

National Park Service
U.S. Department of the Interior

Gateway National Recreation Area
Fort Hancock, Sandy Hook Unit



Fort Hancock - Request for Proposals, Pilot Project

<http://www.nps.gov/gate/parkmgmt/fort-rfp-2015.htm>



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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.




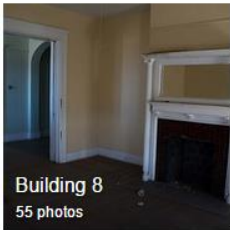







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 **Sandy Hook Gateway NRA** 14 October 2014
Fort Hancock 21st Century Committee Albums Member Since

Photostream Albums Favorites ...

 Building 6 21 photos
 Building 8 55 photos
 Building 9 12 photos
 Building 10 21 photos
 Building 11 21 photos
 Building 12 44 photos
 Building 13 15 photos

<https://www.flickr.com/photos/128398185@N08/sets>

Bed and Breakfast	Buildings 6 and 27
Residential or Residential/Office	Buildings 8-17
Non-Profit Education	Buildings 23, 24, 25, 40, 53, 55, 56, 57, 60, and 70



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Content

- I. National Park Service/Gateway NRA
- II. History Of Fort Hancock
- III. The Pilot Project
- IV. The Lease
- V. Leased Premises
- VI. Design & Construction Requirements
- VII. The Competitive Process

Attachments - Found on Website Only

- Sample Lease
- Transmittal Letter Template
- Financial Form Instructions
- Financial Forms
- Building Plans





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OVERVIEW

NPS seeks clear and concise answers. Please answer questions or supply information in response to specified items. Proposals will be evaluated based on the below identified criteria. Each criterion has been assigned a weighting based on NPS priorities.



Evaluation Criteria

- Criterion 1- Use (15%)
- Criterion 2- Financial (30%)
- Criterion 3- Rent (5%)
- Criterion 4- Experience (20%)
- Criterion 5 - Sustainability (5%)
- Criterion 6- Preservation (25%)

<http://forthancock21stcentury.org/rfp>

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Evaluation Criteria - Bed and Breakfast

Criterion 1 - Use (15 %)

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

NPS Objective:

- Fort Hancock is uniquely situated as a former military post and officer residences. The Premises lend themselves to lodging facilities. Proposals must be compatible with the long-term vision of the Fort as a vibrant year round community with a diverse mix of uses. Although there is high summer seasonal demand at Sandy Hook, NPS is interested in encouraging an extended operating season. Applicants are invited to propose outdoor activities and entertainment such as live music, poetry readings, movie nights, comedy shows, or other arts- or learning-based entertainment. The park also has a robust demand for wedding venue accommodations. Advanced booking for use of the Sandy Hook Chapel extends well into 2015. Expanding amenities for current and future weddings and other events is strongly encouraged.

Required Response:

Please describe in detail how your plans to operate a bed and breakfast or lodging operation at Fort Hancock during peak summer season will translate to year-round use of the facility. Applicants should describe, if applicable, what activities and entertainment they would provide.



Building 6 on
Officers Row.
NPS PHOTO



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Evaluation Criteria - Bed and Breakfast

Criterion 2 - Financial (30%)

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

NPS Objective:

- The rehabilitation of the Premises. As part of the rehabilitation process, NPS seeks credible cost estimates based on SOI standards. Provide evidence that funds for proposed Improvements are immediately or imminently available.
- NPS is interested in high quality bed and breakfast or lodging operation. The Applicant must be capable of making the financial investment required for the level of service the Applicant proposes.

Required Response: Applicant shall submit the Financial Forms attached explaining in detail the basis of all estimates included on the form.

- Applicant shall submit the Financial Forms Attached, explaining in detail the basis of all estimates included on the form.
- Submit documentation of the source and availability of funds for the estimated investment costs through bank statements, bank financing commitment letters, or similar documents that convincingly substantiate your financial capability.
- Describe the personal property investment including all Furniture, Fixtures, and Equipment (FF&E) you propose in connection with this opportunity.
- Provide a complete credit report in the name of the offeror that includes scores and is dated within thirty (30) days prior to the date of submission to NPS. The report

must be from a major credit reporting company such as Equifax, Experian, TRW, or Dun & Bradstreet. If the offeror is not yet formed, include a credit report for each of the individuals or entities that will have ownership interests or control of the potential Lessee.

Criterion 3 - Rent (5%)

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

Required Response:

- State how much annual rent Applicant offers to pay. The lessee will be required by the lease to pay at least fair market value rent to the NPS. The fair market value rent will be determined by NPS after selection of the best proposal and determined by an appraisal. When determining the Fair Market Value Rent, the NPS will provide rental offsets for capital improvements. The rent payment schedule will be negotiated with the selected Applicant.
- The amount of rent offered should be entered where appropriate in Attachment D Financial Forms.



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Evaluation Criteria - Bed and Breakfast

Criterion 4 - Experience (20%)

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

NPS Objective:

- To lease the Premises to an experienced operator with a proven track record of managing and operating a bed and breakfast or lodging operation. This operator will also need to demonstrate their ability to provide year round service in an area that has high seasonal demand. Additionally, the Applicant should demonstrate an ability to accommodate larger scale events, such as weddings, within or upon the land assignment designated as part of the premises.

Required Response:

- Describe how your experience and background qualifies you to operate a uniquely located bed and breakfast

operation with high seasonal demand. Submit a detailed business plan including financials describing the proposed operations including theme or concept, and services, menu, marketing, and design.

Criterion 5 - Sustainability (5%)

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

NPS Objective:

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



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Evaluation Criteria - Bed and Breakfast

Criterion 6- Preservation (25%)

The property is an historic property; the compatibility of the proposal with the historic qualities of the property and its place in the landmark district.

NPS Objective:

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

Building 27



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Evaluation Criteria - Residential and Residential/Office

Criterion 1 - Use (15%)

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

NPS Objective:

Fort Hancock is uniquely situated as a former military post and officer residences. The Premises lend themselves to Residential and Residential/Office uses. 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 a Residential/Office use within Fort Hancock. Please identify if you are intending to occupy the Residential and Residential/Office year round. Applicants should describe, if applicable, what type of business will be operating in the Residential/Office.



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Evaluation Criteria - Residential and Residential/Office

Criterion 2 - Financial (30%)

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

NPS Objective:

The rehabilitation of the Premises. As part of the rehabilitation process, NPS seeks credible cost estimates based on SOI standards. Provide evidence that funds for proposed Improvements are immediately or imminently available.

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.
- Provide a complete credit report in the name of the offeror that includes cores 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.





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Evaluation Criteria - Residential and Residential/Office

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.





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Evaluation Criteria - Residential and Residential/Office

Criterion 4 - Experience (20%)

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

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 maintaining historic buildings.
List specific projects and include years of experience and background that qualifies you to oversee and manage historical buildings.





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Evaluation Criteria - Residential and Residential/Office

Criterion 5 - Sustainability (5%)

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

NPS Objective:

- NPS seeks a Proposal that takes into account climate change and offers eco-friendly alternatives for operation of the facility. See: http://www.nature.nps.gov/climatechange/docs/NPS_CCRS.pdf
- Applicants should include in their plans the use of Energy Star or similarly efficient appliances, and incorporate environmentally-friendly products into their operations (see the Green Restaurant Association's endorsements at www.dinegreen.com or the list of certified "Green Seal" products at www.greenseal.org). Preference will be shown to proposals that commit to these products and practices.
- Offers should take into account climate change risks and storm preparedness plans that address the potentially vulnerable location.





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Evaluation Criteria - Residential and Residential/Office

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 in the landmark district.

NPS Objective:

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



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Evaluation Criteria - Non-Profit Education

Criterion 1- Use (15%)

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

NPS Objective:

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

Required Response:

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

Building 70



Building 60





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Evaluation Criteria - Non-Profit Education

Criterion 2- Financial (30%)

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

NPS Objective:

- The rehabilitation of the Premises. As part of the rehabilitation process, NPS seeks credible cost estimates based on SOI standards. Provide evidence that funds for proposed Improvements are immediately or imminently available.
- NPS is interested in high quality organizations. The Applicant must be capable of making the financial investment required for the level of service the Applicant proposes.

Required Response:

- Applicant shall submit the 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 (FF&E) you propose in connection with this opportunity.
- Provide a complete credit report in the name of the offeror that includes scores and is dated within thirty (30) days prior to the date of submission to NPS. The report must be from a major credit reporting company such as Equifax, Experian, TRW, or Dun & Bradstreet. If the offeror is not yet formed, include a credit report for each of the individuals or entities that will have ownership interests or control of the potential Lessee.



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Evaluation Criteria - Non-Profit Education

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.





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Evaluation Criteria - Non-Profit Education

Criterion 4- Experience (20%)

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

NPS Objective:

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

Required Response:

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



Building 40



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Evaluation Criteria - Non-Profit Education

Criterion 5 - Sustainability (5%)

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

NPS Objective:

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



Building 53



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Evaluation Criteria - Non-Profit Education

Criterion 6- Preservation (25%)

The property is an historic property; the compatibility of the proposal with the historic qualities of the property and its place in the landmark district.

NPS Objective:

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



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Required Documents

- Transmittal Letter - Attachment included for Applicant's use
- Applicant Identification
- Proposal: Requires response to Criteria 1 through 6 and Supporting Documentation
- Proposals are not to exceed 25 pages, excluding attachments
- Completed Financial Forms





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Important Dates

RELEASE DATE:
Friday, December 12, 2014

Proposal Submission Deadline:
Monday, April 17, 2015 at 1 PM EST

Site tours available by appointment only

Anticipated Date for Selection:
Five Weeks After Submittal Deadline

Question Submission Deadline:
Monday, March 16, 2015

Anticipated Lease Commencement:
Subject to negotiation

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



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Help get the word out

Marketing Materials	Brochure
	Video - SAHO
	Posters
Web Plan	NPS GATE Websites
Social Media	Facebook
	Twitter
	YouTube
Partnership Outreach	Mailing – See email sample
Advertising	Fed Biz Op
	NY Times
	Crains
Events	Open House
Networking	Community Outreach



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



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