



National Park Service  
U.S. Department of the Interior  
Gateway National Recreation Area

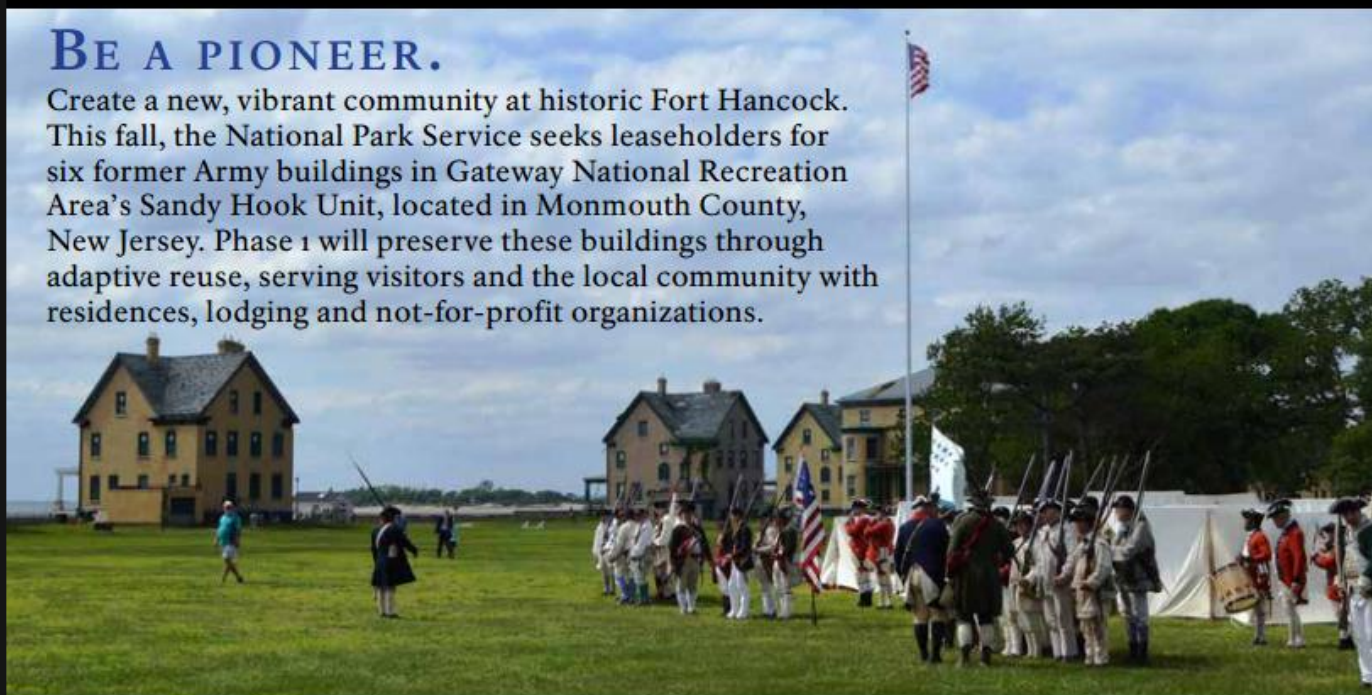


# Gateway

## FORT HANCOCK REQUESTS FOR PROPOSALS

### BE A PIONEER.

Create a new, vibrant community at historic Fort Hancock. This fall, the National Park Service seeks leaseholders for six former Army buildings in Gateway National Recreation Area's Sandy Hook Unit, located in Monmouth County, New Jersey. Phase 1 will preserve these buildings through adaptive reuse, serving visitors and the local community with residences, lodging and not-for-profit organizations.



In the fall of 2014, the park will begin its Pilot Program for Fort Hancock, issuing three Requests for Proposals (RFPs) for three types of building uses.



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## A New Community, Steeped in History

### Fort Hancock Use Map, Fall 2014

The National Park Service, in cooperation with the Fort Hancock 21st Century Federal Advisory Committee, proposes a variety of uses for 33 historic buildings within the Fort Hancock and Sandy Hook Proving Ground National Historic Landmark. The RFPs will include the buildings circled below.

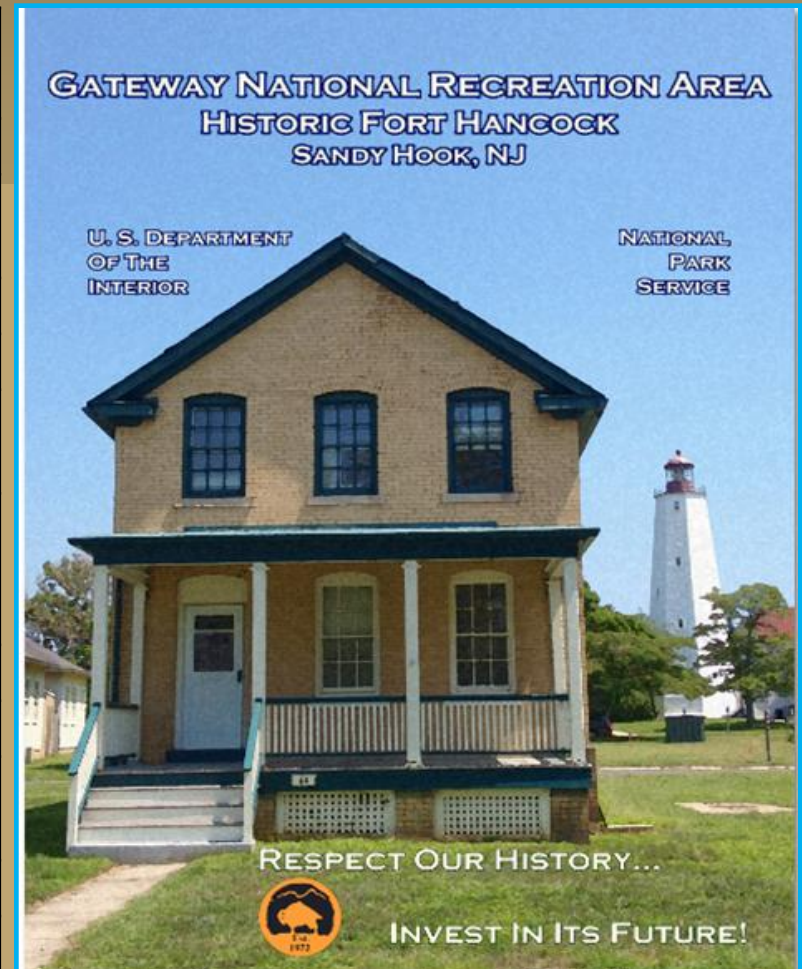






# REQUEST FOR PROPOSALS (RFP) STATUS AND NEXT STEPS

1	Park drafts RFP & Draft (proposed) Lease - Complete
2	Region reviews RFP & Draft Lease
3	Park incorporates comments in RFP and Lease, as appropriate.
4	WASO reviews RFP & Draft Lease
5	DOI Solicitor reviews RFP & Draft Lease
6	Region/WASO and SOL approval to release the solicitation (RFP) is obtained
7	Release RFP – RFP must be open for a minimum of 60 days. Notice/publication in two local newspapers and Fedbizopps is required.
8	Site visit and subsequent Q & A period
9	Evaluation of Proposals/Selection
10	Draft final lease, incorporating elements of selected proposal and including final fair market value rent
11	WASO approval of final lease is obtained
12	Lease is executed





# How are lease proposals solicited and selected when a Request for Proposals is issued?

<http://www.forthancock21stcentury.org/rfp>

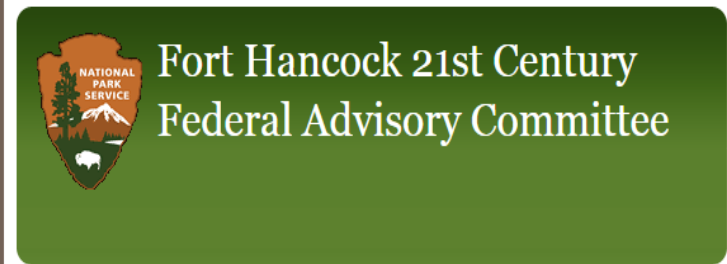
Minimum advertising required: twice in local and/or national newspapers and/or through publication in the Fedbizopps.

The public notice will include or identify:

1. Information concerning the leasing process,
2. Limitations on the use(s) of the property to be leased,
3. Information that must be contained and materials which must be provided in any proposal submitted,
4. The time and place for submission of proposals, terms and conditions of the lease, and
5. The criteria by which proposals will be evaluated.

The minimum fair market value rent the NPS will accept is identified in the RFP.

Lease proposals review and selection are closed and a highly confidential process.



- HOME
- COMMITTEE
- MEMBERS
- COMMITTEE AND PARK OVERVIEW
- ABOUT FORT HANCOCK
- MAPS
- NEIGHBORS\*
- RFP**
- RFEI ▶
- REHABILITATION
- REAL PROPERTY ▶
- MEETING CALENDAR
- MEETING MATERIALS ▶
- COMMENT

## Requests For Proposals (RFPs)

In the fall of 2014, Gateway National Recreation Area will issue three Requests for Proposal for three types of building uses. This Pilot Program will lease a total of six buildings, preserving them through adaptive reuse and beginning a new community at historic Fort Hancock. Look here for updates.

### Residences/Offices: Buildings 8-17

A total of two buildings are available, chosen from any structure on Officers Row between and including Buildings 8 and 17. These former Lietenant and Captain family quarters face the bay and the sunset.

### Not-For-Profits: Commercial/Education Area

A competitive solicitation will be issued to allow two non-profit organizations to rehabilitate facilities in support of activities and programming consistent with the park's mission and values.

### Bed-and Breakfasts: Buildings 6 and 27

### Guidelines

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.

Applicants must obtain their own condition assessments before filing an application.

Rehabilitation must conform with the [Interior Secretary's Standards for Historic Preservation and Rehabilitation](#) and the [National Historic](#)





# What is the minimum evaluation criteria for an RFP?

The required criteria to be used for this RFP are:

- The compatibility of the proposal's intended **use** of the leased property with respect to preservation, protection, and visitor enjoyment of the park;
- The **financial** capability of the Offeror to carry out the terms of the lease;
- The **experience** of the Offeror demonstrating the managerial capability to carry out the terms of the lease;
- 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; and
- The compatibility of the proposal with the **historic qualities** of the property shall be an additional selection criterion.
- If the RFP requires proposals to include the amount of **rent** offered, the amount of rent offered also shall be an additional selection criterion.





## How will NPS determine the best proposal?

- The Regional Leasing Officer convenes an evaluation panel to rate and evaluate proposals deemed responsive.
- A non-responsive proposal is a proposal that was either not submitted timely or failed to meet the material terms and conditions of the RFP.



## What is the purpose of the Evaluation Panel?

- The panel's task is to review the proposals received in response to the RFP and to submit an evaluation summary to the deciding official.
- The evaluation summary provides recommended scores and a narrative explanation of the panel's basis for its decision.





# Who is on the Evaluation Panel?

- Panel members are selected by the Regional Leasing Officer.
- All panel members must be federal employees.
- All panel members will be from outside the Gateway NRA.
- If Technical advisors are needed, they will be selected by the panel.
- A Gateway NRA employee can serve as a technical advisor.

## MEMBERS MUST BE FEDERAL EMPLOYEES







# What is the Role of the Panel?



- The panel will review all responsive proposals.
- The panel applies the selection factors to the information contained in the proposals, and, in a discussion format, develops recommended scores for each selection factor for each proposal.
- The panel or panel members draft the evaluation summary and make a final recommendation to the deciding official.





## What is the Role of Technical Advisors?

- Technical advisors are selected by the panel.
- Technical advisors review proposals when requested and provide technical information and advice to the panel.
- Technical advisors do not participate in the panel's proposal scoring discussions.

 TechAdvisor



## How is confidential information handled by the panel?



- The panel and technical advisors must be able to perform their responsibilities without conflicts of interest or the appearance of any conflict of interest.
- The panel and technical advisors are required to sign a Conflict of Interest and Confidentiality Certificate Agreement prior to the start of the evaluation.

**CONFIDENTIAL**





# What are the steps of the evaluation process?

1. **Opening Proposals**: The chair opens the proposals.
2. **Reading of Proposals**: The panel reads all of the proposals thoroughly to determine what information in a proposal addresses a particular criterion.
3. **Discussion Meeting(s)**: The panel meets to discuss the relative strengths and weaknesses of each proposal and assigns scores to the proposals.
4. **Technical Advisors**: Technical advisors may be invited to attend the discussion meeting(s) but may not participate in the panel's scoring discussions.
5. **Scoring**: The panel seeks to reach a consensus among its members on the recommended scoring for each proposal.
6. **Evaluation Summary**: The final evaluation summary is provided to the deciding official. The panel provides a recommendation as to the selection of the best proposal received in response to solicitation.



## What is the final selection process?

The deciding official reviews the evaluation summary and accompanying documents. After review by the deciding official, the responsive proposal with the highest cumulative point score is selected for the award.







# Who negotiates the final lease terms?

The park negotiates the final lease terms and conditions with the selected Offeror. The Office of the Solicitor reviews the final lease term and conditions for legal sufficiency.

	<b>By NON-PROFIT ENTITIES</b> 2 Buildings within Education & Commercial Area
	<b>BED AND BREAKFAST</b> 2 Buildings (6 and 27)
	<b>RESIDENTIAL</b> 2 Buildings within the Residential Area (as depicted on map)
	<b>NPS FUNDED REHABILITATION</b> 1 Building ( 7)



# When will the Lease be awarded?

The award is not made until both parties (NPS and the selected Offeror) have executed the lease.





# Gateway National Recreation Area

<http://www.nps.gov/gate/index.htm>



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EXPERIENCE YOUR AMERICA