map which will guide future development. The map was informed by written responses to Gateway's December 2013 Request for Expressions of Interest (RFEI). The map includes five basic zones: residential; residential/office; bed and breakfast/lodging; community/commercial; and educational/commercial. This map is not permanent, but is the basis for Phase I rehabilitation efforts.

Barracks buildings once housed dozens of enlisted men. This early photo reveals porches on the first and second floors, which provided some protection from rain and summer heat. NPS ARCHIVES.





Seining at sunset in the bay. Leasing a building at Sandy Hook offers leaseholders access to its rich natural resources--perfect for education and other non-profit organizations that value the coastal environment. NPS PHOTO.

Buildings

Ten buildings are available under this RFP: Buildings 23, 24, 25, 40, 53, 55, 56, 57, 60, 70, which are those identified in the "yellow zone" in the map on the inside cover, referred to as the "education" zone.

The Future

NPS is dedicated to addressing climate change and planning for sustainability. Please visit the following sites for additional information:

http://www.nature.nps.gov/climatechange/docs/NPS_CCRS.pdf
<http://www.nps.gov/sustainability/sustainable/index.html>

Our objective is to save historic buildings and the corresponding historic landscape, and to create a newly revived community at Fort Hancock that will serve the needs of park visitors and the local communities, breathing life back into a national historic landmark.

While time is a consideration in saving these buildings, a thoughtful phased approach (pilot project) is most sustainable, and will properly guide future development.

We will need your help to identify our future community needs. In particular, we are looking to:

- Build upon the lessons learned from the first (proposed) phase of rehabilitation efforts;
- Identify infrastructure demands and improvements needed;
- Shrink or Grow “Zones”;
- Better understand rehabilitation hurdles as they relate to costs, the Architectural Barriers Act Accessibility Standards (ABAAS), and the Americans with Disabilities Act (ADA) or more commonly referred to as the ADA-ABA Accessibility Guidelines requirements, egress, historic treatment, and State Historic Preservation Office (SHPO) considerations;
- Determine whether current staffing levels are sufficient to manage the anticipated future growth.

The Lease

NPS is seeking proposals from interested organizations that can demonstrate the capability to operate not-for-profit commercial, educational, or other community-based activities, as well as rehabilitate, manage, maintain, and operate historic buildings located within Gateway under a lease term.

Overview

Responses may include plans for no more than any 2 of the buildings offered in this group, in any combination.

- Proposals should also include any suggested improvements to areas immediately surrounding the buildings, and should identify the corresponding areas that are adjacent to the facility and for which such improvements are proposed.
- Proposals addressing only a portion of any structure are not acceptable.
- Applicant(s) (Offeror, proposed Lessee, Applicant, 'you', 'your') must:
- Address financial commitment to completion of the proposed project.
- Include a schedule of performance with clearly defined benchmarks and final completion date.

Men were not the only soldiers in the Barracks. During World War II, the Women's Army Auxiliary Corps occupied Barracks Building 25. Since their efforts were recognized as essential to the war effort, the word "Auxillary" was removed from the Corps' name in 1943. NPS ARCHIVES.



- Applicant(s) authorized use(s) of the Premises will be for the following:
- Not-for-profit commercial, educational, or other community-based activities subject to any restrictions identified in this RFP, NPS guidance, or other applicable federal regulation.

NPS anticipates that the Lease will become effective once NPS has determined the proposed Lessee can meet all terms and conditions. Key information about the authorized use is summarized below.

The Lease awarded under this RFP will contain the provisions required by 36 CFR 18 as well as other provisions determined by NPS. This is necessary to assure use of the leased property is in a manner consistent with the purposes of the park area, and to assure the preservation of historic property where applicable.

The selected Applicant (Offeror, proposed Lessee, Lessee, Applicant, 'you', 'your') will have exclusive rights to negotiate and enter into a Lease that is not materially different from the attached Draft Lease (See Attachment A).

Terms

Individual Lease terms will vary. NPS is prepared to award a long-term Lease for a term of up to 60 years. The minimum term for any Lease issued pursuant to this RFP is 10 years. The Lease does not convey ownership. Applicants should indicate their preferred Lease term length. NPS will negotiate the length of Lease terms individually with the successful RFP applicant. Neither land nor buildings will be sold and other than the proposed Lease, no other real property interest will be conveyed nor will any additional lands or facility-related transaction be considered. The Lease is included as Attachment A (look for link at www.nps.gov/gate/index.htm).

Lease Term highlights include:

1. Payment of Fair Market Value Rent based upon building's condition, required level of investment, and length of term proposed.
2. Lease termination clause included for cause or default.
3. Facilities and premises must be appropriately insured. Certificates of Insurance must be provided to NPS upon Lease execution. All policies must name the United States as Additionally Insured.
4. Flood Insurance - Lessees must obtain Flood Insurance in sufficient coverage amounts. Applicants must provide evidence that such coverage is available in their response to this RFP. Otherwise, as part of this RFP, Applicants may request a waiver from the requirement to provide flood insurance based with supporting evidence that flood insurance is not available or so cost prohibitive as to render the Applicant's proposal infeasible.
5. Liability Insurance must be at least \$1 million per occurrence and \$3 million aggregate (see Lease).
6. Property Insurance coverage provided in amounts equivalent to the selected applicant's level of investment.
7. Permits are required for any event proposed outside of the Leased Premises.
8. Park Management reserves the right to reject or cancel any event where it deems the activity a threat to the park's natural and cultural resources, the activity is unsafe or otherwise a threat to visitors, or otherwise conflicts with the park's mission and values. Park management also reserves the right to reject or cancel any event in case of emergency as determined by NPS, or in the event of parking restrictions and an inability to accommodate the proposed number of vehicles.

9. The Applicant's architect shall identify the building's capacity for occupancy in accordance with applicable codes for both indoor-only events and for indoor-outdoor events.
10. Alcohol may be consumed within the Leased Premises and Lessee must comply with all applicable laws and maintain any required licenses, permits or certificates, including liquor licenses and corresponding insurance.

Restrictions

Lessee has no preferential right of renewal for the Lease.

1. Construction of new or additional facilities is prohibited, however NPS may consider proposals that request appurtenances or minor additions.
2. National Park Service must approve any sub-lease.
3. Candles and other open flames are not permitted. Fireplaces are for decorative use only.
4. In the event of a government shutdown, access to Leased facilities is permitted. However, no use outside of the Leased facility is permitted on park lands and waters.
5. Parking is limited.



The NPS is prepared to award a long-term Lease for a term of up to 60 years. The minimum term for any Lease issued pursuant to this RFP is ten (10) years. Individual Lease terms will vary.

**Building 55, a former mess hall. To see a fully restored version of a former mess hall, visit Building 58, now used by the park as offices.
NPS PHOTO.**

Historic Treatment and Improvements

1. All rehabilitation and improvements must be made in a manner consistent with the Department of the Interior (DOI) Secretary of the Interior (SOI) Standards for the Treatment of Historic Properties.
2. Rehabilitation must be undertaken in accordance with the ADA-ABA Accessibility Guidelines. Plans (i.e. specifications, drawings, etc.) must be reviewed and approved in advance by NPS and in consultation with the SHPO where required.

Condition of the Premises

1. All buildings will be delivered “As is with all faults.” All rehabilitation, repairs, maintenance, and alterations undertaken by the Lessee must be approved by and coordinated with the park.
2. Applicant will be required to conduct an independent evaluation of the condition of the facilities.

The YMCA was used for athletics, but War Bond rallies and dances like this one were held there as well.
NPS ARCHIVES.



Costs

1. Fair Market Value Rent
 - a. Applicant’s offer must state the amount of rent proposed. When proposing rent payments, the Applicant should take into account restrictions on use of the Leased Premises and any requirements under the Lease for the Lessee to restore, rehabilitate, or otherwise improve the property.
 - b. The Lessee will be required to pay at least Fair Market Value Rent to NPS. Fair Market Value Rent will be determined by NPS after selection of the best proposal, and determined by an appraisal or other study. NPS will provide rental offsets for capital improvements in determining the Fair Market Value Rent.
 - c. Applicants should propose a preferred rent payment schedule (monthly, quarterly, or yearly basis, or make an upfront lump sum Base Rent payment.

2. Common Area Maintenance

NPS expects to impose a Common Area Maintenance (CAM) charge which includes cost share of the park-supplied security services utilized which includes Law Enforcement Rangers, Emergency Fire, and Emergency Medical Services at Sandy Hook. CAM charges also include the cost of mowing, plowing, and trash removal among other cost. NPS is developing policies for the CAM at this time, and charges will be phased in as Fort Hancock is rehabilitated. As with Fair Market Value Rent, the CAM charges will be determined and formalized in the lease and will be subject to periodic adjustment. NPS Director's Order #35B Cost (<http://www.nps.gov/policy/DOrders/RM-35B.pdf>): Which include facility occupants’ pro-rata share of maintenance of, and any required repairs to, sewer, water, and electrical lines/utilities from the Leased Premises to a meter or main point of connection) on all tenants based on a percentage of the costs of operating and maintaining common assets that benefit all Sandy Hook users.



Just another
glorious sunset at
Sandy Hook.
PHOTO: Volunteer-
in-Parks Stan
Kosinski.

3. Utilities

a. Lessee is responsible for the cost of all utilities whether or not they are supplied by NPS, as well as any pass through charges.

b. Lessee is responsible to pay a cost share of the park-supplied security services utilized which includes Law Enforcement Rangers, Emergency Fire, and Emergency Medical Services at Sandy Hook.

4. Taxes and Assessments

a. Lessee is responsible for all applicable taxes and assessments on the leased facilities imposed by federal, state, or local agencies.

Record Keeping

1. Lessee must provide a set of as-built drawings to NPS at the completion of the project. Drawings must be

submitted in the latest version of AutoCad. NPS requires four hard copies and one electronic copy of as-built drawings.

2. Lessee must provide detailed records of costs and expenditures, in Excel format, associated with the historic rehabilitation efforts on a consistent periodic basis, or at the completion of the project.
3. Lessee must provide a Repair & Maintenance Plan (R&M Plan) and establish a Repair and Maintenance Reserve after completion of rehabilitation. The R&M Plan will be made part of the Lease once accepted by NPS.
4. Copies of all warranties, including the provision that all warranties are transferable to the United States, and operation and maintenance records, manuals, and schedules provided by the manufacturer.

Leased Premises

Location

The park is offering Buildings 23, 24, 25, 40, 53, 55, 56, 57, 60, 70. Any combination of more than two buildings is available for consideration.

Land Area

Under this Request for Proposals (“RFP”), the Leased Premises for the offered buildings include the front porch, back steps, corresponding ingress and egress and “Leased Premises” assigned lands (some of which may include adjacent driveways and parking areas).

RFP Buildings Plan Overview

Authorized Use: Not-for-profit or commercial/educational use.

Building Name	Building	Square Feet	Built
<i>Enlisted Barracks</i>	23	20,394	1899
<i>Enlisted Barracks</i>	24	20,394	1899
<i>Enlisted Barracks</i>	25	20,394	1899
<i>YMCA</i>	40	18,890	1903/ 1941
<i>Post Exchange / Kitchen</i>	53	6,180	1905
<i>Mess Hall</i>	55	7,412	1905
<i>Mess Hall</i>	56	7,412	1905
<i>Mess Hall</i>	57	7,412	1905
<i>Gas Station</i>	60	1,325	1936
<i>PX / Gym</i>	70	8,554	1909

RIGHT: One of the three former Barracks offered for lease. NPS PHOTO

OPPOSITE PAGE: Building 40, former YMCA, front entrance. NPS PHOTO





Building Description and Plans

Ten structures located in this area are offered for leasing proposals in this RFP and are designated for Not-for-Profit Commercial/Educational use -- Buildings 23, 24, 25, 40, 53, 55, 56, 57, 60, 70.

1. Buildings 23, 24, 25: Enlisted Barracks

Each structure is a large buff-brick two-story structure overlooking the parade grounds, Officers Row, and Sandy Hook Bay. With 20,394 square feet of space, the interiors are predominantly open areas with high ceilings, making them

ideal for a variety of non-profit educational or commercial uses. West facade is dominated by central, gable roofed, projecting bay, which is flanked by 2 tiered open porches. Gable roof has plain box cornice w/partial returns on gable ends. Under peak of the roof in each gable end is an oval bull's eye window. All buildings have 12/12 double hung windows with wooden sashes. Windows have stone sills and flat, keyed arches. The first floor has one dormitory, one lavatory, and eight squad rooms. Second floor had two dormitories. Internal brick chimneys are located centrally. East facade has single story open porch. Limited public parking is available across from Building 57.

RIGHT: Building 40, former YMCA, showing both the front entrance and the basketball court extending forward. NPS PHOTO



2. Building 40: YMCA

This total building contains 18,890 square feet and includes a one-story wing to the north (Auditorium) connected via a passageway to a two-and-one-half story main building that also has a two-story addition on its southern facade. The entire building is constructed of buff-brick and the building is configured in an L-shape. The auditorium section has a gable roof; main building has hip roof with a dormer on western slope. The passageway and addition have flat roofs. There is a one-story porch on the western facade of the main building. Another porch, also one-story porch, is enclosed with an iron railing. There is a steel fire escape on the western facade of the two-story addition. Brick belt course is running the perimeter of building at second story level. Two internal chimneys are housed in gable dormers on northern and southern ends of main building. Windows in auditorium are 20/25. The gymnasium located on the northern side of the main building measures 120 feet x 80 feet. Limited public parking is available across from Building 57.

3. Building 53: Post Exchange / Kitchen

This structure was constructed in 1905 and contains 6,180 square feet. The building is one-story with a rectangular configuration. It has a hip roof and one-story porches on the western, eastern and southern facades. The windows are 6/6 double hung windows with wooden sashes, stone sills, and elliptical arched brick lintels. Other features include: brick belt course above windows; stone faced partially raised basement and limestone water table. Limited parking is available next to the building.

4. Buildings 55, 56, 57: Mess Halls

Constructed in 1905, each of these buff-brick buildings have 6,676 square feet of space. Mess Hall Buildings 55, 56 and 57 are three of four, originally identical, 140-man mess halls designed and constructed as part of the second phase of building at Fort Hancock during 1904-1905. Each building has a hipped roof with large, gable-end dormers to the north and south. Each building is symmetrical with seven bays on the

east and west elevations and four bays on the north and south elevations. Each building has a large, five-bay wide porch on the west with a low slope, hipped roof. On the east, there is a small, two-bay wide porch with a low-slope roof. Limited public parking is available across from Building 57.

5. Building 60: Gas Station

Constructed in 1936, the Gas Station has 1,325 square feet of space. The building is a one-story rectangular building with four gables, and a porte-cochere on western side. The walls are brick every sixth course in headers, except for gables which were done in wood frame and clapboard. The windows are 6/6 double hung. Limited parking is available next to the building.



TOP AND BOTTOM:
Building 53, former
Post Exchange (PX),
possibly before
World War II;
Building 53 today.
NPS ARCHIVES/
PHOTO



6. Building 70: Fort Hancock PX /Gym

This is a one-story rectangular building containing 8,554 square feet. It is located directly adjacent to the historic Sandy Hook Lighthouse. The building features an enclosed porch with shed roof on eastern end. The windows are 6/6 double-hung and 4/4 light transom with wooden sashes and stone sills. The building also has a hip roof with overhanging rafter ends and dormers. There is an internal brick chimney on southeastern corner of building with a four-lane bowling alley in the basement. It contains one large room with supporting storage areas that could be adaptable to a variety of purposes. Limited public parking is available across from Building 57.

On-Site Utilities

1. **Electric:** Electric service is provided by JCP&L. The electrical system supports multi-tenant use. The Lessee will be responsible for installing individual meters at each building and for repair to the electrical system from the meter into the Leased Premises. The main trunk power line from the transformer and the individual spliced feeder cable to the building meter panel will remain the responsibility of NPS.
2. **Telecommunication:** All of the buildings in the Fort Hancock campus are connected via direct burial copper cable of varying sizes and capabilities to Verizon's frame located in Building 26. After Hurricane Sandy, Verizon repaired the existing copper cable to restore data and

voice service for NPS and its partners. NPS has hired an Architectural-Engineering (A/E) firm to conduct an assessment and report on renewal and repair of the communications infrastructure at Sandy Hook.

- a. Once the report is received, NPS will engage Verizon in negotiations to expand its fiber optic infrastructure on Sandy Hook.
- b. NPS has agreed to allow Verizon to install a 4G LTE antenna on Sandy Hook. This will expand the cellular capabilities in the area immensely.
- c. A separate project to run the first leg of fiber optic cable from the Verizon microwave to Building 26 is ongoing.
- d. A new telecommunications underground infrastructure is being installed at Fort Hancock in a loop configuration. Only NPS buildings in use will be hooked up to the new infrastructure as part of this contract. The loop design allows for redundancy in service and future connections to other buildings. Each of the future tenants can connect to the infrastructure at specified new maintenance hole locations. The anticipated cost to the tenant for connection to the infrastructure is approximately \$11,000 per building. NPS plans to install the new telecommunications underground infrastructure by spring 2016. At that time, Verizon service will be available when a building is connected by the tenant.

RIGHT: Building 60 (Gas Station), pre-World War II and today.
NPS ARCHIVES/PHOTO

OPPOSITE PAGE: The interior second floor of Barracks Building 25 reveals both its potential and its challenges. The tin ceiling is a character defining feature.
PHOTO: Volunteer-in-Parks Stan Kosinski





RIGHT: Building 70, former gym. NPS ARCHIVES

OPPOSITE PAGE: During its Centennial in 2016, the NPS encourages you to Find Your Park. Fort Hancock is close enough to New York City to make the trip, yet far enough away to enjoy its solitude. (View from Sandy Hook's North Beach.) NPS PHOTO



3. **Potable Water:** Potable water is available and sufficient to support the full development of the entire Fort Hancock complex. The Lessee will be required to install a new water meter provided by the park and billed to the Lessee. Also, the Lessee will be required to have the water service line inspected and tested by a qualified licensed plumber and an inspection report with recommendations must be submitted to the park for approval. The report must also indicate whether the current water line size is adequate for the proposed use of the building, and identify the material of the existing water line. Any defective, leaking, or undersized water lines must be repaired or replaced before the Lessee occupies the building. Water lines that require replacement must be replaced with copper. Areas of open cut construction will require NEPA and Section 106 compliance. Archeology monitoring shall be paid for by the Lessee. Asphalt and concrete repair and ground repair, i.e. seeding costs, must be borne by the Lessee and will be subject to the NEPA/106 compliance process. Any repairs will require NPS approval of plan and schedule. All work must be completed according to the most up to date New Jersey Code and constructed to industry standards.

The capacity of the water system is 500 gallons per minute, not to exceed 7.5 million gallons per month by permit. The annual maximum for potable water is 50

million gallons. We currently average 100,000 gallons per day. Both buildings connect to a 6 inch water main. Both buildings are served by 1.5 inch pipes. For any building, Applicants should propose how they intend to replace any non-copper plumbing components, if necessary.

4. **Existing Heating Ventilation and Air Conditioning Systems:** The existing building only had heat. Heating Ventilation and Air Conditioning Systems (HVAC) must be installed and located so as to avoid flood and other damage. Lessee must provide plans and specifications to replace the HVAC system. No specific system(s) is mandated, however, the new system(s) must be designed to obtain a minimum of 90% Annual Fuel Utilization Efficiency (AFUE). The design must be sensitive to and respectful of the historic nature of the structure and will be subject to the compliance requirements of Section 106 of the National Historic Preservation Act.
5. **Sanitary Sewer:** The sanitary system (which is fully separate from the storm sewer system) at Fort Hancock is functional and sized appropriately to accommodate the anticipated future development. Gravity-fed distribution pipes bring sanitary waste to a pump station. From there, sanitary waste is fed by a force main into the park's wastewater treatment plant. NPS maintains the collection and force main system, and the Lessee will be responsible for repairs to the lateral system from the building to the main trunk line. The Lessee will have the sanitary sewer lateral line videoed, tested, and inspected by a qualified licensed plumber and an inspection report with recommendations will be submitted to NPS for approval. The Lessee will be required to make any repairs to the sanitary sewer prior to occupying the building. If any pipe is collapsed the pipe is required to be replaced with AWWA C900 DR-18 PVC pressure pipe. All connections to the trunk line and from the building shall be made using standard couplings and transition fittings. Areas may be of open cut construction and require NEPA and Section 106 compliance. Archeology monitoring shall be paid for by the tenant. Asphalt and concrete repair and ground repairs, i.e. seeding costs, must be borne by the

FIND YOUR **PARK**



All work will be completed according to the latest New Jersey Code and constructed to industry standards.

tenant and will be subject to the NEPA/106 compliance process. If the video shows a deteriorated pipe, the park may allow that the pipe to be lined in lieu of open cut construction replacement. Any repairs will require park approval of plan and schedule. All work will be completed according to the latest New Jersey Code and constructed to industry standards.

Landscaping

1. The Lessor will be responsible for mowing within the Premises to ensure consistent lawn maintenance practice within Fort Hancock. The Lessee will be obligated to maintain the grounds of the Premises in good condition, including, without limitation, ornamental plantings, in-ground plantings, and other botanical maintenance for landscape improvements made by the Lessee. Landscaping plans will need to be approved in advance by NPS.
2. The Lessor will be responsible for all common area mowing and basic grounds maintenance at Fort Hancock.
3. Plans for tents, planters, plant and produce gardens, and outdoor seating should be submitted for NPS review and approval. Applicants must refer to the Cultural Landscape Report which can be found at: <http://www.forthancock21.org/reports-historic-and-otherwise.html>

Parking

1. Limited onsite parking is available next to buildings 70, 60 and 53. Public parking is available for the remaining buildings across from Building 57.
2. Additional public parking is available within Fort Hancock.
3. If a specific number of parking spaces is needed to support your proposal, please identify those needs in your proposal.

Historic Tax Credit Program

Under the provisions of the Historic Tax Credit Program, a Lessee who completes a certified rehabilitation for a certified historic structure is eligible for a 20% tax credit. The 20% credit is available only to properties rehabilitated for income-producing purposes, including commercial, industrial, agricultural, rental residential or apartment use. This program is administered jointly by the National Park Service and the Internal Revenue Service.

Please visit the following sites to learn more about qualifying for tax credits:

<http://www.nps.gov/tps/tax-incentives.htm>

<http://www.nps.gov/tps/tax-incentives/before-you-apply.htm>

<http://www.nps.gov/tps/tax-incentives/taxdocs/about-tax-incentives-2012.pdf>

NPS will work with the selected Lessee to ensure that the Historic Tax Credit approval process is as expeditious as possible. The historic designation makes the rehabilitation of these buildings eligible for federal historic tax credits. To qualify for tax credits all work must be completed in conformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

Questions regarding financial or administrative aspects of the tax code should be directed to the Internal Revenue Service or to a Lessee's own advisors.

Questions regarding architectural or engineering aspects of the program should be directed to National Park Service.

All requirements of the Historic Tax Credit Program are entirely the responsibility of the Lessee.

NPS makes no guarantees that the Lessee's proposed work will qualify for Historic Tax Credits.

Treatment Standards and Requirements

Alterations and improvements to the historic structures and landscapes within Fort Hancock and Sandy Hook Proving Ground National Historic Landmark must be made in a manner consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties (SOI Standards). They must also be approved by NPS and may require consultation with SHPO. Simple maintenance projects do not typically require this level of review. Exterior and interior character defining features must be maintained as part of any rehabilitation efforts made by the successful Applicant.

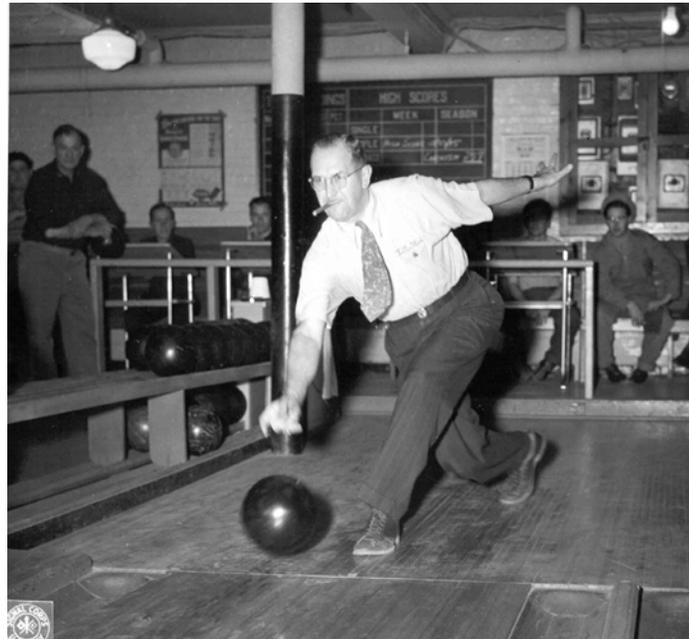
The appropriate standard for most of the projects completed under this Lease agreement will likely be SOI standards. To be in conformance with the SOI Standards all efforts should be made to retain and repair the historic fabric, and if deteriorated beyond repair, replaced in-kind. When developing cost estimates in conjunction with proposals and corresponding construction schedules, Applicants should consider the cost to repair existing character defining features and components, rather than replacing.



The successful Applicant will be required to share information pertaining to any rehabilitation project in order for NPS to utilize such information when undertaking future rehabilitation projects. The successful Applicant may be required to complete and submit, among other documentation, "exit" or "close-out" surveys. Because this pilot project is the first of a number of projects addressing preservation and use of additional Fort Hancock historic structures, NPS will rely on efforts made and records compiled by the successful Applicant when addressing ongoing rehabilitation and preservation of additional structures. Examples of treatments that are in conformance with SOI standards are included, but not limited to the following:

EXTERIOR

1. **Site work:** Existing parking spaces should be retained; modifications needed to meet accessibility standards can be made. The addition of tents, gardens, and landscaping can be considered. Landscaping should be in keeping with the Cultural Landscape Report prepared by NPS.



LEFT: The YMCA was large enough to host a variety of athletic events, including gymnastics.
NPS ARCHIVES

RIGHT: Building 70, the PX, had a bowling alley in the basement.
NPS ARCHIVES

Design and Construction Requirements

2. **Thermal and Moisture:** Installation of thermal insulation in the attic and between the roof rafters will be accepted and is recommended.
3. **Doors and Transoms:** Existing doors to be repaired or if beyond repair replaced in-kind, i.e. paneled wood doors with paneled wood doors.
4. **Hardware:** Existing hardware must be retained and restored to operating condition. New hardware to meet accessibility codes can be added to supplement the existing hardware.
5. **Windows:** Existing true divided light wood windows must be repaired, and if beyond repair, replaced in-kind with true divided light sashes to match the existing. To increase the R-value of the windows, the installation of storms is recommended; all storms should have narrow profiles so as to not obscure the window itself. Existing window hardware should be restored to operating condition.
6. **Masonry and Facade:** All existing masonry including the exterior buff face brick, the red brick backup and the stone base, sills, belt courses, and trim are to be repaired and repointed. All pointing should match existing in mortar mix, including strength, color and tooling. It must be noted that on most of the structures the exterior buff brick has thin “butter” joints. The installation of a slurry coat to repoint these joints will not be permitted. The use of grinding wheels to remove loose mortar will not be permitted. In some locations the exterior buff brick has lost its bond to the red brick backup; the bond or tie between the face brick and structural backup must be restored.

Cleaning a rifle and playing cards: two ways to pass time on an Army base, early 1900s. Notice the tin ceiling. NPS ARCHIVES



7. **Roof:** The form and material of the existing roofs must be retained. Existing roof materials to be patched or repaired, and if deteriorated beyond repair, replaced 'in-kind', meaning asphalt shingles with asphalt shingles, slate with slate, tin porch roofs with gray metal roofs. The park has most recently used stainless steel and terne coated copper roofing for the porches. Aluminum, bare copper, and galvanized or prefinished steel will not be accepted.
8. **Cornices and Rakes:** Historically the cornices and rakes were painted pressed tin. Some cornices and rakes have been removed and replaced with wood. In a few locations new fiberglass cornices and rakes have been fabricated and installed to replace the deteriorated metal. All existing metal cornices and rakes are to be repaired, and if deteriorated beyond repair, replaced in-kind or replaced with fiberglass.
9. **Entrance:** Where required by the code, options for meeting accessibility requirements will be designed at the back of the building or the side elevation. NPS has prepared a design to meet accessibility standards that includes the installation of an interior lift with access at grade.
10. **Steps:** Existing steps to be repaired, or where previously replaced with an inappropriate design, are to be replaced to match the original.
11. **Porches:** All porches must be repaired. The porches on most buildings are deteriorated to the extent that full replacement will be required. Repair of the porches includes all framing, decking, roofing, flooring, balustrades, etc.
12. **Chimneys:** Repoint and cap all chimneys.
13. **Accessibility:** Buildings open to the public must be made accessible in accordance with the ADA-ABA Accessibility Guidelines. The manner by which exterior ADA-ABA Accessibility Guideline's for access is proposed or implemented is likely to require SHPO review. Applicants must propose the ADA-ABA Accessibility Guidelines for



Fort Hancock spanned the area of rifles and bayonets on the opposite page to Nike nuclear missiles. The Fort was deactivated at the end of 1974. NPS ARCHIVES

access by methods least intrusive to the landscape and the facility.

14. **Ingress and Egress:** Secondary method of egress may be required. This is a code issue and will be determined based on the code review by your architect. Please be sure to include this description with your plans.

INTERIOR

1. **Ceilings:** Pressed tin ceilings should be retained and repaired.
2. **Plaster:** In as much as possible, the sound plaster should be retained and repaired. If damaged beyond repair, replacement with alternative materials including gypsum board or gypsum board with a skim coat of plaster can be considered. Full scale removal of all plaster because it is "old" is not in accordance with SOI Standards.
3. **Fireplaces:** All mantels are to be retained and repaired. Safe conversion to gas or electric fire will be permitted. The use of wood burning fireplaces will not be permitted.
4. **Staircases:** Railings, balusters, and newel posts must be retained and repaired.

Former mess halls were sometimes used for classroom space by the Marine Academy of Science and Technology (MAST) before they moved into their current buildings at Fort Hancock. They offer leaseholders more than 7,000 square feet.
PHOTO: Volunteer-in-Parks Stan Kosinski



5. **Doors:** Wood recessed panel doors, some with divided transom lights above. Existing doors to be repaired, if beyond repair, replaced in-kind, e.g. paneled wood doors with paneled wood doors.
6. **Hardware:** Existing hardware must be retained and restored to operating condition. New hardware to meet accessibility codes can be added to supplement the existing hardware.
7. **Carpentry:** Match existing original trim for new trim including baseboards and fireplace surrounds. To clarify the SOI Standards and we will require some distinction between the original and new. Wood trim around original doors, especially trim including ventilated cap moldings, chair rail, wood wainscoting in stair hall should be repaired or replaced.
8. **Floor Plan:** Original plan configuration may be modified to meet accessibility requirements, fire doors and safety ratings, utility location and reconfiguration required as a result of FEMA +1 practices. Replacement of building infrastructure (Mechanical and Electrical Equipment, HVAC), must be installed in a manner consistent with the FEMA recommendations at one foot above the 100-year floodplain elevation as defined by current FEMA Advisory Base Flood Elevation maps.
9. **Kitchen and Plumbing Fixtures and Equipment:** Existing kitchen and bathroom fixtures can be removed and replaced with new fixtures and equipment to meet current standards. Layouts and appliances can change.
10. **Sprinkler System:** The Applicant's architect shall identify requirements pertaining to sprinkling, egress, and fire rated materials necessary in connection with the use as proposed.
11. **HVAC:** The existing ventilation is pre-open windows and there are no AC systems. The heating systems in many of the buildings have not operated in many years and do not meet current code and energy efficiency standards. It is assumed that the installation of a new HVAC system will be required. To limit the intrusion in the landscape of above ground oil tanks NPS has been converting its buildings to propane with underground tanks. The installation of underground propane tanks is recommended. Distribution systems in the buildings vary; most recently NPS has successfully installed a high velocity air duct system for heating and cooling. The installation of all new systems must be completed to minimize the impact to the historic fabric. The heating system must be designed to maintain a 55 degree temperature in the building during the winter months even if the building is not occupied. Replacement of building infrastructure (Mechanical and Electrical Equipment, HVAC), must be installed in a manner consistent with the FEMA recommendations at 1 foot above 100 year floodplain elevation as defined by current FEMA Advisory Base Flood Elevation maps.
12. **Light Fixtures/Electrical:** The electrical and lighting systems in many of the buildings have not operated in

many years and do not meet current code and energy efficiency standards. It is assumed that the installation of new systems including fixtures, wiring, and panels will be required.

Jurisdiction

1. **Federal Jurisdiction:** Fort Hancock is under exclusive jurisdiction of the Federal Government and is not subject to the zoning regulations of the adjacent town and the County of Monmouth. Under this jurisdiction, the Federal Government possesses all of the governmental authority with limited exceptions. Example: the State has the right to service civil or criminal process in the Park for activities which occurred outside the park. The State has a limited right to levy and collect certain kinds of State taxes.

For construction design, authorization, and permitting, use one or several of the following: the Secretary of the Interior's Standards and Guidelines; National Historic Preservation Act (NHPA) and Section 106 compliance; The National Environmental Policy Act (NEPA); International Building Code (IBC); International Residential Code (IRC); NFPA 13; NFPA 101; NFPA Section 914 Protection of Historical Structures; Americans with Disabilities Act (ADA); and the Architectural Barriers Act (ABBAS).

2. **Applicable Laws:** One of the Lessee's obligations under the Lease is to comply, at its sole cost and expense, with all Applicable Laws and Requirements. In addition, it is standard National Park Service practice to adhere to local building codes, in this case, those adopted by Middletown Township. Additionally, NPS may require consultation with state and local building officials (including Federal, state, and local laws, rules, regulations, requirements and policies) in fulfilling its obligations under the Lease agreement including but not limited to the National Environmental Policy Act, the National Historic Preservation Act, and the Federal Fair Housing Act. The National Park Service policy stipulates that construction meet nationally recognized model codes. These codes

include but are not limited to the Uniform Building Code, State of NJ Rehabilitation Subcode, National Electric Code, Uniform Mechanical Code, Uniform Plumbing Code, Uniform Fire Code, Uniform Federal Accessibility Standards, National Fire Protection Association Life-Safety Code, Uniform Code for Building Conservation and CABO One and Two Family Dwelling Code. NPS will review and approve building plans. No construction may be undertaken unless NPS has issued a written approval to proceed. Lessee will be required to hire an independent third-party licensed building code inspector to ensure compliance with local code requirements.

3. **Assessments:** It is the responsibility of the Lessee to determine whether it is subject to specific taxes and assessments. Any comments made by NPS in this RFP do not alter those responsibilities, nor should they be construed to imply or express a view on behalf of the Lessee.

Flood Plain

1. Applicants cannot raise buildings to meet FEMA requirements. Vulnerable mechanical or other systems within buildings may need to be relocated or replaced and located elsewhere in the buildings.
2. Applicants are required to consult the FEMA 100-year floodplain map found at: <http://fema.maps.arcgis.com/home/item.html?id=cbe088e7c8704464aaofc34eb99e7f30>. Portions of the Landmark District do fall within that floodplain area. During the recent Hurricane Sandy, Sandy Hook saw a storm surge of more than 15 feet above mean high tide line.
3. During this historic storm surge, water rose to the seawall and a majority of the buildings within Fort Hancock sustained water infiltration in the basement.

Fort Hancock is under exclusive jurisdiction of the Federal Government and is not subject to the zoning regulations of the adjacent town and the County of Monmouth.

Sustainable Design

Renovating an existing building is already more “green” than constructing new buildings. Applicants should employ sustainable design practices as much as feasible in these renovation projects. NPS encourages efforts resulting in LEED certification or ratings.

Signage

The Lessee will be required to follow NPS signage standards. NPS will provide information pertaining to sign specifications such as size, materials, and specifications. An example of signs acceptable to NPS can be seen in the photograph below.



Notwithstanding, Applicants will be required to obtain NPS approval of any sign meant to be installed or affixed in connection with the project as proposed.

Building Permit and Notice to Proceed

1. Pre-Construction:

The Lessee must provide the following before the Lessor will issue any Building Permit, Notice to Proceed, or other Construction Authorization:

- a. Proposed Construction Documents including utility plans for the location of existing utilities that may be affected by any improvements made by the Lessee as well as utility plans and permits from the appropriate public utility companies;

- b. Construction documents will be submitted to NPS at the schematic design, design development (50% construction documents) and 90% construction document phase for review. Construction documents will include detailed information about the repairs and alterations including the extent of removal and replacement as well as a full set of specifications;

- c. Construction documents will be prepared by licensed architects and engineers. A licensed historic architect meeting the professional SOI Qualification Standards must be included as a part of the team;

- d. Evidence that improvements and alterations to historic structures comply with the Secretary of the Interior’s Treatment of Historic Properties, NPS 28 and other Applicable Laws, including, without limitation, NEPA and Section 106;

- e. Documents submitted to NPS are reviewed for buildability, code adherence, NEPA compliance and adherence with the SOI Standards. All efforts shall be made to minimize the impact to the historic fabric. When the extent and nature of the work requires it, NPS will submit the documents to the NJ SHPO for review and concurrence.

- f. A correct copy of any contract with the Lessee’s general contractor, architects, or consultants must be provided to NPS.

- g. If required by the Lessor, documentation that the required construction insurance and requisite bonds are in effect.

- h. Other information as may be required by the Lessor.

The Lessor will not approve proposed Construction Documents unless it is able to determine, among other matters, that any proposed improvements are appropriate for Gateway and consistent with the requirements of Part 18, the Gateway’s General Management Plan, and other Applicable laws.

2. During Construction

a. The Lessor is entitled to have on the Premises an inspector or representative who may observe all aspects of the work on the Premises.

b. Current annotated Construction Documents must be kept on site at all times for inspection by the Lessor.

c. Any material change in the approved Construction Documents and any deviation in actual construction from these documents are subject to the Lessor's prior written approval under the procedures identified in the Lease.

d. An approved change order will be issued by Lessor if proposed changes are approved.

3. Post-Construction: Upon completion of the Improvements, the Lessee must provide the following:

a. Notice of Completion which must include a written assessment prepared by an independent third party inspector, hired by the Lessee, concluding the

improvements have been completed in compliance with the requirements of applicable local building codes;

b. Satisfactory evidence of the payment of all expenses, liabilities, and liens arising out of or in any way connected with the Improvements;

c. Complete set of "as built" drawings showing all revisions and substitutions during the construction period, including field changes and the final location of all mechanical equipment, utility lines, ducts, outlets, structural member, walls, partitions, and other significant features of the Improvements which shall become the property of NPS; and a complete inventory of all Furniture, Fixtures, and Equipment (FF&E) in or on the Premises as of the completion of the Improvements.

4. Certificate of Completion: Upon Approval by the Lessor of the completion of the Improvements, the Lessor will issue a Certificate of Completion, or similar documentation stating the Improvements are acceptable and authorizing the Lessee's occupancy of the Premises.



**In 1975, the National Park Service began on-site management of the Sandy Hook Unit, including Fort Hancock Historic Post. A variety of recreational and education programs were offered.
NPS PHOTO**

The Competitive Process

Overview

This Lease opportunity is open to all interested persons and businesses on a competitive basis. The Applicant that submits the proposal judged best under the selection criteria will be given an opportunity to negotiate a final Lease agreeable to both the selected Applicant and NPS.

To be selected by NPS you must demonstrate that you have the capacity to plan and finance your proposal. Evaluation criteria and the process for selecting the Lessee are described in detail in the sections called “Proposal Selection Criteria” and “Evaluation and Selection Process” in this Request for Proposals.

NPS reserves the right to reject one or all proposals or terminate Lease negotiations at any time prior to executing a final Lease without penalty or liability.

Authority

NPS has the authority to lease historic buildings through the National Historic Preservation Act (16 U.S.C. 470h-3), as amended. The National Park Service General Leasing Authority is codified in 16 U.S.C. 1a-2(k) and authorizes NPS to lease federally-owned property within boundaries of the park.

Soldiers drill in the parade grounds behind Officers Row. Generally, officers' quarters would face the Parade Ground to view drills and inspections. In the case of Fort Hancock, the bay was simply too beautiful to ignore. NPS ARCHIVES.



This RFP is issued under the authority of 36 CFR Part 18. This RFP and the offered Lease are subject to and incorporate all terms and conditions of Part 18 as applicable. In the event of any conflict between the terms of this RFP and Part 18, Part 18 controls.

Site Tour and Additional Information

NPS, at its own discretion, may select a date for a site tour based on the number of requests for a site visit received from potential Applicants.

Responses to questions from proposed Applicants which are not otherwise addressed in this RFP will be issued in the form of a Questions & Answers (Q&A) document which will be shared with all registered interested parties and will be posted on the Fort Hancock Federal Advisory Committee website:

<http://www.forthancock21.org/>.

Questions must be submitted via email to Gateway_BMD@nps.gov or by mail to the attention of:

**Business Management Division
Gateway National Recreation Area
210 New York Avenue
Staten Island, New York 10305**

QUESTIONS - Fort Hancock RFP

Proposal Submission Requirements

1. Requirement of Submission

Applicants should submit two hard copies of any proposal accompanied by a transmittal letter signed by the proposed Lessee or by the Principal of any organization submitting an application. Proposals must be printed on 8-1/2" x 11" paper, double-sided.

The proposal must be enclosed in a sealed envelope and received at NPS office stated below by the date and time designated in this RFP. The face of the sealed envelope must state the Applicant's name and address along with the following information:

Superintendent

**Gateway National Recreation Area
210 New York Avenue
Staten Island, New York 10305**

Fort Hancock RFP Submission

Electronic submission of proposals is permitted, though such submissions will not have been deemed received until NPS issues a written response acknowledging receipt.

Applicant must include a USB-compatible drive or CD with a file in PDF format of the entire proposal, including all attachments. Any financial attachments must be provided in Excel format or other compatible software.

Proposals may be delivered in person, by U.S. Mail, or by another delivery service. Submission of proposals by telephone, fax, or other methods will not be considered. Proposals will not be returned.

Proposals that are not received by NPS by the specified deadline will not be considered. NPS will not consider proposals that have been mailed or postmarked prior to the deadline but which are not delivered to the designated address by the deadline.

2. Proposal Package Content

a. Applicant identification should include the following information for any Applicants involved and all principals of any corporate entity seeking to operate the site(s):

- Name of individual, title, address, phone number, and email address of primary contact person.
- If Applicant is an entity, provide names, and contact information of each partner, proprietor, or controlling principal.
- Proposals should also detail the nature of the Applicant's corporate entity or partnership details, existing or proposed.
- Proposals should provide relevant and related professional licenses or special skills and designations. Applicants must have experience operating Not-for-profit commercial or educational organizations.

b. Required Documents

- Transmittal Letter - See attachment on website at <http://www.nps.gov/gate/index.htm>
- Applicant Identification
- Proposal:
 - * Responses to Criteria 1 through 6
 - * Supporting documentation to convincingly answer Criteria 1 through 6
 - * Proposal not to exceed 25 pages, excluding attachments
 - * Completed Attachments C & D - Financial Instructions and corresponding forms

Proposal Selection Criteria and Required Response

NPS wants clear and concise answers. You are asked to answer questions or supply specific information in response to specified items. Proposals will be evaluated based on the below criteria and each criterion has been assigned a weighting based on NPS priorities.

Applicants should submit two hard copies of any proposal accompanied by a transmittal letter signed by the proposed Lessee or the Principal of any organization submitting an application.

National Park Service employees who do *not* work at the park will review all responses to this RFP through an evaluation panel, assisted by technical consultants as deemed appropriate.

Please label your responses accordingly, and respond fully and accurately to all questions and requests. If the required information is not provided, the proposal may be determined non-responsive and will not be evaluated further.

Criterion 1 - Use (15%)

The compatibility of the proposal's intended use of the Leased property with respect to preservation, protection, and visitor enjoyment of the park.

NPS Objective:

Fort Hancock is uniquely situated as a former military post and officer residences. The Premises lend themselves to community-based activities and facilities. Proposals must be compatible with the long-term vision of the Fort as a vibrant year round community with a diverse mix of uses. Although there is high summer seasonal demand at Sandy Hook, NPS is interested in encouraging an extended operating season. Applicants are invited to propose activities and programs that will foster community spirit, enhance quality of life for residents and other Fort Hancock inhabitants, as well as the surrounding community in Monmouth County, New Jersey.

Required Response:

Please describe in detail how you plan to operate a not-for-profit commercial or educational operation within Fort Hancock. Please describe in detail how your plans to operate at Fort Hancock during peak summer season will translate to year-round use of the facility. Applicants should describe, if applicable, what activities and community-based programs they would provide. Please describe in detail how your programs with compliment and further the NPS mission.

Criterion 2 - Financial (30%)

The financial capability of the Offeror to carry out the terms of the Lease and the amount of rent offered.

NPS Objective:

- The rehabilitation of the Premises. As part of the rehabilitation process, NPS seeks credible cost estimates

based on SOI standards. Provide evidence that funds for proposed Improvements are immediately or imminently available.

- NPS is interested in high quality organizations. The Applicant must be capable of making the financial investment required for the level of service the Applicant proposes.

Required Response:

- Applicant shall submit the Attachment D Form, explaining in detail the basis of all estimates included on the form.
- Submit documentation of the source and availability of funds for the estimated investment costs through bank statements, bank financing commitment letters, or similar documents that convincingly substantiate your financial capability.
- Describe the personal property investment including all Furniture, Fixtures, and Equipment (FF&E) you propose in connection with this opportunity.
- Provide a complete credit report in the name of the offeror that includes scores and is dated within thirty (30) days prior to the date of submission to NPS. The report must be from a major credit reporting company such as Equifax, Experian, TRW, or Dun & Bradstreet. If the offeror is not yet formed, include a credit report for each of the individuals or entities that will have ownership interests or control of the potential Lessee.

Criterion 3 - Rent (5%)

Offer must propose, at minimum, an amount of rent equal to Fair Market Value Rent.

Required Response:

- State how much annual rent Applicant offers to pay. The lessee will be required by the lease to pay at least fair market value rent to the NPS. The fair market value rent will be determined by NPS after selection of the

best proposal and determined by an appraisal. When determining the Fair Market Value Rent, the NPS will provide rental offsets for capital improvements. The rent payment schedule will be negotiated with the selected Applicant.

- The amount of rent offered should be entered where appropriate in Attachment D Financial Forms

Criterion 4 - Experience (20%)

The experience of the Offeror demonstrating the managerial capability to carry out the terms of the Lease is important.

NPS Objective:

To lease the Premises to an experienced Non-Profit entity with a proven track record of managing and operating educational programs or commercial operations. This operator will also need to demonstrate their ability to provide year round service in an area that has high seasonal demand. Additionally, the Applicant should demonstrate an ability to accommodate diverse educational programming that compliments the NPS mission.

Required Response:

Describe how your experience and background qualifies you to operate a Non-Profit education or commercial operation within a park with high seasonal demand. Submit a detailed business plan including financials describing the proposed operations including your mission statement, types of educational programs, and a vision for the commercial operation and proof of your Non-Profit 501(c) 3 status eligibility.

Criterion 5 - Sustainability (5%)

The ability and commitment of the Offeror to conduct its activities in the park area in an environmentally enhancing manner through, among other programs and actions, energy conservation, waste reduction, and recycling.

NPS Objective:

- NPS seeks a Proposal that takes into account climate change and offers eco-friendly alternatives for operation of the facility. See: http://www.nature.nps.gov/climatechange/docs/NPS_CCRS.pdf
- Applicants should include in their plans the use of Energy Star or similarly efficient equipment, and incorporate environmentally-friendly products into their operations Preference will be shown to proposals that commit to these products and practices.
- Offers should takes into account climate change risks and storm preparedness plans that address the potentially vulnerable location.

Required Response:

- Describe in your proposal how you will manage and use the property in an environmentally enhancing manner through programs and actions, energy conservation, waste reduction, and recycling.
- Describe your storm preparedness plan.

Criterion 6- Preservation (25%)

The property is an historic property; the compatibility of the proposal with the historic qualities of the property and its place within the Landmark District.

NPS Objective:

- NPS is seeking a Lessee capable of assembling a competent and qualified team that has a proven track record of successful historic rehabilitation projects similar to those described here, and consistent with all described requirements.
- Contractors, architects, engineers, and subcontractors should all be familiar and compliant with Section 106 of

Once proposals are screened for responsiveness, the NPS will select the best-submitted proposal under the selection criteria. NPS will then negotiate the final terms of the Lease with the Applicant.

the National Historic Preservation Act, the New Jersey State Historic Preservation Office, and national and local code requirements.

Required Response:

- Describe your experience completing historic rehabilitation projects (individually or team-based). List specific projects and address years of experience and background that qualifies you and or your team to manage and complete the necessary historic treatment.
- Submit detailed plans, specifications, construction costs, construction schedule and rehabilitation team qualifications, address SOI professional qualifications with respect to the historic architect you have hired (or will hire) to work on this project.
- Submit a description of how the building will be maintained. Address maintenance requirements in terms of a historic facility as well as practical maintenance considerations.

Evaluation and Selection Process

NPS will review all responses to this RFP. An evaluation panel, assisted by technical consultants as appropriate, will make the final recommendation for selection to the Director of the National Park Service. The Director will make the final determination.

All proposals will first be screened for adherence to the requirements of this RFP. NPS will not consider non-responsive proposals. A non-responsive proposal is a proposal that was not timely submitted or fails to meet the material terms and conditions of this RFP as determined at the sole discretion of NPS.

It is the intention of NPS to select the best-submitted proposal as determined under the selection criteria without further submittals or presentations. If this cannot be done, NPS will select those proposals that appear most suitable under the selection criteria, and from that group will request additional

information or presentations so that the best proposal can be selected.

NPS will negotiate the terms of the final Lease with the Applicant determined to have submitted the best proposal under the selection criteria. Award of a Lease to that Applicant is dependent on successful negotiation of the final terms of the Lease. If negotiations fail, NPS may negotiate with other Applicants for award of the offered Lease or terminate this solicitation without liability to any person.

NPS, in its sole discretion, will determine whether the Applicant's experience and financial capability match the scale and scope of the proposal.

Additional Information and Modification of Proposals

NPS may request from any Applicant after the submission date additional information or written clarification of a proposal. However, proposals may not be amended after the submission date unless permitted by NPS. NPS may not permit amendment of a proposal unless all Applicants that submitted responsive proposals are given an opportunity to amend their respective proposals.

Confidentiality – Proposals Considered Public Documents

All Proposals submitted in response to this Request for Proposals may be disclosed by NPS to any person, upon request, to the extent required or authorized by the Freedom of Information Act (5 U.S.C. 552). If you believe that your Proposal contains trade secrets or confidential commercial or financial information exempt from disclosure under the Freedom of Information Act, mark the cover page of each copy of the proposal with the following legend:

“The information specifically identified on pages of this proposal constitutes trade secrets or confidential commercial or financial information that the Applicant believes to be exempt from disclosure under the Freedom of Information Act. The Applicant request that this information not be disclosed to the public, except as may be required by law.”

Applicant must specifically identify what you consider to be trade secret information or confidential commercial or financial information on the page of the proposal on which it appears, and Applicant must mark each such page with the following legend:

“This page contains trade secrets or confidential commercial and financial information that the Applicant believes to be exempt from disclosure under the Freedom of Information Act, and which is subject to the legend contained on the cover page of this proposal.”

Information so identified will not be made public by NPS except in accordance with law. NPS does not warrant and assumes no liability for the accuracy of the information provided in this RFP.

Attachments A-D: For Sample Leases and more, visit <http://www.nps.gov/gate/index.htm>



The ever-popular Sandy Hook Lighthouse is the oldest surviving lighthouse in what is now the United States. It was first lighted in 1764, more than 250 years ago. It still lights the way for those sailing past Sandy Hook.
PHOTO: Volunteer-in-Parks Stan Kosinski.



Request for Proposals

Leasing Opportunity for Not-for-Profit or Educational Facility
at Sandy Hook Unit's Fort Hancock

Gateway National Recreation Area

Sandy Hook Unit, Fort Hancock and Sandy Hook Proving Ground National Historic Landmark

Important Dates

<p>Amended RFP Release: Tuesday, December 1, 2015 (Initially released July 31, 2015)</p> <p><i>The initial Amended RFP response period will be open for a period of sixty (60) days. This is a rolling solicitation and additional proposals will thereafter be accepted on the last Friday of every month until all buildings available under this RFP are leased or the NPS discontinues this solicitation.</i></p>	<p>First Deadline: Monday, February 1, 2016 at 1:00 PM EST.</p> <p><i>Thereafter, Proposals will be due monthly, on the last Friday of the month*, until all buildings available under this RFP are leased or the NPS discontinues this solicitation. That would be Friday, February 26; March 25; April 29 and so on.</i></p> <p><i>*Upcoming 2016 dates: February 26; March 25; April 29; etc.</i></p>
<p>Site tours are available upon request.</p>	<p>Anticipated Date for Selection of Qualified Proposals: <i>Five weeks after submittal deadline</i></p>
<p>Question Submission Deadline: Friday, January 15, 2016</p> <p><i>Additional Questions arising after the initial submission must be received by the first day of any month in which the rolling solicitation is open.</i></p>	<p>Anticipated Lease Commencement: <i>Subject to negotiation</i></p>
<p><i>NPS does not warrant and assumes no liability for the accuracy of the information provided in this RFP.</i></p>	