

## Waterloo Compound RFP

### Questions from August 13, 2013 Mandatory Bid Meeting

1. Will other buildings be included in this RFP outside of the Compound such as the Carriage House?

The Department has decided to include the Carriage House in this RFP as an “add alternate”. This means that bidders may include the Carriage House in their proposals but they are not required to do so, and a failure to include the Carriage House will not be fatal to a proposal. Throughout the RFP “the Compound” shall mean the Meeting House, Gift Shop, Comfort Station, Gazebo, connecting roads and parking lots and, if added to the bidders proposal, the road to the Carriage House and the Carriage House.

The following sections of the RFP are added/amended as follows:

#### **1.2.1.7 Add Alternate: Carriage House**

**The Carriage House is a large wood frame building with a stone foundation described in Exhibit G, Historic Building Assessment: Modern Carriage Building. This building is to the east of the Gift Shoppe and includes the road to it as well as the building. This new area encompasses an extra 1.2 acres; bidders who bid on the Carriage House will be bidding on the entire 12.2 acre area. See the Amended Survey Map at Exhibit A. Since the study was completed (Exhibit G), the following improvements have been made to the Carriage House by Park staff: the beams have been brought to their original height with steel girder saddles and support posts, steel turnbuckles have been installed along with the wood girders, and steel plating has been installed to reinforce the joists. Despite these stabilization activities by the Park staff, substantial capital improvements must be completed to the Carriage House before the building can be used.**

**The Carriage House is a modern structure that although it sits in the historic district, is not itself a historic building. Bidders are advised that changes to the outside of this building, like the Meeting House Compound structures, must be approved by the Historic Preservation Office within the Department. Bidders who add the Carriage House to their proposals shall include a description of the changes or improvements the bidder will make to the Carriage House. Design documents are not required at this time but will be required prior to any Departmental approval of the changes/improvements.**

**The Operator is responsible for all repairs and maintenance of the Carriage House if the Carriage House is undertaken as a part of the bid as well as all utilities and utility repairs and maintenance at Operator’s sole expense.**

**Bidders are reminded that the picnic area next to the Gazebo, although now included on the amended Map as a part of the Carriage House area, must remain open to the public and for the use by school children.**

**Bidders are encouraged to include this structure in their proposals. Bidders who fail to include this structure in their proposals may not add the Carriage House to the Operating & Lease Agreement after the fact.**

### **1.2.2 Alcohol License**

The first paragraph is amended as follows:

The Operator shall be allowed to secure an Annual State Permit from the New Jersey Division of Alcoholic Beverage Control, for the service and consumption of alcoholic beverages in the Meeting House, Gift Shop, **Carriage House**, and/or any semi-permanent tent only. Because this is State-owned land, the successful bidder must obtain the license from the New Jersey Division of Alcoholic Beverage Control and not from the local municipality. If the Operator obtains an Annual State Permit from the New Jersey Division of Alcoholic Beverage Control, it will be required to directly provide the banquet/catering and event services at the Compound and will not be permitted to enter into a subcontract for this operation.

### **1.2.4 Utilities**

Section (viii) is added as follows:

#### **(viii) Carriage House**

**All utility information about the Carriage House can be found in Exhibit G. The Operator shall be responsible for maintaining and repairing the utilities at Operator's sole expense.**

### **1.2.5 Improvements**

Section (ii) is amended as follows:

#### **(ii) Meeting House, Comfort Station, Gift Shop, and Gazebo and Carriage House**

The Operator may propose changes or improvements to any of the structures of the Meeting House Compound, with Departmental approval.

## **2.0 DEFINITIONS**

The definition at section b. is amended as follows:

- b. "Meeting House" or "Compound" shall mean the Meeting House, Comfort Station, Gift Shop, Gazebo, Dumpster Lot and two Parking Lots **and, if bidder adds it to bidder's proposal, the Carriage House and connecting roads** at Historic Waterloo Village, as shown on the survey map attached hereto as Exhibit A.

2. Is there a limitation on where weddings can be held? For example, along the D&R Canal? Or other areas outside of the Compound limits?

The park is officially closed; however, there are regular events held by the D & R Canal as well as other events that are approved to be held by the Park Superintendent pursuant to a Special Use Permit or SUP. We expect the successful bidder to coordinate activities and events with the Park staff as well as the Canal members and the Waterloo United Methodist Church. There is nothing in the bid prohibiting the holding of events outside of the Compound limits. The successful bidder would have the same access to areas outside of the Compound limits as any other person or agency that requests same from the Park Superintendent. Park staff try to be as flexible as possible in allowing events.

3. Who has the responsibility for maintaining the property? What about grass mowing and ice removal?

In sections 1.2.1.6., 1.2.3., and 1.2.4., the Operator is responsible for all repairs and maintenance of the buildings and other structures, the utilities, and the grounds. The Department has placed the burden of grass mowing and ice removal on the Operator as the Operator will probably want to ensure the grass is mowed or ice is removed from roads and walkways prior to events and not depend on the time schedule of the Park's maintenance staff.

4. Who pays the utilities?

In the RFP at section 1.2.4. Utilities, it states that except for specific identified items, the Operator is liable for all utilities. Since the RFP was written, we learned that some or all of the utilities may be under one bill paid by the State under the State's Energy Solve program. We will check on this and if it is true of the utilities at Waterloo, we will post a note on the website.

5. Will an alcohol license be allowed? Will alcohol sales be allowed?

In section 1.2.2., the Department will allow the Operator to obtain an alcohol license from the New Jersey Division of Alcoholic Beverage Control (NJ ABC). The service and consumption of alcohol as well as sales will be allowed, such as a cash bar, to those individuals at the events. Alcohol sales will not be allowed outside of the area designated by the Operator in the Operator's application to the NJ ABC.

6. Is there an intent to remove the patio? If so, what will the patio be replaced with?

Yes, the patio will be removed. Once an operator is selected, the Department will remove the patio and replace it. There are currently no design documents; however, it will more than likely be a wood patio.

7. Is there a back-up generator?

No, there is no back-up generator. The utility companies generally respond quickly but there have been times when the trees outside of the park pull down the wires during storms. It could take up to a week for the roads to be cleared and the power restored, or longer depending on the extent of the storm.

8. Will the Operator have to go to the township to get construction approvals?

No. All approvals will be through the Department and various State offices for construction approvals.

9. Have times been dictated for when the Operator can be open?

No, it is entirely up to the Operator what hours the Operator chooses to operate within. Bidders are reminded that there are neighbors who may complain if there's noise. Also, any alcohol license will probably dictate the hours alcohol can be sold or consumed.

10. Is there a limit to the number of people that can be at an event?

The Department estimates that more than 200 cars at an event will require traffic control by Byram Township. The Department and Park staff must be notified for large events at Waterloo that will require the coordination of the Operator, Department staff, Byram Township police, etc.

11. Who will be the day-to-day contact for the Operator?

For day-to-day minor issues, the Operator will coordinate with the Park staff. For contract issues, the Operator will work with the Office of Leases staff.

12. What were the changes in the RFP from the last one to this one other than the fixed and variable rent?

The most significant change to the RFP is the compensation structure as set forth in sections 1.1., 3.0., and 4.4.5. Additional minor changes and clarifications were made to this RFP. See for example, section 1.2. Background in which the language regarding State park closures has been removed. Bidders may take the revised RFP dated August 5, 2013 and the initial RFP dated December 3, 2012 and compare them to see the minor changes and clarifications. Also, specific new language was added at Section 1.2.8. Revenue; Audits and Section 5.5 Claims.

13. Is subleasing allowed in this RFP?

Yes, in section 4.4.4.4., the Operator will be allowed to enter into sub-operator agreements but only upon prior Departmental approval. There are many factors to consider in a sublease situation that the Department cannot at this time enumerate them. Bidders are reminded, however, that the alcohol license cannot be subleased (see section 1.2.2.).

14. Is the rest of Waterloo Village available to be leased?

At present the only section available to lease is the Compound as shown on the map found at Exhibit A. In the past the entire village had been put out to bid with no takers, so the Department decided to only bid out the non-historic section of the village to get a toe-hold in Waterloo Village. Once this RFP is awarded, the Department will look into expanding into the rest of the village which will require a new RFP or multiple RFPs depending on how the Department decides to approach leasing out the rest of the village. As the rest of the village is in a historic district, there will be many more

requirements and reviews that will be needed for any bids for historic buildings. The RFP process becomes more complicated as do the bids. The New Jersey and National Historic Registers have high standards that require many reviews and approvals which result in a lengthy, expensive process.

15. When is the deadline for asking questions?

Typically the deadline is two weeks prior to the bid due date; however, because of the addition of the Carriage House as an add alternate, the deadline will be one week prior to the due date of the proposals or Tuesday, September 3, 2013. The deadline for the proposals is not changing; it remains Monday, September 9, 2013.

Section 1.3.1.2., is amended as follows:

#### **1.3.1.2 Question Protocol**

Questions should be submitted in writing to the attention of the Acting Administrator of the Office of Leases. Written questions should be directly tied to the RFP. Questions should be asked in consecutive order, from beginning to end, following the organization of this RFP. Each question should begin by referencing the RFP page number and the section number to which it relates.

Brief procedural inquiries may be accepted over the telephone by the Office of Leases. However, oral explanations or instructions given over the phone shall not be binding upon the State. Bidders shall not contact the Division of Parks and Forestry or any other branch of the Department directly, in person or by telephone, concerning this RFP.

**The deadline for questions is Tuesday, September 3, 2013. Because this end date is less than a week prior to the due date of the proposals, there will be strict adherence to the question end date and questions asked after September 3rd will not be entertained.**