

## POST THEATER BUILDING NO. 67

This 6,151 square foot movie house boasts a stage, projection booth and a 300 seat auditorium. It is located directly across from the ferry landing, and is suitable for live theater, music, lectures, meetings or film.



## NEW CONSTRUCTION

The National Park Service will consider limited new construction of facilities in areas adjacent to or in the vicinity of historic structures made available under this request for proposals in certain cases when such new construction is proposed in direct support of your overall reuse and rehabilitation plan. Applicable standards for new construction within a National Historic Landmark district will apply.

## HISTORIC TAX CREDIT PROGRAM

If the use proposed for the structure is income-producing or commercial, the rehabilitation performed may qualify for investment tax incentives under the National Historic Preservation Act of 1966 (16 U.S.C. 16, 470a-1(a)(170 ed.) as amended; Section 48(g) of the Internal Revenue Code of 1986 (90 Stat. 1519, as amended by 100 Stat.2085) 26 U.S.C. 48(g); and Section 170(h) of the Internal Revenue Code of 1986 (94 Stat. 3204) 26 U.S.C. 170(h). Under the provisions of this law, a lessee who rehabilitates a National Register structure may qualify for an investment tax credit for the rehabilitation. This program is administered jointly by the National Park Service and the Internal Revenue Service. Questions regarding financial and administrative aspects of the tax code should be directed to the Internal Revenue Service and lessee's own advisors. Questions regarding architectural or engineering aspects of the program should be directed to the National Park Service. Among the conditions for qualification, a "substantial rehabilitation" must be undertaken with costs exceeding \$5,000 or the "adjusted basis of the building," whichever is greater. The "adjusted basis of the building" is generally taken to be the value of the building (not including the value of the land) less any depreciation already

taken. In addition, the rehabilitation must be certified by the National Park Service to be consistent with the historic character of the structure and to meet the Secretary of the Interior's Standards for Rehabilitation. These standards, as well as additional information on the tax incentives, are available upon request. All requirements of the Tax Act program are entirely the responsibility of the proposer.

## NATIONAL PARK SERVICE GOALS

In Section 2 of the Application for Historic Lease, you are asked to prepare a Preliminary Reuse Concept that meets the goals of the National Park Service for the reuse of Fort Hancock buildings. These goals are summarized below. A full statement of the goals of the National Park Service is contained in the General Management Plan Amendment for the Sandy Hook Unit of the Gateway National Recreation Area.

### *PROGRAM GOAL*

*Create a year-round community of educational, research and recreational organizations sharing common goals and an appreciation of Fort Hancock's history and unique shoreline setting, and return Fort Hancock's historic structures, to the greatest extent practical, to their original use as office and meeting space, transient lodging, and recreation and entertainment facilities.*

It is the vision of the National Park Service that the elegant buildings at Fort Hancock be returned to year-round use and, to the greatest extent practical, to their original function as office and meeting space, transient lodging, and recreation and entertainment facilities. Fort Hancock will continue to serve as headquarters to the operations of the National Park Service's Sandy Hook Unit, Gateway National Recreation Area. In addition, the National Park Service seeks to develop a community of educational, research, and recreational groups sharing common goals and an appreciation of the area's history and unique seashore setting. Special consideration will be given to those proposals that enhance park operations and programs, or provide valuable services and facilities to the visiting public. Examples of allowable uses include educational facilities (residential or non-residential), hostels, research centers, conference/education centers, professional offices,

overnight accommodations, restaurants, health complexes, performing arts, and (transient) docking facilities, and excursion boat operations. Proposals for private, permanent residential use will not be considered.

### *HISTORIC PRESERVATION GOAL*

*Ensure the preservation of historic structures that contribute to the National Historic Landmark District through the selection of compatible adaptive reuses. Establish and carry out appropriate preservation treatments for historic buildings and settings.*

The National Park Service wishes to ensure the preservation of the historic structures at Fort Hancock through this competitive selection process, and choosing compatible adaptive reuse of the facilities and areas located within the National Historic Landmark District. Through this selection process and leasing program, the National Park Service (through the selected lessee) will establish and carry out appropriate preservation treatments for these historic buildings and settings.

**HISTORIC STRUCTURE TREATMENT REQUIREMENTS.** The National Park Service is seeking organizations(s) that will lease Historic buildings at Fort Hancock and rehabilitate and maintain them in accordance with the Secretary of the Interior's Standards for Treatment of Historic Properties. Fort Hancock structures have had minimal and sporadic maintenance over the years and, although presumed to be sound, are in need of major interior and exterior repairs. The National Park Service standards and requirements shall govern the approach to the repair and preservation maintenance work on the Fort Hancock buildings to be leased. Guidance for carrying out these standards and requirements may be found in The Secretary of the Interior's Standards for the Treatment of Historic Properties and Guidelines for Rehabilitating Historic Buildings, and in the Fort Hancock Rehabilitation Guidelines (available upon request). The summary of these standards is as follows:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time. Those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize an historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The rehabilitation work must bring the structure into conformance with zoning, building, fire, electrical, and plumbing codes of the State of New Jersey and Monmouth County. The Uniform Building Code and the Life Safety Code (NPDA 101) shall be used if more stringent than local codes. All necessary permits must be obtained by the lessee.

The rehabilitation must bring the structures into conformance with the Americans With Disabilities Act and Uniform Federal Accessibility Standards. Barriers that exist in the structures must be evaluated using the problem solving process outlined in the National Park Service technical manual "Accommodation of Disabled Visitors at Historic Sites in the National Park System" published in 1983. Federal accessibility standards apply unless it is determined that strict compliance will impair significant historic or architectural values.

**PROJECT APPROVAL PROCESS.** For historic rehabilitation or building improvements, the sequential review process with the National Park Service consists of the following steps:

*Project Formulation* – determine the scope of proposed project, location, and extent of rehabilitation with ongoing consultation with the National Park Service.

*Environmental Review* – determine the scope of necessary environmental analysis to comply with applicable local, state, and federal environmental laws and regulations.

*Schematic Design* – review conceptual designs with sketches and conceptual cost estimates; test for compatibility of program with structure.

*Design Development* – expand and complete preliminary design; resolve major issues; select primary materials; complete and special investigations; refine cost estimate.

*Environmental Analysis and Public Review* – seek comment from the public on the proposed project and environmental analysis as applicable.

*Construction Documents* – prepare final design and construction documents, specifications, and cost estimate.

*Project Monitoring* – the National Park Service compares approved construction documents with actual construction to ensure design standard compliance.

*Operations and Maintenance Plan* – develop a plan to assure that operations and maintenance are consistent with historic preservation goals.

**APPLICABLE BUILDING CODES.** The National Park Service policies stipulate that construction meet nationally recognized model codes. These codes include the Uniform Building Code, National Electric Code, Uniform Mechanical Code, Uniform Plumbing Code, Uniform Fire Code, Uniform Federal Accessibility Standards, National Fire Protection Association Life-Safety Code, Uniform Code for Building Conservation and CABO One and Two Family Dwelling Code. In addition, the National Park Service may give consideration to local land use provisions and consult with state and local building officials. The National Park Service will review and approve building plans and reserves the right to collect fees to reimburse the National Park Service for its related expenses. No construction may be undertaken unless the National Park Service has issued a written approval to proceed.

**Construction Work.** Construction related initial rehabilitation of historic buildings, new construction, and rehabilitation of non-historic structures, as well as subsequent construction related to repair, maintenance and improvement of buildings will be subject to the following National Park Service standards:

1. Plans and specifications for construction work on the structures must be prepared by a registered architect and demonstrate significant historic preservation experience. Plans and specifications shall be approved by the National Park Service before any work is undertaken. In addition, the National Park Service shall approve all plans and specifications for site improvements and landscape treatment including; paving, planting plans, runoff plans and calculations, traffic patterns, etc. The lessee will be responsible for providing the National Park Service with reproducible copies of all drawings, specifications and historical data prepared by or for the lessee, in accordance with National Park Service Standards.

2. It will be the responsibility of the lessee to accomplish the specified work, and this work will be supervised by the lessee's architect with oversight by the National Park Service. All major construction treatment and preservation maintenance work must be inspected and accepted by the National Park Service. The Superintendent, Sandy Hook Unit, Gateway National Recreation Area, has the authority to stop the lessee's construction work or preservation maintenance when, in the National Park Service's opinion, the Park's cultural or natural resources are endangered. Prior to construction, a building permit will be issued by the National Park Service to the lessee for the work being performed.
3. If major construction treatment is proposed, it must be based on a Historic Structure Report prepared for the lessee by an architect approved by the National Park Service. This report will be prepared at the cost of the lessee.
4. All rehabilitation, construction, treatment and maintenance work, including repairs, shall be done by qualified technicians.
5. During the term of the lease, every precaution possible is to be taken to prevent damage to the structures and surrounding area. Should any damage occur, it is to be repaired or replaced to match as closely as possible the existing condition at no expense to the government and to the satisfaction of the superintendent, Sandy Hook Unit, Gateway National Recreation Area.
6. During any construction work, the leased area shall be maintained free from accumulations of waste materials and rubbish. Daily, during progress of work, all areas shall be cleaned and waste materials, debris and rubbish disposed of in on-site containers provided by the lessee.

7. Upon satisfactory completion of construction work and successful inspection by the National Park Service, a Certificate of Occupancy will be issued to the lessee by the National Park Service.

## **BUILDING MAINTENANCE AND OCCUPANCY GOAL**

*Provide for the timely occupancy of Fort Hancock buildings and grounds, ensure adequate maintenance, and building preservation, and generate long-term revenues to support Fort Hancock.*

**TIMING OF OCCUPANCY.** The National Park Service seeks organizations that can start their project and commence operations as soon as possible.

**PRESERVATION MAINTENANCE.** As a condition of any proposed Historic lease, the National Park Service will require the lessee to sign a maintenance plan that will be reviewed annually. Generally, a maintenance plan requires a lessee to maintain, repair, and improve buildings assigned to you, including any government-owned fixtures and equipment. Maintenance activities will include cyclic maintenance and all necessary "housekeeping" activities associated with your proposed operations. National Park Service standards for maintenance of buildings and grounds include but are not limited to the following:

1. Inspection and preservation maintenance of the property shall be carried out in accordance with the Historic Preservation Guidelines (copy provided on request). All maintenance work on historic structures shall be done by qualified technicians in accordance with these guidelines. An annual report of the property shall be prepared and submitted to the superintendent of Sandy Hook Unit, Gateway National Recreation Area.

2. All maintenance work must retain the maximum feasible amount of original fabric. When fabric has deteriorated beyond repair, replacement work must match replaced fabric and must be identified or permanently marked in an unobtrusive manner to distinguish it from the original fabric.
3. A Maintenance and Operating Plan must be formulated by the lessee, outlining all work and cyclic maintenance activities proposed.

**ENVIRONMENTAL STEWARDSHIP AND SUSTAINABILITY.** The National Park Service expects lessees to engage in building operating and maintenance practices that maximize, to the fullest extent feasible, the following:

- Waste Management and Recycling. Lessee will make every effort to reduce, reuse, and recycle solid waste, and meet federal, state and local requirements or goals.
- Energy conservation. Lessees will develop a comprehensive plan for energy conservation. The National Park Service will assess the energy consumption impacts of all new facilities, modifications to existing facilities, and significant expansion of existing facilities as well as any new construction.
- Water Conservation. Lessees will practice water and energy conservation in their daily operations.
- Integrated Pest Management. The National Park Service expects lessees to comply with Integrated Pest Management policies in place at Gateway National Recreational Area, which emphasizes preventive measures and permits use of chemicals and pesticides only in the absence of other alternatives.

## *MINIMUM BUSINESS TERMS*

The National Park Service will enter into a historic lease agreement(s) for all or a portion of buildings at Fort Hancock. In order to provide some background information for prospective lessees, the following section briefly describes basic minimum lease terms. In your Application for Historic Lease, prospective lessees will be required to indicate acceptance of these basic business terms, or identify areas of disagreement with an explanation and suggestion of an alternative way to address the issue. The following are the National Park Service's minimum business terms:

- **SUBORDINATION.** Fee ownership will not be subordinated.
- **TERM.** The National Park Service seeks to limit lease terms to 15 to 25- years, unless a longer term is necessary to obtain financing and allow for return on investment.
- **RENT.** The National Park Service seeks a provision for fair market value base rent that reflects existing building conditions, required level of investment by lessee, and length of term proposed. As a minimum, the Service expects a \$1.65 (per leasable square foot) Service District Charge with adjustments as applicable (for more information regarding the Service District Charge, please refer to Appendix D).
- **PERMITTED USES.** All uses shall be consistent with the National Historic Preservation Act and the General Management Plan Amendment for the Sandy Hook Unit of the Gateway National Recreation Area and are subject to approval by the National Park Service.
- **ASSIGNMENT AND SUBLEASES.** The National Park Service will have the right to approve any assignment of the lease or subleases.
- **PERFORMANCE BENCHMARKS.** All documents, whether the Letter of Intent, the lease itself, or the development agreement, will contain time and performance benchmarks with clear termination provisions for non-performance.
- **ASSURANCES.** The lease agreement will include provisions for liquidated damages, performance bonds, or other remedies to assure completion of the project.
- **TAXES.** Lessees will be responsible for all taxes and assessments imposed by federal, state and local agencies on leasehold property and interests.
- **BROKER POLICY.** The National Park Service will not pay commissions to brokers who are involved in the transaction. Brokerage fees will be the sole responsibility of the master lessee.
- **ANTI-DISCRIMINATION.** The lease will contain provisions to prohibit discrimination based upon race, color, sex, age, or physical handicap in accordance with applicable laws.
- **HANDICAPPED ACCESS.** The lease will ensure that the lessee is in compliance with the Americans with Disabilities Act and other applicable laws.

A full copy of a draft historic lease is available for your review and evaluation. To obtain a copy please contact: the Business Management Office, Gateway National Recreation Area, Brooklyn, NY 11234.

## CONTENTS OF PROPOSAL

Proposals submitted in response to this Request for Proposals must include the following:

- Transmittal Letter (form provided in Appendix A)
- Application for Historic Lease (form provided in Appendix B)

The Application for Historic Lease (“Application”), including the Transmittal Letter, must be used in applying for a lease under this Request for Proposals. These documents must be completed **IN FULL**. If a proposer fails to complete any part of the Application, the proposal may be considered to be non-responsive.

The format provides for latitude in presentation. A complete Application will include comments and information added to the basic format. Please number added pages to correspond to their proper location in the document. Proposers should feel free to add to the Application while staying within its organizational framework. Information furnished as part of your response to this Request for Proposals must set forth complete and accurate information as required. Proposers may submit additional information that may not be covered fully in the Application. Please note that proposals will not be returned to the Proposer and will be retained as property of the government.

## SUBMITTAL INSTRUCTIONS

Proposers are requested to examine this Request for Proposals, Transmittal Letter, and Application, to be sure all necessary information for submittal is included. The National Park Service assumes no responsibility for a proposal submitted on the basis of an incomplete package. In addition, proposers are expected to review all requirements and instructions of this Request for Proposals; any failure to do so will be at the risk of the prospective lessee. **SIX (6)** copies of your proposal and any modifications must be enclosed in sealed envelopes and submitted to reach the National Park Service office before the time stated on the cover sheet of this request. The face of the envelope shall show your name and address, and be addressed to:

GATEWAY NATIONAL RECREATION AREA  
BUSINESS MANAGEMENT OFFICE  
FLOYD BENNETT FIELD / BUILDING 69  
BROOKLYN, NEW YORK 11234.

ATT: FORT HANCOCK PROPOSAL

Telephonic proposals, facsimiles, electronic mail, or modifications (including mail-grams) will not be considered. However, proposals may be withdrawn by written or telephonic notice, provided such notice is received prior to the hour and date specified for receipt.

## **QUESTIONS ABOUT THIS REQUEST FOR PROPOSALS, TRANSMITTAL LETTER OR APPLICATION**

If, as a potential proposer, you do not understand the questions or what is wanted, you should ask, in writing, for an explanation in advance of the submittal date. Any response to such questions will be made in writing and to all potential proposers. Sufficient time to inform all interested parties of such questions and answers must be allowed for by those with questions. If there is not sufficient time to ensure all proposers have equal information, the question will not be answered. No National Park Service official is authorized to make substantive oral representations relating to this matter, and no person may rely on any oral representations made by government officials with respect to this transaction. Once the Request for Proposals is issued, substantive representations must be made in writing by a proper authorized representative.

## **LATE PROPOSALS, MODIFICATIONS AND WITHDRAWALS**

Proposals received at the Business Management Office after the time specified for receipt will not be considered unless; (i) it was sent by registered or certified mail not later than the fifth calendar day prior to the date specified for receipt of offers; (ii) it was sent by mail and it is determined by the government that the late receipt was due solely to mishandling by the government after receipt at the government office; or (iii) it is the only proposal received. Modifications to any proposal are also subject to the above conditions (i) and (ii).

## EVALUATION AND SELECTION PROCESS

The Application includes in **BOLD CAPITAL LETTERS** the selection factors to be used by the National Park Service to evaluate proposals. Proposers should ensure that they address the selection factors indicated since the responses to the selection factors are what will be evaluated. The questions provided beneath the selection factors should be individually addressed. However, they are not intended to be the only information the proposer could or should provide in addressing the related selection factor.

The National Park Service seeks proposals that fulfill to the greatest extent practical the goals described in this Request for Proposals. Proposals generally not in accordance with the goals of the National Park Service or which include elements that are deemed inconsistent with the National Park Service goals or the General Management Plan Amendment for the Sandy Hook Unit of the Gateway National

The financial aspects of proposals, including monetary commitments to the National Park Service, will be closely reviewed against balance sheet, income statement, and cash flow projections and the National Park Service's knowledge of the operating costs of projects that are similar to what is being proposed. Financial commitments that appear inconsistent with these objectives and/or that do not appear to allow the lease holder a reasonable opportunity for a profit from the operations authorized hereunder, based on the capital invested, are not acceptable.

The Application and related materials submitted should reflect the entire proposal being made. Proposers should keep in mind that, in the selection of a successful offer (or offers) or in the development of a list of the best of the offers initially made, your initial written submissions will likely be considered by the National Park Service as their full and final proposal in response to this Request for Proposals. The National Park Service may request written clarification of information provided, as it feels necessary from one or more proposers.

Proposers are cautioned that nothing should be assumed to be known about the proposal or about the proposer or be presumed to be in the possession of the National Park Service from previous correspondence or submissions. Each proposal should be complete when submitted.

The National Park Service will not evaluate supplemental information not requested or alterations of an initial proposal that are submitted after the closing of the time period for receipt of proposals, nor will it consider any additional information not specifically requested, in writing, by the National Park Service.

To apply, a proposer must respond to the Selection Factors and the questions in the Application and to the requirements of the Request for Proposals.

It is the intention of the National Park Service to select a lessee (or lessees) from the proposals made without further submittals or presentations. If this cannot be done, the National Park Service will select those proposals that appear most advantageous, and from that group will request additional information or presentations so that the best proposal can be selected.

If the National Park Service determines upon initial review that a proposal materially and substantially fails to respond to the terms and conditions of this RFP so that there is no reasonable likelihood in the opinion of the National Park Service that it could be selected as the best overall proposal, the National Park Service may consider the proposal as failing to meet the Request for Proposals' minimum requirements and not evaluate or consider it further.

## ***PROPOSAL ACCEPTANCE AND ISSUANCE OF LEASE***

Proposals should be persuasive as to their feasibility and should reflect a realistic understanding of the structures and their value. The substance of the proposal, as approved by the National Park Service, will be incorporated in the lease, the performance of which in all significant regards will be the basis for determining effective compliance. Significant departure from this compliance, or failure to perform, will be grounds, among others discussed, for termination prior to expiration of the lease term. Any financial data submitted with any proposal or any representation concerning financing will not form a part of any resulting lease.

The final acceptance of any proposal will be conditioned upon satisfactory negotiation and execution of the lease and approval by the Director, Northeast Region, National Park Service. Acceptance of a proposal will not create any rights on the your part, including, without limitation, rights of enforcement, equity or reimbursement of costs, until the lease and all related documents are approved and executed. All obligations of the National Park Service are subject to the availability of appropriated funds. The National Park Service reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received. You will be notified in writing of acceptance or rejection for negotiation.

## ***USE AND DISCLOSURE OF PROPOSAL INFORMATION***

All proposals and information received in relation to this request will be subject to disclosure unless specifically identified by the respondent as a "trade secret" or "confidential commercial or financial information."

For the purpose of this section, a "trade secret" means an non-patented, secret, commercially valuable plan, appliance, formula or process, which is used for the making, preparing, compounding, treating or processing of articles or materials which are trade commodities. "Confidential commercial or financial information" means any business information (other than trade secrets) which is exempt from the mandatory disclosure requirements of the Freedom of Information Act, 5 U.S.C. 552. Exemptions from mandatory disclosure which may be applicable to business information contained in proposals include Freedom of Information Act Exemption (4), which covers "commercial and financial information obtained from a person (which is) privileged or confidential," 5 U.S.C. 552 (b)(4).

If the proposer believes that the proposal contains trade secrets or confidential commercial or financial information exempt from disclosure under Freedom of Information Act, the cover page of each copy of the proposal shall be marked with the following legend:

"The information specifically identified on pages xxx of this proposal constitutes trade secrets or confidential commercial and financial information which the proposer believes to be exempt from disclosure under the Freedom of Information Act. The proposer requests that this information not be disclosed to the public, except as may be required by law. The proposer also requests that this information not be used in whole or part by the government for any purpose other than to evaluate the proposal, except that if any agreement and lease is awarded to the proposer as a result of or in connection with the submission of

the proposal, the government shall have the right to use the information to the extent provided in the agreement and lease."

The proposer shall also specifically identify trade secret information and confidential commercial and financial information on the pages of the proposal on which it appears and shall mark each such page with following legend:

"This page contains trade secrets or confidential commercial and financial information which the proposer 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 in the proposal identified by the bidder as trade secret information or confidential commercial and financial information shall be used by the government only for the purpose of evaluating in the proposal, except that (1) if an agreement and lease is awarded to the bidder as a result of or in connection with submission of the proposal, the government shall have the right to use the information as provided in the agreement and lease; and (2) if the same information is obtained from another source without restriction it may be used without restriction.

If a request under the Freedom of Information Act seeks access to information in the proposal identified as trade secret information or confidential commercial and financial information, full consideration will be given to the proposer's view that the information constitutes trade secrets or confidential commercial and financial information. The proposer will also be promptly notified of the request and given an opportunity to provide additional evidence and argument in support of its position, unless it is administratively unfeasible to do so. If it is determined that the information claimed by the proposer to be trade secret information is not exempt from disclosure under the Freedom of Information Act, the proposer will be notified of this determination to disclose the information.

The National Park Service assumes no liability for the disclosure or use of information contained in a proposal if not marked properly with the legends described above. Failure of a proposer to mark information contained in a proposal as trade secret information or confidential commercial and financial information will be treated by the National Park Service as evidence that the information is not exempt from disclosure under the Freedom of Information Act, absent a showing that the failure to mark was due to unusual or extenuating circumstances, such as a showing that the proposer had intended to mark, but that markings were omitted from the proposal due to clerical error.

## APPENDIX A

### TRANSMITTAL LETTER: FORMAT OF PROPOSAL LETTER

The proposal letter set forth in draft below requires the proposer to accept the terms and conditions of the lease opportunity as set forth in the RFP. However, the NPS will review the entire application to determine whether the proposal in fact accepts without condition the terms and conditions of the RFP. If not, the proposal may be considered as failing to meet A level SELECTION FACTORS even though an unconditional proposal letter was submitted.

To: General Superintendent  
GATEWAY NATIONAL RECREATION AREA  
BUSINESS MANAGEMENT OFFICE  
FLOYD BENNETT FIELD / BUILDING 69  
BROOKLYN, NEW YORK 11234.

Dear Sir:

(I) (We) hereby propose to lease the [list structure(s) here] within Fort Hancock, in accordance with the terms and conditions as specified in your RFP and to execute a lease without substantive modification except as specifically identified in our proposal and as may be agreed to by the NPS or as may be required by NPS pursuant to the terms of the RFP. (I) (We) are enclosing the required "APPLICATION" which, by this reference, is made a part hereof. (I) (We) certify that the information furnished herewith is true to the best of (my) (our) knowledge and belief. (I) (We) also certify that the individuals or entity making this proposal have not been suspended or disbarred from holding a Federal contract in accordance with the provisions of 43 CFR Part 12. In addition, (I) (we) agree to complete the execution of the lease within a reasonable timeframe after it is presented by the National Park Service.

BY

\_\_\_\_\_  
Typed Name                      Date

TITLE

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

\_\_\_\_\_

*CERTIFICATE OF CORPORATE Proposal*

(Proposers who are not corporations should skip this certificate)

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_ of the corporation named as proposer herein; that \_\_\_\_\_, who signed this proposal on behalf of the proposer, was then \_\_\_\_\_ of said corporation; that said proposal was duly signed for and on behalf of the corporation by authority of its governing body within the scope of its corporate powers.

\_\_\_\_\_

Signature

APPENDIX B

APPLICATION FOR HISTORIC LEASE

As described in "Submittal Requirements of the Request for Proposals, you must complete and return with your submission the following Application for Historic Lease ("Application").

**SECTION I: PROJECT TEAM SUMMARY AND QUALIFICATIONS**

SELECTION CRITERION 1. THE PROPOSER CLEARLY IDENTIFIES THE ORGANIZATION SUBMITTING THIS APPLICATION, PROJECT TEAM ORGANIZATION; PROPOSER PROVIDES REQUIRED DOCUMENTATION OF LEGAL FORM OF PROPOSING ENTITY AND PROJECT TEAM MEMBERS; THE PROPOSER DESCRIBES THE QUALIFICATIONS OF PRINCIPALS AND KEY EMPLOYEES FOR ALL ORGANIZATIONS ON THE PROJECT TEAM.

- 1.1. Identify the name of the submitting organization.
- 1.2. Provide the name and relationship of all organizations included in your Preliminary Reuse Concept as part of your project team (e.g., other tenants, developers, architects, contractors, and consultants); for each one these organizations, provide the following information:

- A. Organization name:
- B. Address:
- C. Contact person:
- D. Telephone:
- E. FAX number:
- F. Form of business:  
Corporation \_\_\_\_ Partnership \_\_\_\_ Individual \_\_\_\_ Other \_\_\_\_  
(Sole Proprietor) (Explain)

- G. Describe the organization's relationship to Proposer and primary role in the project;
- H. Ownership:

Names and Addresses of Owners (Corp: Show Controlling Interest; Close Corp: Show All)	Number and Type of Shares or Percentage of Ownership	Total Current Value of Investment
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL OF ALL OWNERS:	_____	_____
TOT. SHARES OUTSTANDING:	_____	_____

I. If a corporation, list the names, addresses, and titles of corporate officers and the names and affiliations of the members of the Board of Directors:

Name	Address	Title
_____	_____	_____
_____	_____	_____
_____	_____	_____

J. State of Incorporation:

K. The following attachments must be provided as applicable:

- K.1. For a corporate Proposers, including 501(c)(3) entities: articles of incorporation and bylaws and a certificate from the state of incorporation indicating that the corporation is in "good standing."
- K.2. For Proposers who are partnerships: partnership agreements or joint venture agreements.
- K.3. For contracts relating to the management of any aspect of the proposed operation, in effect or proposed: copies of those agreements or contracts.
- K.4. If the above materials are not yet available, provide draft documents or state when they will be available and give a summary of the anticipated provisions.

L. If they exist for the proposer and for any parent company of the proposer provide a Dunn & Bradstreet report, the most recent 10K form, and the most recent annual report.

M. Provide the name of the person authorized to negotiate on behalf of the submitting organization (address, phone and fax number if different):

1.3. For key managers and decision-makers, use the following format to describe their background and experience:

- A. Key Employee Name:
- B. Name of employer:
- C. Address:
- D. Telephone number and Fax number:
- E. Title or position: (indicate if self-employed)
- F. Dates of employment: (from; to)
- G. Number of people supervised:
- H. Description of duties and responsibilities:
- I. Education, degrees, and special skills
- J. Role on project team:
- K. Qualifications for that role:

1.4. Describe which organizations and key employees will make project decisions and future operating decisions. Provide an organizational chart or charts showing the principal lines of authority and the interrelationships of organizations and key employees on your project team.

1.5. If the proposer is not planned to be the long-term operator of the property, identify the long-term leaseholder or, if not known, how one will be located and on what terms.

1.6. Do any of your project team members above have operations or interest in other operations in areas adjacent to Sandy Hook and the Gateway National Recreation Area or operations in other parks in the National Park system? If yes, please identify those other operations.