

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



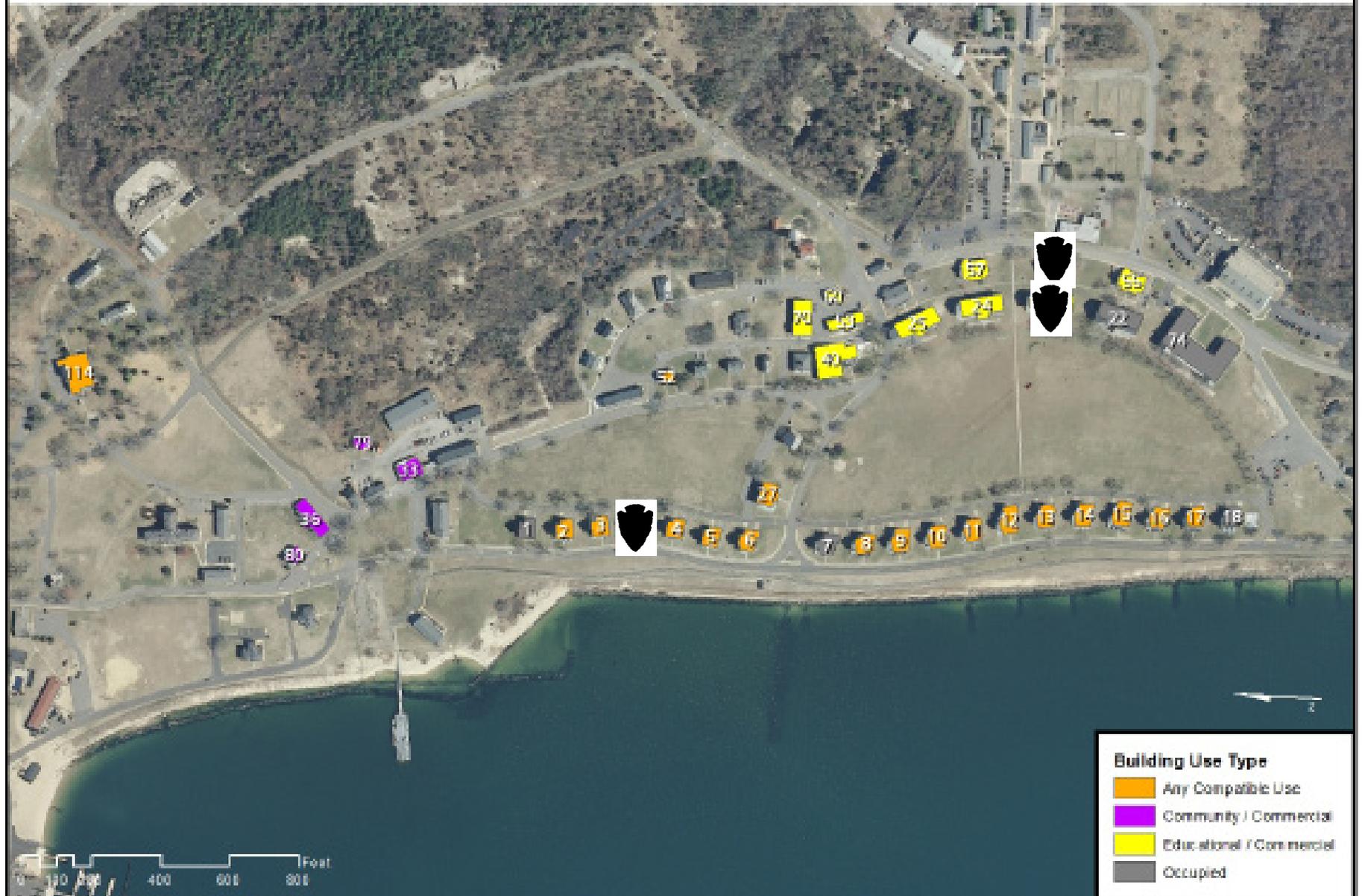
# Request for Proposals

Buildings on Officers Row for Compatible Uses  
(Buildings 2-6, 8-17, 27, 52, 114)  
at Sandy Hook Unit's Fort Hancock Historic Post

revised August 2016



### Fort Hancock Historic Post Use Map



Produced by Mark Christiano - GATE

Document Path: F:\GIS\_Projects\MC\Tristram\Gateway\_Howto\FACAN\ROMACA\_JR\Map\_2015\_08\_08\_v1.mxd

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COVER: Front  
entrances on  
Officers Row face  
the bay and its  
spectacular sunsets.  
PHOTO: Volunteer-  
in-Parks Stan  
Kosinski.

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.

## Updates 2016

Experience is the best teacher. Over the past year, and based on negotiations with our first lessee as well as conversations with potential applicants, we have learned several useful lessons and want to share this important information with you.

### First Lease Executed

Gateway National Recreation Area (Gateway) has issued its first lease: for Building 21 on Officers Row at Fort Hancock Historic Post. For more information, visit <http://sandyhookrentals.com/>.

### Letter of Intent - Buildings 23 and 56

The Monmouth County Vocational School District (MCVSD) signed a Letter of Intent with NPS. MCVSD will complete studies to determine whether they can rehabilitate buildings for use as Marine Academy of Science and Technology (MAST) facilities. Building 23 is being considered for use as gym/multipurpose room. Building 56 is being considered for administration or classroom use, among other things.

### Occupancy Limitations

NPS and the lessee are required to adhere to the International Building Codes, New Jersey Rehabilitation Sub-Code and NFPA. To obtain a certificate of occupancy a code analysis is usually required; use of the building, occupancy loads, egress, and the need for a fire detection and/or suppression system should be included in the analysis. The required Code Assessment prepared by a licensed Architect will also identify occupancy allowances as well as any occupancy limitations.

For example: While working on obtaining a Certificate of Occupancy for Building 21 (below), it was determined that without making certain life safety improvements to the building (fire suppression systems, improvements to egress, etc.), the building's occupancy would have to be limited

LEASED! Building 21, the only duplex on Officers Row, was the first building to be leased for compatible use.  
NPS PHOTO.



to longer term rentals because according to the building code, short term rentals (multi-day, week, monthly) are considered "transient housing." As a result, the NPS Authority Having Jurisdiction (AHJ) has determined that, without the improvements, the minimum allowable occupancy period for Building 21 would be 30 days.

#### Flood Insurance

NPS has determined that historic structures at Sandy Hook are eligible for flood insurance under the FEMA National Flood Insurance Program. For more information, please visit <https://www.floodsmart.gov/floodsmart/pages/faqs/how-can-i-get-flood-insurance.jsp>.

#### Financing

NPS has recently learned that financing for rehabilitation projects may be available through the Small Business Administration (SBA).

#### Middletown Construction Permitting Process

The park and Middletown Township have entered into an agreement that authorizes Middletown to issue Building Permits necessary in connection with rehabilitation of Fort Hancock. Middletown Township will issue temporary or permanent Certificates of Occupancy for those facilities upon completion of improvements. The cost of Middletown Township's Inspections and Permitting will be borne by the Lessee or other facility occupant.

#### Middletown Real Estate Taxes

Lessees are not exempt from the payment of local real estate taxes. The NPS, as a federal entity cannot pass on its tax exempt status to any Lessee.

N.J.S.A. 54:4-3.3 provided tax exemption for real and personal property of the United States. The provision was repealed in 241 January 2016 1944 and State law today contains no tax exemption for Federal Government property. Any such

exemption must now be found in Federal law. The "supremacy clause" of the United States Constitution and the doctrine of "sovereign immunity" precludes the levying of local property taxes on the Federal Government and, as a general rule, most Federal property is tax exempt.

The Assessor for Township of Middletown is in the process of evaluating the Sandy Hook historic structures. The tax rate is not yet known but Middletown has assured the NPS the valuations will account for current property conditions, limitations on use of the properties, as well as lease terms and conditions.

The Township Tax Assessor plans to complete property tax records identifying the assessed values, based on current condition of the buildings, by November 2016 for buildings at Fort Hancock identified in the RFPs. The owner of record will be identified as the United States and the tax status will be identified as "exempt" until such time as any building is leased. Selected Applicants will be able to meet with the Township Tax Assessor to address real estate tax implications related to the full assessed value once the improvements are complete.

#### Liquor Licenses

The Township of Middletown has advised the NPS there are not currently any liquor licenses available for sale or auction.

NPS will consider proposals that entail Bring Your Own Bottle (BYOB) in connection with the proposed use and occupancy of a facility so long as such activities are carried out in accordance with applicable law, regulation, and policy.

#### Site Management and Safety Considerations

Construction: NPS must approve the Lessee's rehabilitation plans prior to construction and a notice to proceed must be issued before a Lessee can begin.

- Scaffolding and Dumpsters: Areas adjacent to buildings should be kept neat and clear of debris at all time. Use of scaffolding and dumpsters must be approved by the

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The NPS has learned a lot from its first few applications for leases. You can benefit from this experience.

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Sandy Hook Unit Coordinator prior to delivery on site. Scaffolding and dumpsters must be removed prior to occupancy of any facility,

- Sewer Lines: If lateral sewer lines need to be repaired or replaced, the Lessee must submit a written description of the work proposed for review and approval prior to the start of work prior to the start of work. This documentation should be included with the project documentation. The proposal must include a basic sketch showing the location of the new lateral from the building out to the sewer main. Work associated with repair to or installation of a new sewer lateral as well as installation of other underground utilities may require monitoring by a licensed archaeologist. The applicant may be required to obtain the services of a qualified archaeologist in connection with the installation of utilities. The archaeologist will have to obtain an ARPA permit which may take up to 90 days to review. If an NPS archeologist is available to monitor the activity, no ARPA permit is required.

The installation must be completed with proper bedding, proper fittings (up to and including the connection to the existing sewer main), backfilling and compacting the trench, reseeding areas that are currently grass, and in-kind asphalt pavement restoration of the trench.

- Commercial Telecommunications Providers: Although the park has upgraded the fiber optic telecommunications infrastructure, Leaseholders should not rely on the availability of the upgraded system to accommodate Lessee's proposed telecommunication needs. Leaseholders may wish to consider wireless solutions such as satellite dishes or other cellular data transmission, which must be installed and/or utilized at the Lessee's cost and expense.
- Project Handbook: Look for the latest version of this handbook at <http://www.forthancock21.org/meeting-minutes-and-materials.html>

Clarification on Obtaining Historic Tax Credits

Applicants are not required to hire a historic preservation consultant who specializes in tax credit applications but the New Jersey State Historic Preservation Office (NJ SHPO) recommends selected applicants utilize the services of an experienced qualified consultant. NJ SHPO will respond to questions but is not available to prepare the application. NJ SHPO cannot recommend a specific expert but can provide names of multiple consultants who have successfully completed historic tax credit applications in New Jersey.

#### Historic Tax Credit Application Process

The application is completed in three parts and must be completed in hard copy format.

- Parts 1 and 2 of the application must be submitted before work begins on the building. They must include the following documents:
  - \* Historic Preservation Certification – NPS will provide the information needed for the applicant to prepare the application.
  - \* Photographs documenting the appearance and condition of the building's prior to the start of the project: exterior, interior, site and environment.
- Professional drawings identifying planned alterations and showing existing configurations. Documentation should include:
  - \* A map of the historic district, clearly identifying the lot on which the building is located.
  - \* Floor and other plans.
  - \* Sections and Elevations (if applicable).
  - \* Historic windows detail (see Project Handbook website above).
- Parts 1 and 2 of the application are submitted to NJ SHPO (not to the Park), for review by:
  - \* NJ SHPO;
  - \* NPS Technical Preservation Services Branch (TPS) in Washington, DC (above the Park level).
- Part 3 is the third and final part of the application. Once the work is completed, this documentation is required to

show all changes which were made.

- \* Submitted to NJ SHPO, which will review the completed work against what was proposed/ submitted as part of Part 2 ; they certify the completed work and submit certification to NPS.
- \* Only projects that meet the SOI standards are certified.

#### Calculating Historic Tax Credits

Tax credits are only available for properties proposed for use as a business or other income-producing purpose. Additionally, there is a requirement that a "substantial" amount be spent rehabilitating the historic building. This means that the cost of rehabilitation must exceed the pre-rehabilitation cost of the building. Generally, this test must be met within two years of project completion or within five years for a project completed in multiple phases.

The cost of a project must exceed the greater of \$5,000 or the building's adjusted basis. The following formula will help determine whether the rehabilitation project is considered substantial:

- $A - B - C + D =$  adjusted basis
- A = purchase price (Assessed Value from Middletown Tax Assessor) of the property (building and land)
- B = the cost of the land at the time of purchase (Assessed Value of the property as is)
- C = depreciation taken for an income-producing property
- D = cost of any capital improvements made since purchase (or since the lease was executed)

#### Building 9 Update

Bricks have fallen off the back of Building 9. The area has been fenced off. NPS architects and engineers have completed their assessment of Building 9 and concluded that installing anchors is the preferred repair method. The number and size of anchors is yet to be determined. Additionally, NPS will be scanning the east facades of all the houses on Officer's Row in



August 2016 to determine the extent of the deflection of each wall.

#### Am I required to hire a professional architect or engineer?

Since proposals are typically conceptual, you are not required to hire an architect or engineer in order to submit a response to a Request for Proposals. However, if your proposal is selected, you may be required to procure the services of licensed architects and/or engineers according to the improvements proposed to the premises.

#### DEFINITIONS

**ARCHITECTS:** Architects are state-licensed professionals who design and evaluate buildings, site usage and building usage. Architects also review and can provide a code analysis of a building. The licensure involves the public health and safety of these facilities. Unlicensed persons may not practice architecture or call themselves architects. It is similar to medicine and law.

**ENGINEERS:** Many of the building design functions overlap that of an architect, however engineers specialize in civil (land planning), structural, and mechanical (such as plumbing

See for yourself if leasing at Fort Hancock is right for you. Contact the park to visit one of our buildings.  
NPS PHOTO.

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Am I required to hire an architect or an engineer to create a lease proposal? At what stage will I need one, if ever?

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and HVAC, heating, ventilating and air conditioning and electrical).

Engineers and architects often work together on building projects. Structural engineers usually complete the assessment of the structure's ability to carry the loads for proposed uses.

**CERTIFICATIONS:** Your architect or engineer should be able to provide proof of full professional accountability and liability coverage. Documents prepared by licensed professionals are signed and sealed indicating so.

When will an architect or engineer be needed?

The following are general guidelines.

**Building feasibility:** If you are considering rehabilitating all or part of an NPS structure, professional services of an architect or engineer may be required. A builder or cost estimator may be able to guide you with information about costs and the anticipated scope of work, but a professional with experience

working with historic buildings will be able to provide detailed guidance as to the best methods to complete the work. Where the proposed project includes removal of walls, modifying layouts, the installation of new building systems and/or the repair of structure systems, the services of a licensed architect or engineer may be required to evaluate the new plan and ensure all changes are in compliance with the building code, the new plan and ensure all changes are in compliance with the building code, structural needs and SOI Standards. If structural walls, exits, or stairs are being added, removed, or altered, stamped working drawings will likely be required. Non-stamped schematic drawings may be adequate where this is not the case.

**As-built drawings, proposal drawings:** Many people can prepare drawings, such as students (in architecture), contractors, realtors, and non-profit staff. Drawings may not be required for routine renovations. However, for larger more complex projects, drawings are necessary to define scope of work, objectives and quantities and depending on the extent

Manhattan skyline as seen from Sandy Hook Unit's North Beach.  
NPS PHOTO





This is what your future can look like! Students from Brookdale Community College proposed possible ways to reimagine some of the buildings available for lease. Please remember that interior work for buildings which are open to the public must be consistent with the Interior Secretary's Standards for Historic Rehabilitation. Computer image courtesy of Brookdale Community College.

of design required, must be signed and sealed by a licensed architect or engineer.

Code assessment and adaptive re-use analysis: A code analysis must be undertaken in connection with any proposal to rehabilitate structures. The NPS realizes that many of these buildings have not been occupied in years and may not meet some of today's most basic building and life safety code requirements; based on this determination the NPS will be requiring a code analysis for all new leases that propose the rehabilitation of a structure. This means an architect must review the building codes as they apply to the proposed project to determine what the project will require.

Safety of the building: No major project should be undertaken without identifying in writing any problem areas relating to safety in structural, fire safety, overall health and security issues. The scope of rehabilitation begins with identifying such issues as:

- Structural damage
- Adequate fire exits and necessary sprinkling
- Hazardous materials identification and abatement

- Mold and other sources of air quality hazards
- Rooms with adequate light/air fire hazards
- Adequate ingress/egress
- Mechanical, Electrical, Plumbing

Permits or other Notices/Authorizations to Proceed: Architect's "Seals" (stamps which architects use to indicate they are a state-registered architect) are nearly always required on renovations when substantial changes are being made (as described above) and local building permits or other written NPS authorizations to proceed are required. This requirement can sometimes be waived if basic safety and health or structural issues are not involved.

#### A LETTER OF INTENT

Prior to negotiation and execution of any lease, the selected applicant will be permitted to undertake due diligence required in connection with proposed use of the Premises under an Letter of Intent to be negotiated between NPS and the selected applicant.

Assistance in Submitting a Proposal: If you require assistance submitting a proposal, please contact one of the Federal Advisory Committee Co-Chairs. Gerry Glaser can be reached at [gglaserg@comcast.net](mailto:gglaserg@comcast.net). Shawn Welch [shawn.welch@armygroundforces.org](mailto:shawn.welch@armygroundforces.org)



10 Request for Proposals: Residences (Buildings 2-6, 8-17, 27, 52, 114)

# 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))

Additionally, Congress has declared that the National Park System should be “preserved and managed for the benefit and inspiration of all the people of the United States.” (54 U.S.C. 100101(b)(1)(C)) To learn more about the NPS, please visit our website at <http://www.nps.gov>. This site includes information about our mission, our policies and more than 400 individual national 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 within its boundaries.

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 urban park unit of the National Park Service 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 encompasses the entire Sandy Hook Peninsula, including the Sandy Hook Unit of Gateway and the US Coast Guard Station. 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 2.2 million visitors per year from several nearby states, a standout among New Jersey's 150 miles of beaches.

Gateway National Recreation Area is one of 12 New York Harbor Parks featuring 24 unique destinations. Learn more about New York Harbor Parks at <http://www.nps.gov/npnh>.

## History of Fort Hancock

The buildings offered for lease in this Request For Proposals (RFP) are located in the Fort Hancock cantonment area Historic Post, 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 areas of historical significance and recreational value in the Sandy Hook Unit include Fort Hancock Historic Post, Battery Potter, Battery Gunnison, and History House, a restored home on Officers Row. The Sandy Hook Lighthouse, Keepers' Quarters and Barn tell 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.

LEFT: Officers Row as it stands today. PHOTO: Volunteer-in-Parks Stan Kosinski.

# The Project

The Fort Hancock 21st Century Federal Advisory Committee (Committee) was appointed by the Secretary of the Interior to be responsible for recommendations to the National Park Service (NPS) on the adaptive reuse of buildings within the Fort Hancock Historic Post, the core of this former Army fort. Together we identify how to preserve and rehabilitate these historic structures in the Sandy Hook Unit of Gateway National Recreation Area (Gateway) and create a thriving community.

## Objectives and Goals

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

Gateway's objective is to make all unused buildings on Officers Row available. During the last Committee meeting, we identified changes to the Use Map that emphasize flexibility for any compatible use of Officers Row buildings, such as

residential, lodging, or business use related to residential or lodging use.

The map, revised in June 2015 (see inside cover), was informed by the submissions received from Gateway's December 2014 Request for Proposals (RFP). The map has been revised and now includes three basic zones (down from five basic zones: compatible use, community/commercial and educational/commercial).

This map is not permanent and may change.

For more than seven decades, Army families turned the houses on Officers Row into a thriving community. NPS ARCHIVES.





Officers Row as seen from the Parade Grounds at sunset. PHOTO: Volunteer-in-Parks Stan Kosinski.

### The Buildings

Multiple buildings will be available. The selection of buildings is subject to the completion of ongoing negotiations now underway with the applicants selected during the Pilot Phase.

Buildings available under this RFP include 2-6 and 8-17, those identified in the “orange zone” or “compatible use” zone. Please be advised that applicants already selected in response to the Pilot RFP retain the right to select any building identified above.

The park plans to continue rehabilitation efforts underway at Building 7. We are aggressively pursuing fund sources for this project. Building 7 is one of two buildings receiving a new porch that was rebuilt to historic specifications.

### The Future

NPS is dedicated to addressing climate change and planning for sustainability. Please visit these sites for more information:

[http://www.nature.nps.gov/climatechange/docs/NPS\\_CCRS.pdf](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. This community will serve the needs of park visitors and the local communities, breathing life back into a national historic landmark.

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

- Identify infrastructure demands and needed improvements;
- 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

The NPS is seeking proposals from interested individuals or business organizations that can demonstrate the capability to rehabilitate, manage, maintain, and operate historic buildings located within Gateway under a lease term not to exceed sixty (60) years.

## Overview

NPS is seeking proposals from interested individuals or business organizations that can demonstrate the capability to rehabilitate, manage, maintain, and operate historic buildings located within Gateway under a lease term not to exceed sixty (60) years.

Responses may include plans for any buildings located within the compatible use zone.

Responses may include plans for any one or two of the buildings located between Buildings 8-17.

- 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 one 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.

Applicant(s) authorized use(s) of the Premises will be for the following:

- Any compatible use of Officers Row buildings, such residential, lodging, or business use related to residential or lodging use, subject to any restrictions identified in this RFP, NPS guidance, or other applicable federal regulations.

NPS anticipates that the Lease will become effective once the 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 not materially different from the Sample Lease. (See <http://www.nps.gov/gate/parkmgmt/index.htm>.)

## 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 Sample Lease is included at <http://www.nps.gov/gate/parkmgmt/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 of America as Additionally Insured.
4. Flood Insurance: Lessees must obtain Flood Insurance in sufficient coverage amounts. Flood Insurance is available through the National Flood Insurance Program (NFIP): [https://www.floodsmart.gov/floodsmart/pages/residential\\_coverage/](https://www.floodsmart.gov/floodsmart/pages/residential_coverage/)
5. Liability Insurance must be at least \$1 million per occurrence and \$3 million aggregate. (See Sample Lease at <http://www.nps.gov/gate/parkmgmt/index.htm>)
6. Property Insurance coverage provided in amounts equivalent to the selected applicant's level of investment.
7. Parking for two vehicles is available in driveway of Buildings 8-17.
8. Liquor License: In the event the Applicant proposes to serve or sell alcohol in connection with its use and occupancy of the premises, proposed Lessee is required to obtain the necessary authorizations and approvals from the State of New Jersey or local municipality.

#### Restrictions

1. Lessee has no preferential right of renewal for the Lease.
2. Construction of new or additional facilities is prohibited, however NPS may consider proposals that request appurtenances or minor additions.
3. NPS must approve any sub-lease.
4. Candles and other open flames are not permitted. Fireplaces are for decorative use only.
5. In the event of a government shutdown, access to Leased facilities may not be available. Lessees may be required to

surrender keys to the facilities to the NPS until such time as NPS notifies Lessees that access is permitted.

6. Parking is available in driveways.
7. Storage of private boats and trailers on park land is prohibited.
8. Use or installation of playgrounds, swing sets, and similar items is prohibited.

#### Historic Treatment and Improvements (see Updates 2016)

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.




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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.

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Fort Hancock was a vital, vibrant community through its decades as a US Army post. Soldiers and their dependents shopped and socialized on base and in the local communities near Sandy Hook. Families of higher ranking officers made themselves at home in the sturdy houses along Officers Row, celebrating holidays and other life events.  
NPS ARCHIVES.

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.

#### 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.

Piping plovers nest at Sandy Hook during the summer months, along with many other migrating bird species. Piping plovers are considered a threatened species. The NPS takes great care to protect their nesting sites, as with osprey and other threatened species. NPS PHOTO.



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

a. 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 costs. 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.

b. DO #35B Cost (<http://www.nps.gov/policy/DOrders/RM35B.pdf>): Which include facility occupants' prorata 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.

#### 3. Utilities

a. Lessee is responsible for the cost of all utilities whether or not these are supplied by NPS. Lessees will be billed by NPS for utilities supplied by the park.

#### 4. Taxes and Assessments (see Updates 2016)

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 the drawings.



Buildings on Officers Row, circa 1910. Note the relative lack of decorative plants outside the structures. The Historic Landscape Report recommends that plantings be kept below the line of the porch railing. PHOTO: Library of Congress.

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 the opportunity to lease multiple buildings under this RFP.

## Land Area

Under this Request for Proposals ("RFP"), the Leased Premises for all available Buildings include the front porch, back steps, corresponding ingress and egress. Some of the "Leased Premises" may include a land assignment which will encompass adjacent driveways and parking areas.

## RFP Buildings Plan Overview

Authorized Use: Any compatible use (including residential, lodging, or business use related to residential or lodging use)

Building Name	Building No.	Building Square Footage	Allowable Use
Lieutenants Quarters	2	7,412	Compatible
Lieutenants Quarters	3	7,412	Compatible
Lieutenants Quarters	4	7,412	Compatible
Lieutenants Quarters	5	7,412	Compatible
Lieutenants Quarters	6	7,412	Compatible
Lieutenants Quarters	8	7,412	Compatible
Captains Quarters	9	8,556	Compatible
Captains Quarters	10	8,556	Compatible
Captains Quarters	11	8,556	Compatible
Commanders Quarters	12	10,724	Compatible
Captains Quarters	13	8,556	Compatible
Captains Quarters	14	8,556	Compatible
Captains Quarters	15	8,556	Compatible
Lieutenants Quarters	16	7,412	Compatible
Lieutenants Quarters	17	7,412	Compatible
Duplex Officers Quarters	21	5,715	Compatible
Bachelor Officers Quarters	27	7,290	Compatible
Duplex NCO Quarters	52	2,048	Compatible
Officers Club	114	23,616	Compatible

RIGHT: Bachelor Officers Quarters, Building 27. NPS PHOTO

OPPOSITE PAGE: Architectural drawing for Captain Quarters. Buildings 9-11, 13-15 are Captain Quarters, all following the same layout and measuring 8,556 square feet. For more information, see page 22. NPS ARCHIVES





1. Building 2-6, 8, 16 and 17 - Lieutenant Quarters

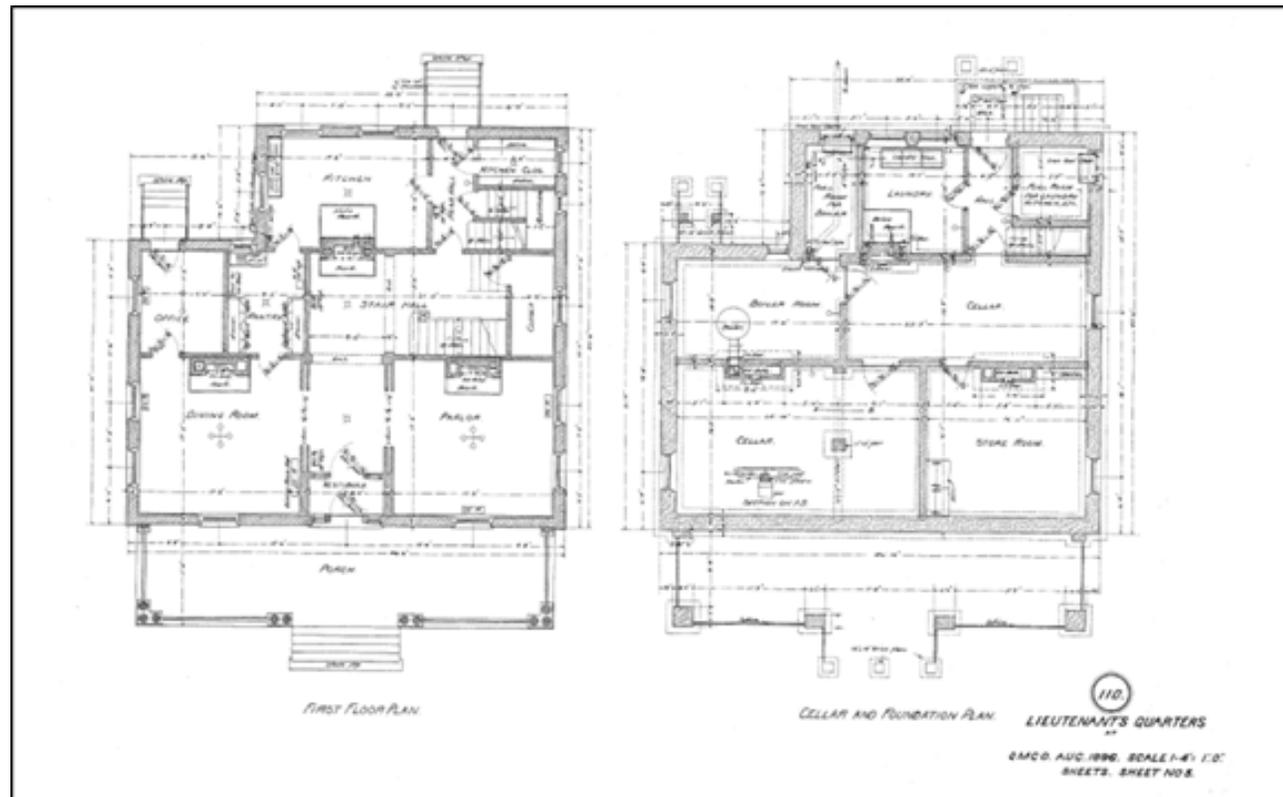
Buildings were constructed in 1899, altered by the U.S. Army in 1935, and stabilized by NPS in 1979. Buildings 2-6, 8, 16 and 17 help make up "Officers Row" and are part of the 110 significant structures that reflect the history of the military reservation. The 1896 master plan for development described the line of officers' quarters along Hartshorne Drive as built from Quartermaster General's Office standardized military housing plan -- most likely housing plan 110 (ca. 1896).

Buildings 8, 16 and 17 are 7,412 square foot, two-and-one-half story L-shaped Georgian style structures. The first floor contains a large dining room and parlor, an office, pantry, and large kitchen area. The second floor has four large bedrooms, one bathroom, and walk-in closet spaces which can be used for additional baths. The third floor

contains three bedrooms and one bathroom. Large front porches with an attractive water orientation are found on all buildings. Building 17 has a slate roof; all gable roofs have dormers. All buildings have two intersecting gables -- one over the main block that runs north to south with a second gable that runs east to west over the rear ell. The main gable has dormers with varying roofs. Buildings 8-16 have an asphalt shingle gable roof.

All buildings have a rusticated ashlar granite foundation with a limestone water table and brick walls. The exterior of the buildings are uncoated buff brick masonry. Windows are 6/6 wood double hung sashes with stone sills and brick flat arch lintels with concealed steel lintels beyond. The west-facing gable roof contains three dormers with triangular and elliptical pediments. The structures contain a single car garage.

RIGHT: Floor plans from War Department records for Lieutenants Quarters, which include Buildings 2-6, 8, 16-17. NPS ARCHIVES





LEFT: Make it yours. Parlor room, Lieutenants Quarters. NPS PHOTO by Volunteer-in-Parks Stan Kosinski.

## 2. Buildings 9, 10, 11, 13, 14 and 15 - Captains Quarters

These Buildings were constructed in 1899, altered by the US Army, and stabilized by NPS in the late 1970s. Constructed as part of 1899 execution of the 1896 master plan, these six buildings were used to house middle ranking officers. These are an excellent example of turn of century military housing, designed and constructed as part of the US Army's effort to create a coherent and cohesive post appearance. The Captains Quarters

Buildings were constructed utilizing the same two and a half story design as the Lieutenants Quarter- most likely using housing plan 109. These share many of the same features of the Lieutenants Quarters, except they offer more space –with each Captains Quarters containing 8,556 square feet. These are located in the middle of Officers Row. The windows are 6/6 wood double-hung sashes with keyed-flat arch brick lintels. The building has a rusticated ashlar granite foundation with a limestone water table and buff brick walls with thin “butter” mortar joints. The brick

masonry walls support wood roof and floor framing. Two intersecting gable roofs with asphalt shingles complete the structures. Unlike the Lieutenants Quarters, the Captains Quarters have three dormers on the west faced and one additional dormer on the north façade of rear gable.

### 3. Building 12 -Commanding Officers Quarters

The Commanding Officers Quarters was constructed in 1899, altered by the US Army in 1946, and stabilized by NPS in 1979. The Commanding Officer's Quarters, a 10,724 square foot, two and a half story building, is situated at the center of the historic parade ground. Constructed as part of 1899 execution of the 1896 master plan, this structure is the largest and housed the fort's commanding officer and his family. The Commanding Officer's was constructed from Quartermaster General's Office standardized military housing plan, most likely 108 (ca. 1896). The windows are 6/6 wood double-hung sashes with keyed-flat arch brick lintels supported by

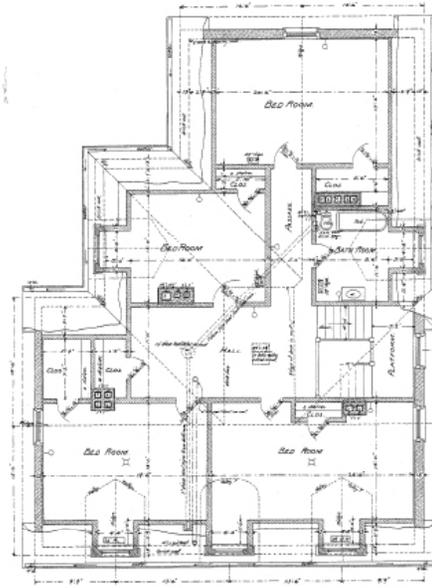
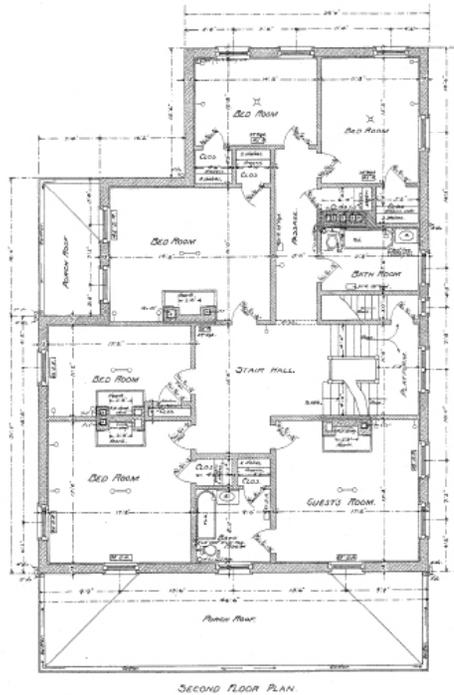
concealed steel. The building has a rusticated ashlar granite foundation with a limestone water table and buff brick walls with thin "butter" mortar joints. The largest of the buildings, the Commanding Officers Quarters has two asphalt gable roofs, with three dormers on the west façade and two additional dormers, one on the north and one on the south façade, of the rear gable. The brick masonry walls support wood roof and floor framing.

### 4. Building 114, Officers Club

The Officers Club is the oldest brick building on the Sandy Hook peninsula. It was built in 1878 to house Ordinance Officers stationed at the Proving Ground, it was constructed in the Second Empire architectural style. After the termination of the Proving Ground in 1919, it was used as the Fort Hancock Officers' Quarters and Club. The Building was altered in 1905, 1939, and 1943. It is a two and one half story, 12,100 square foot, rectangular building with an asphalt mansard roof, pierced by dormers which

Building 114, best known as the Officers Club, was originally built as part of Sandy Hook Proving Ground. It predates the buildings in Fort Hancock Historic Post by about two decades.  
NPS ARCHIVES





108  
COM'DC OFFICER'S Q'RS.  
D.M.C.D. AUG. 1896. SCALE 1/4" = 1' 0".  
SHEETS, SHEET NO. 4

house single, double hung windows. There is total of five chimneys, of which four are located internally and one is located externally. The Building has bracketed cornices which extend along the length of the house. There are double hung windows of varying size with wood sashes, stone sills, and flat stone lintels. There are projecting oriel windows in the center of the second story east and north façade.

The Building has a one story demi hexagonal bay on the north façade. The Building has a two story rectangular L on the west side. There is a one story addition on the north side of the L and a one story two room additional extending the length of the south façade. The Building has a porch on the east façade and an enclosed porch on the west façade. Both porches are one story. The assigned area will include Building 113, former laundry for officers of the Ordinance Department housed in adjacent Building 114.

#### On-Site Utilities (see Updates 2016)

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. Costs associated with maintaining common lines will be prorated under the Common Area Maintenance charge.
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 Superstorm 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 at their sole expense. 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.

3. Potable Water: Potable water is available and sufficient to support the full development of the entire Fort Hancock. 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 compliance with the [National Environmental Policy Act \(NEPA\)](#) and Section 106. 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. The annual maximum for potable water is 50 million gallons. We currently average 100,000 gallons per day. Buildings connect to a 6 inch water main. Buildings are served by 1.5 inch pipes. For all buildings, Applicants should propose how they intend to replace any non-copper plumbing components.

#### 4. Existing Heating Ventilation and Air Conditioning

Systems: The existing buildings 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 for a 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

OPPOSITE PAGE:

Officers Row at sunset.  
NPS PHOTO by  
Volunteer-in-Parks  
Stan Kosinski.

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 SDR 35 PVC 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 tenant and will be subject to the NEPA/106 compliance process. If the video shows a deteriorated pipe, the park may allow 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

Buildings 14-18 on Officers Row, as seen from the Parade Ground. PHOTO: Gary Sprengel.



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 reports which can be found at: [http://www.forthancock21stcentury.org/yahoo\\_site\\_admin/assets/docs/2006\\_0000\\_-\\_Cultural\\_Landscape\\_Report\\_for\\_Fort\\_Hancock\\_Part1.1263759.pdf](http://www.forthancock21stcentury.org/yahoo_site_admin/assets/docs/2006_0000_-_Cultural_Landscape_Report_for_Fort_Hancock_Part1.1263759.pdf)

#### Parking

On-site parking is limited to the current driveway.

# Design and Construction Requirements

## Historic Tax Credit Program (see Updates 2016)

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 & Requirements (see Updates 2016)

Alterations and improvements to the historic structures and landscapes, within the Fort Hancock and Sandy Hook Proving

Ground National Historic Landmark District, must be made in a manner consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties (SOI). They must be reviewed and approved by NPS and may require consultation with SHPO as necessary. 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 made by the successful applicant.

The appropriate standard for most of the projects completed under this Lease agreement will likely be SOI Standard for Rehabilitation. 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. The 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 plan prepared by NPS.
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 to match existing 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.

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 and dormer roofs with gray metal roofs. The park has most recently used stainless steel roofing for the porches. Terne coated copper or terne coated stainless if available are acceptable options.

Over the years, most fireplace mantles were painted over. This fireplace in Building 11 escaped such alteration, revealing the original look of the fireplaces and window mantles.  
NPS PHOTO





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

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. Porch rehabilitation should follow plans developed for Buildings 7 and 17. 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 Guidelines for access is proposed or implemented must be reviewed by NPS and will likely require SHPO consultation. Applicants must propose the ADA-ABA Accessibility Guidelines for access by methods least intrusive to the landscape and the facility.
14. Ingress and Egress: Secondary method of egress may be required for buildings used as Residential/Office. 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.

Some buildings , or parts of buildings, need more care than others. This is the dining room for Building 15. NPS PHOTO



#### INTERIOR

1. Ceilings: Pressed tin ceilings should be retained and repaired/replaced in-kind as necessary.
2. Plaster: 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 keeping 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 or replaced in-kind.
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 solid wood doors with paneled solid 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 will require some distinction between the original and new wood trim around original doors, especially trim including cap moldings, chair rail, wood wainscoting in stair hall.
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 1 foot above 100 year floodplain elevation as defined by current FEMA Advisory Base Flood Elevation maps at <http://www.region2coastal.com/bestdata>. Full scale removal of all interior partitions is not in keeping with the SOI Standards; some plan changes and/or new openings in the existing walls to meet program are usually permitted.
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 sprinkler, egress, and fire rated materials necessary in connection with the use as proposed.
11. HVAC: Existing ventilation is per-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 new systems 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 exclusive jurisdiction, the Federal Government possesses all of the governmental authority with limited exceptions. For example, the State has the right to service civil or criminal process in the Park for activities which occurred outside the park and 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 for the Treatment of Historic Properties, National Historic Preservation Act (NHPA) and Section 106 compliance, The National Environmental Policy Act (NEPA), International Existing Building Code (IEBC), 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 the [Council of American Building Officials' \(CABO\) 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 (see Updates 2016)

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=cbe088e7c8704464aa0fc34eb99e7f30>. Portions of the Historic District do fall within that floodplain area. During the recent "Superstorm" 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.

#### 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 (see Updates 2016)

##### 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, in the form of drawings, 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 consultation.

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.



Children at one of the batteries of Fort Hancock, May 1965. NPS ARCHIVES

# 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 RFP.

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 (54 U.S.C. 306121), as amended. The National Park Service General Leasing Authority is codified in 54 U.S.C. 102102 and authorizes NPS to lease federally-owned property within boundaries of the park.

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 will override.

## Site Tour and Additional Information

Site tours will be considered upon request.

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 posted on the Fort Hancock Federal Advisory Committee website: <http://www.forthancock21.org/>.

Questions must be submitted via email to [Gateway\\_BMD@nps.gov](mailto: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

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.



## 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 formatted to 8-1/2" x 11" size, double-sided.

The proposal must be enclosed in a sealed envelope and received at the 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

SUBMISSION- 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.

#### 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 for Criteria 1 through 6
  - \* Completed Financial Forms attached.

Proposal is not to exceed 25 pages, excluding attachments.

### Proposal Selection Criteria and Required Responses

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.

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.

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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.

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National Park Service employees outside the park will review all responses to this RFP through an evaluation panel, assisted by technical consultants as deemed appropriate.

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#### 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. NPS will consider compatible uses of Officers Row buildings, such as residential, lodging, or business use related to residential or lodging use. 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 year round Residential and Residential/Office use.

##### Required Response:

Please describe in detail the how you plan to operate within Fort Hancock. Please identify if you are intending to utilize a facility on a year-round basis. Applicants should describe, if applicable, what type of business they may operate in a particular building.

#### Criterion 2 - Financial (30%)

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

If you plan to operate a business in one of the buildings, you must be capable of making the financial investment required for the level of service the applicant proposes.

##### 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.

##### Required Response:

- Applicant shall submit the Attachment Financial Forms, 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 you propose in connection with any business 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, found at <http://www.nps.gov/gate/parkmgmt/index.htm>.

#### 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:

NPS is seeking a Lessee competent and qualified with a proven track record of living in and maintaining historic buildings.

#### Required Response:

Describe your experience rehabilitating historic buildings. List specific projects, years of experience and background that qualifies you to oversee and manage such buildings.

#### 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](http://www.nature.nps.gov/climatechange/docs/NPS_CCRS.pdf)



- Applicants should include in their plans the use of Energy Star or similarly efficient appliances, and incorporate environmentally-friendly products. If you propose to operate a business, demonstrate how you will commit to sustainable products and practices. For example, see the Green Restaurant Association's endorsements at <http://www.dinegreen.com> or the list of certified "Green Seal" products at <http://www.greenseal.org>.

- Offers should take 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 a historic property; the compatibility of the proposal with the historic qualities of the property and its place within the Landmark District.



Fort Hancock attracted both Hollywood royalty and the real thing. King George VI and Queen Elizabeth visited here in 1939, while film star Lana Turner brightened soldiers' spirits during World War II. NPS ARCHIVES

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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.

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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 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>



A home on Officers Row in the late 1930s. PHOTO: From the Frances Hayes collection, provided by the Army Ground Forces Association.



# Request for Proposals Multiple Opportunities on Officers Row for Compatible Uses 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 Information

### Rolling RFP

This RFP is a rolling solicitation.

Proposals will be accepted on the last Friday of every month until all buildings available under this RFP are leased or the NPS discontinues this solicitation.

Anticipated Date for Selection of Qualified Proposals:

Five weeks after submittal deadline

Site tours are available upon request.

Anticipated Lease Commencement:  
Subject to negotiation

NPS does not warrant and assumes no liability  
for the accuracy of the information provided in this RFP.