



Request for Proposals
For the Operation, Management, Rehabilitation
and Maintenance of



BASCOM LODGE

Mt. Greylock State Reservation
Adams, Massachusetts

August 2008



Historic
Curatorship
Program



The **Department of Conservation and Recreation** is steward of one of the largest state parks systems in the country. Its 450,000 acres is made up of forests, parks, greenways, historic sites and landscapes, seashores, lakes, ponds, reservoirs and watersheds. DCR's mission statement is:

***To protect, promote and enhance our
common wealth of natural, cultural and
recreational resources***

Contact Us:

Department of Conservation and Recreation
251 Causeway Street, Suite 600
Boston, MA 02114-2104

DCR Main Phone: 617-626-1250
EMail: mass.parks@state.ma.us

Commonwealth of Massachusetts
Deval L. Patrick, *Governor*

Executive Office of Energy & Environmental Affairs
Ian A. Bowles, *Secretary*

Department of Conservation & Recreation
Richard K. Sullivan, Jr., *Commissioner*

DCR Operations
Jack Murray, *Deputy Commissioner*

Division of Forest and Parks
Priscilla Geigis, *Director*

Bureau of Planning and Resource Protection
Joseph Orfant, *Director*

Office of Cultural Resources
Patrice Kish, *Director*

Historic Curatorship Program
Kevin Allen, *Program Manager*

TABLE OF CONTENTS

PART I – OVERVIEW: FORGING A UNIQUE PARTNERSHIP.....	4
A. OVERVIEW.....	4
B. HISTORIC CURATORSHIP PROGRAM.....	5
C. BASCOM LODGE.....	5
D. LEGISLATIVE AUTHORITY AND PROPERTY DISPOSITION PROCESS	6
E. OPEN HOUSE	6
F. PURPOSE OF RFP	6
PART II - PROPERTY INFORMATION	8
A. LOCATION	8
B. ACCESS TO THE PROPERTY	9
C. CURATORSHIP BOUNDARY.....	10
D. SITE DESCRIPTION.....	10
E. DESCRIPTION OF BUILDING	10
F. BUILDING DATA	11
G. HISTORICAL SIGNIFICANCE OF THE PROPERTY.....	12
H. HISTORIC DESIGNATION.....	12
I. ADJACENT LAND USE	13
J. IMPROVEMENTS PROVIDED BY DCR.....	13
K. LEASE TERM.....	13
L. DEVELOPMENT ISSUES.....	14
PART III – CURATORSHIP REQUIREMENTS.....	15
A. GENERAL HISTORIC CURATORSHIP REQUIREMENTS.....	15
B. SPECIFIC RESPONSIBILITIES FOR BASCOM LODGE	16
C. REVIEW AND INSPECTION.....	19
PART IV - PROPOSAL SUBMISSION.....	20
A. INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF PROPOSALS	20
B. PROPOSAL	21
PART V – PROPOSAL EVALUATION & SELECTION PROCEDURE	40
A. EVALUATION TEAM.....	40
B. CRITERIA FOR EVALUATION	40
C. STEPS IN CURATOR PROPOSAL AND SELECTION PROCESS	40
PART VI: RESERVATIONS AND CONDITIONS.....	42
PART VII: APPENDICES	44



August 1, 2008

Dear Potential Curator:

The Department of Conservation and Recreation is pleased to invite proposals for the **rehabilitation, operation, management and maintenance of the historic Bascom Lodge** located at the Summit of Mount Greylock State Reservation in Adams, Massachusetts.

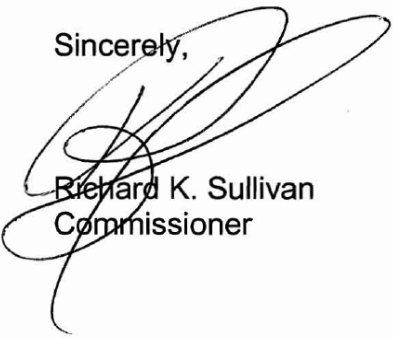
DCR seeks creative and innovative responses to this announcement for a compatible and publicly accessible use of one of Massachusetts' most significant sites.

Bascom Lodge is eligible for a long term management lease under the Historic Curatorship Program. Established in 1994, the Historic Curatorship Program partners some of the Commonwealth's significant historic buildings with parties interested in exchanging rehabilitation and maintenance for a long term lease. The enclosed Request for Proposals seeks to identify parties interested in the opportunity to continue the seventy year tradition of providing visitors to Mt. Greylock a place to recharge, rest and reflect as they appreciate the beauty of one of New England's most unique natural settings.

Mount Greylock holds a special place in the history of Massachusetts, and as the first natural forest protected by the Commonwealth, is the cradle of one of the nation's largest and diverse parks and forest system. The rustic architecture and naturalistic setting of Bascom Lodge and the summit area embody the spirit of the State Parks and Forest System by creating a cherished place for the study, appreciation and enjoyment of the area's natural and cultural resources.

Responses to this RFP are due on September 19th at 5:00pm. Open houses are tentatively scheduled for August 16th and 29th from 10am to 4 pm. We look forward to your response.

Sincerely,



Richard K. Sullivan
Commissioner

PART I – OVERVIEW: FORGING A UNIQUE PARTNERSHIP

A. Overview

The Commonwealth of Massachusetts, acting by and through the Department of Conservation and Recreation (DCR) is pleased to invite Proposals for a unique opportunity:

The rehabilitation, operation, management and maintenance of the historic Bascom Lodge located at the summit of Mount Greylock State Reservation in Adams, Massachusetts

Bascom Lodge has traditionally been operated by short term tenants. Through the Historic Curatorship Program, interested parties invest in capital improvements in return for credit towards a long term lease on the property.

The requirement of any proposal for the management of Bascom Lodge is to provide quality healthy food, beverages and lodging to park visitors. DCR requires that the property be open to the public in some capacity by Spring of 2009. Preference will be given to any proposal that also provides services or sponsors educational activities that are complimentary to the mission of the Reservation. Proposals will be evaluated in an open competitive process.

DCR is interested in hearing from a wide a range of proposers. Reuses for the property may involve either for-profit or not-for-profit undertakings or a combination thereof. The reuse proposal must be consistent with the guidelines of this RFP and be compatible with DCR's mission as a conservation and recreation agency.



B. Historic Curatorship Program

The **Historic Curatorship Program** was established in 1994 to address deferred maintenance of historic buildings through the mutual benefit of public-private partnerships. The program is managed through DCR's Office of Cultural Resources. To date, nine of the Program's properties are under agreement, totaling an investment of almost six million dollars from the private sector into state-owned historic properties.

How it Works: Work for Lease

Under the program, DCR enters into a long term lease with a Curator who provides services, primarily the rehabilitation and maintenance of a historic property in a state park or forest, in return for a long term lease. The rehabilitation of these significant properties must be performed to the Secretary of the Interior's Standards for Historic Rehabilitation and the use must be compatible with its park or forest context and the mission of DCR.

The Process

Following the release of this RFP, the Curator selection process will be completed in approximately 10-12 weeks. The process will include:

- At least one open house to allow prospective curators to view and inspect the property (2-3 weeks following release)
- Evaluation of the responses to this document according to a list of criteria (6-8 weeks following release)
- Selection of a group of finalists and interviews (approx. 2 weeks following submission deadline)
- Make final selection (approx. 2 weeks following interviews)
- Provisionally designate Curator
- Execute Lease

See Part V. for more information on Evaluation and Selection Process

C. Bascom Lodge

Perched atop the Commonwealth's highest peak, Bascom Lodge in Adams, Massachusetts is one of the state's iconic properties. This centerpiece cultural resource in the state's first publicly protected natural space was built in the 1930s by the Civilian Conservation Corps (CCC). Work began on Bascom Lodge in 1932 and represented a unique period of history and architecture, a time when the Civilian Conservation Corps (CCC) helped to transform a generation of young men dispirited by the economic hardship of the Great Depression into a productive workforce. The CCC designed the lodge under guiding principles that recognized the natural and aesthetic value of the mountaintop setting. Its integration into the summit's contours, use of native materials and low profile typified the CCC design theory that shaped the identity of America's National and State park systems. Bascom Lodge has served visitors to Mt. Greylock for seventy years, including through-hikers on the Appalachian Trail.

D. Legislative Authority and Property Disposition Process

The State Legislature enacted enabling legislation for the Historic Curatorship leasing program in 1994 (§44, Ch.85, Acts of 1994 as amended by §50, Ch.15 Acts of 1996)(see Appendix D). This legislation provides for an open, competitive selection process for Curators, consistent with established procedures of the Massachusetts Division of Capital Asset Management (DCAM). This Request for Proposals conforms to these requirements.

E. Open House

An open house will be held for prospective applicants on August 16 and 29, 2008 from 10 am to 4 pm. Please R.S.V.P. at HCP.Requests@state.ma.us or 617-626-1361. Due to continued construction on the Mt. Greylock Parkway, trips to the summit will leave in groups at 10:00am, 12:00 pm, and 2 pm. Please indicate your desired time. Departures will leave from the Mt. Greylock Visitors Center in Lanesborough.

Directions:

From the north (from Williamstown/ via Williamstown Rd / US-7)

1. Turn left onto Greylock Rd. in New Ashford for 0.4 miles
2. Bear left onto Rockwell Rd for 0.6 miles
3. Follow signs to Mt. Greylock Visitor Center

From the south (from Pittsfield/I-90/Mass. Turnpike, via N Main St / US-7)

1. Turn right onto N. Main St in New Ashford for .07 miles
2. Turn right onto Greylock Rd for 0.4 miles
3. Bear left onto Rockwell Rd for 0.6 miles
4. Follow signs to Mt. Greylock Visitor Center

F. Purpose of RFP

The purpose of this RFP is to identify and select a Curator that:

- Is committed to the rehabilitation, management and maintenance of Bascom Lodge
- Understands and accepts the unique challenges of managing a recreational facility located in a state park
- Appreciates the value of the lodge and summit area for both their historic and natural qualities

PROPOSALS MUST BE RECEIVED BY THE DEPARTMENT OF CONSERVATION AND RECREATION AT THE ADDRESS SPECIFIED IN THIS RFP NO LATER THAN 5:00 PM, SEPTEMBER 19th, 2008. REFER TO SECTION IV OF THIS RFP FOR PROPOSAL SUBMISSION REQUIREMENTS

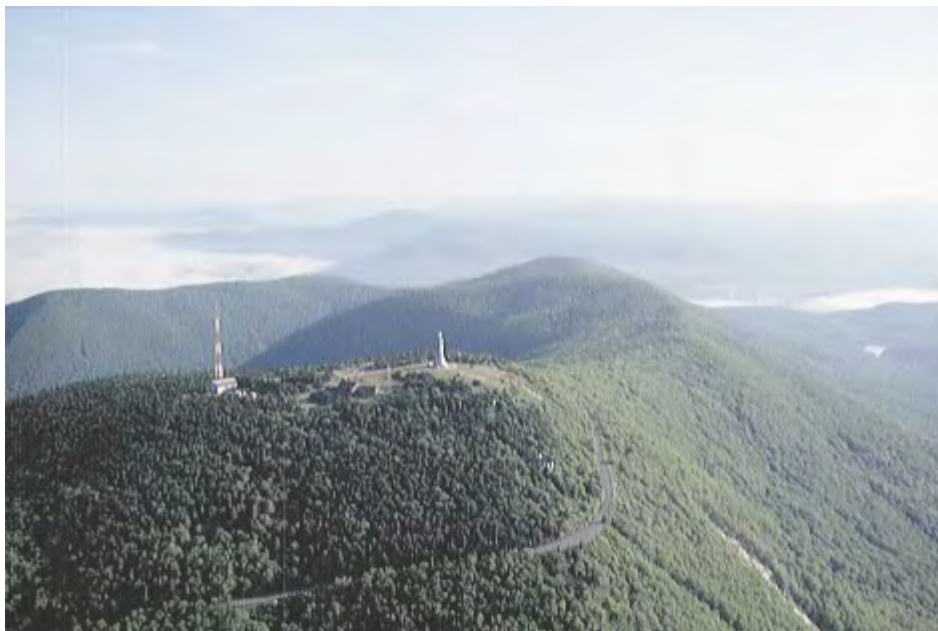
For any questions on this RFP, contact the Historic Curatorship Program:

Kevin Allen
Historic Curatorship Program Manager
251 Causeway St., 7th Floor
Boston, MA 02114-2119

HCP.Requests@state.ma.us

617-626-1361

mass.gov/dcr/stewardship/curator/index.htm



PART II - PROPERTY INFORMATION

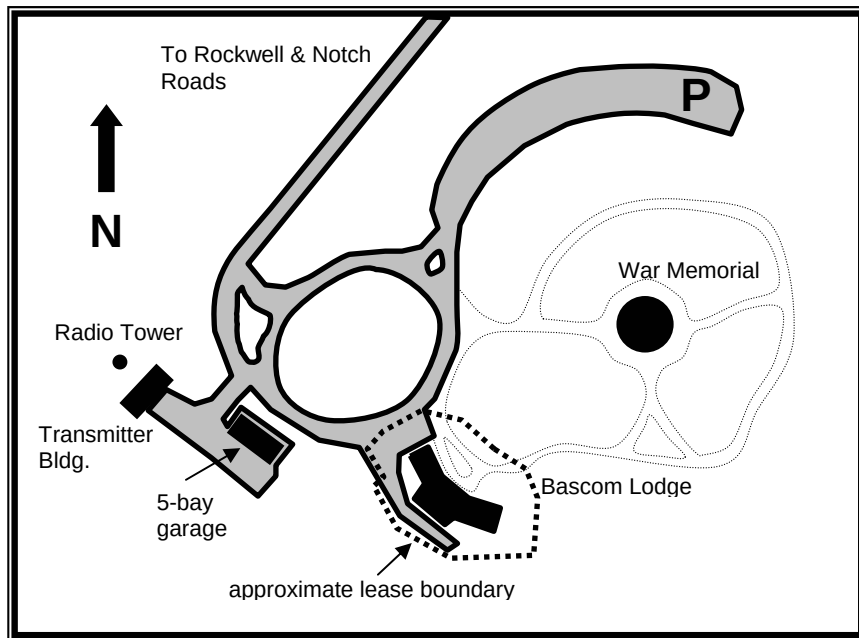
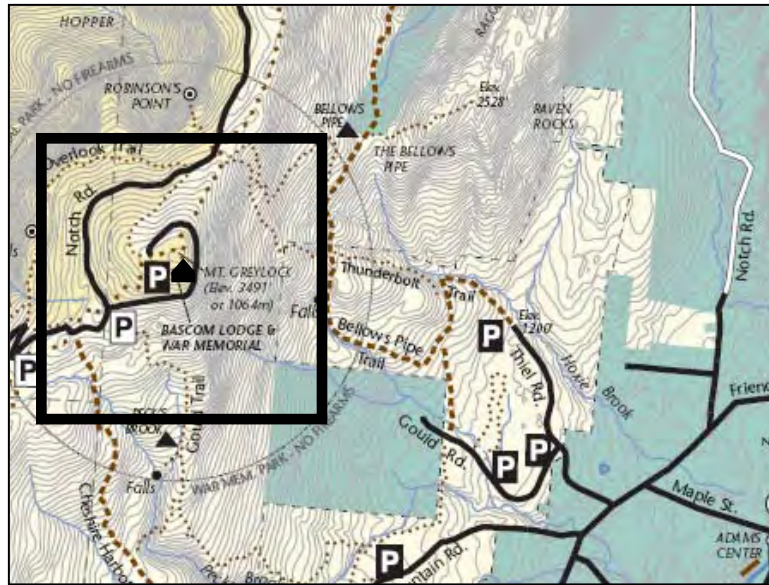
“It were as well to be educated in the shadow of a mountain as in more classical shade. Some will remember, no doubt, not only that they went to college but that they went to the mountain.”

- Henry David Thoreau

A. Location

Mt. Greylock is located within the communities of North Adams, Adams, Lanesborough, Cheshire, Williamstown and New Ashford. The surrounding towns and academic institutions make this corner of the state a destination for both natural and cultural pursuits. Northern Berkshire County is ideally located, just three hours from both Boston and New York City and offers a wealth of historic sites, museums, music, dance and art venues. In addition, the area also offers thousands of acres of recreational activities, from canoeing and kayaking to golfing, hiking, camping, mountain biking, and fishing. Winter sports enthusiasts are also close by to alpine skiing, cross-country skiing and snowboarding venues.





B. Access to the Property

Bascom Lodge is accessible by the Mt. Greylock Parkway (Rockwell Road), which is currently undergoing a major rehabilitation. The 14-mile parkway begins at Mt. Greylock Visitor's Center in Lanesborough and will be open to the public by spring 2009. The summit is also accessible by Notch Road, from North Adams. Neither road allows automobile access during snow season, which normally begins in late October and ends in late March. DCR does not plow the road. The summit is also accessible by hiking trails and snowmobile trails.

C. Curatorship Boundary

The general proposed lease boundary is indicated by the dashed line in the site map above (approximately 1 acre). This boundary is subject to change prior to lease execution. A survey of the lease area will be prepared by DCR prior to lease execution.

D. Site Description

“...Graylock rose up behind me, appearing, with its two summits and a long ridge between, like a huge monster crouching down slumbering, with its head slightly elevated...”

- Nathaniel Hawthorne

Mt. Greylock State Reservation encompasses over 12,500 acres of forested mountain terrain. The Reservation is recognized for its complex geology and unusual flora and fauna. Mount Greylock is like an island, different in geology, climate and ecology from its local surroundings.



Within the larger reservation landscape, the summit district includes the area of greatest natural drama and beauty overlaid with a skillfully designed and constructed park landscape which exemplifies the rustic style of park design developed by the CCC.

The second defining built structure on the summit is the 93-foot tall granite Veterans War Memorial Tower, dedicated in 1933 to honor Massachusetts' men and women who gave their lives in time of war.

A key feature of the natural landscape is the breathtaking panoramic views from the summit, sometimes as much as 100 miles in any direction with portions of five states visible on a clear day.

The core summit area includes a network of worn foot paths and road traces. Some of these are remnants of earlier circulation systems while others follow contemporary desire lines. Paths, most of which connect the main parking lot, Bascom Lodge and the War Memorial, are primarily gravel with some asphalt surfaces in heavily used areas.

E. Description of Building

Bascom Lodge epitomizes the principles of rustic park design that dominated the architecture of state and federal parks in the 1920s and 1930s. Key features include integration of building and site through adherence to topographic contours, low horizontal silhouette, and use of native materials taken directly from the site. Bascom Lodge and its



companion buildings were designed by Pittsfield architect Joseph MacArthur Vance, and constructed by the Civilian Conservation Corps between 1933 and 1937.

Bascom Lodge sits atop the southeast slope of the Mount Greylock summit with its generous verandah oriented towards the sunny southern exposure and spectacular views of the surrounding countryside. The lodge is constructed of native materials including a massive fieldstone base, north facade, and chimneys



The first story interior of Bascom Lodge continues the display of hallmark rustic park style features. These include large open living (central core) and dining (east wing) areas, massive fieldstone fireplaces with ornamental grillwork, red spruce wall paneling, wood flooring and stair balustrades, and handsome period cast iron lighting fixtures. The dining room also features a lofty truss ceiling. A broad verandah extends along the entire south side of the main block, where it is contained beneath the sweep of the main roof. This space was originally open, but is now enclosed by banks of windows that complement the original design. The second story, which is reached by open wooden staircases in the connecting areas between core and wings, is simply finished and subdivided into dormitory rooms that accommodate a total of 34 guests.

The only major changes to the original structure have been to the piazza which has been enclosed, and to the west wing which has recently been remodeled into a four room, handicapped accessible apartment. A staff apartment with 2 bedrooms, kitchen, full bathroom, living room and laundry has been added in the basement. Other work has included new concrete foundations, replacement of floor joists, and repairs to subsurface and surface drainage systems.



F. Building Data

- 5, 818 square feet on 3 floors
- Lobby: 700 sq. ft., with fireplace
- Dining Room: 750 sq. ft, w, fireplace, seats 43 people
- Kitchen: 240 sq. ft
- Eight bunk and/or bedrooms and accessible suite (180 sq. ft. with fireplace) providing accommodations for 34 visitors, not including staff
- Porch: 600 sq. ft. with scenic views, seats 40 people
- Sales area: 64 sq. ft. for snack bar and sales of merchandise; adjoins lobby area near front desk; 120 additional sq. ft. on porch
- Two bedroom living quarters with kitchen and bath for lodge manager
- Dining room furnished with wooden tables and chairs

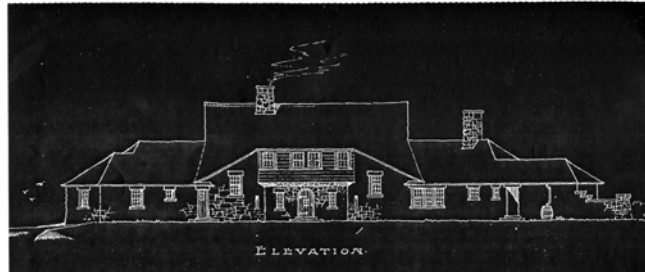
- Porch furnished with picnic tables
- Lobby, some rooms, furnished with Cushman maple furniture
- Use of 3 garage bays for storage
- Oil heat (1000 gallon oil tank)
- Tight-tank septic system with 20,000 gallon storage capacity
- Well water with 1500 gallon storage capacity
- Electrical system
- Phone line
- Parking at summit for approximately 75 cars, and 4 handicapped spaces

2003-2008 Electric Use / Cost; Bascom Lodge

Fiscal Year	Electric Use (kWh)	Electric Cost (\$)
2003	18,781	\$2,147
2004	45,195	\$5,401
2005	41,748	\$5,242
2006	50,083	\$7,205
2007	35,935	\$5,796
2008 YTD	5,164	\$905

G. Historical Significance of the Property

In 1898, the state legislature established Mt. Greylock as the Commonwealth's first State Reservation. The Mt. Greylock Reservation Commission improved access to the summit and upgraded recreational facilities. Work began on Bascom Lodge in 1932 and represented a unique period of history and architecture, a time when the Civilian Conservation Corps (CCC) helped to transform a generation of young men dispirited by the economic



hardship of the Great Depression into a productive workforce. The CCC designed the lodge under guiding principles that recognized the natural and aesthetic value of the mountaintop setting. Its integration into the summit's contours, use of native materials and low profile typified the CCC design theory that shaped the identity of



America's National and State park systems. Bascom Lodge has served visitors to Mt. Greylock for seventy years, including through-hikers on the Appalachian Trail. Most recently the lodge has been operated under a license by groups such as the Appalachian Mountain Club and Nature's Classroom. See Appendix I for more information on the history of the Reservation.

H. Historic Designation

The entire summit area of Mt. Greylock, including Bascom Lodge, is listed in the National Register of Historic Places. (Appendix I)

I. Adjacent land use

The summit area is situated in the center of Mt. Greylock State Reservation. Mount Greylock State Reservation encompasses more than 12,500 acres of mountain, forest, valleys and streams spread across six different towns in northwestern Berkshire County region. A portion of the Appalachian National Scenic Trail, a 2,174 mile footpath running from Maine to Georgia, crosses over the summit. The once popular and challenging Thunderbolt Ski Trail, site of the Massachusetts Downhill Championships 1935-48, and the U.S. Eastern Amateur Ski Association Championships in 1938 and 1940, is now a well-used hiking trail.

J. Improvements provided by DCR

The table below contains items from the Building Conditions Survey (Appendix H) that either have been performed by DCR or will be performed by DCR prior to Curator occupation.

Table 1: DCR Provided Improvements
Completed tasks
Remove wet moldy carpet
Test for presence of lead paint
Test for presence of asbestos
Inspect and clean chimney flues, fireboxes and cleanouts
Remediate interior levels with ventilation
Secure vents
Remediate basement humidity levels with ventilation
Repave rear service area
Connect downspouts to leader
Tasks to be completed
Remove or prune overgrown vegetation
Remove evergreen tree
Remove and replace heating system
Replace water storage tanks
Abate lead paint
Abate asbestos
Perform property survey
Additional framing assessment
Remediate water infiltration from well head into building
Amend the build-up girders and the joists on the south side of the east wing to meet current assembly loading standards
Connect the floor joists in the east and west wings to the built up girder and sills with joist hangers
Replace or sister new joists to joists that have been compromised by notching
Remove existing flashing; new lead coated copper step flashing @ chimneys

K. Lease term

DCR will execute a twenty-five year lease term, with an option to extend. Proposers can suggest an alternate lease term.

L. Development Issues

- Mount Greylock State Reservation welcomes over 250, 000 visitors annually.
- Bascom Lodge is currently occupied by permittees that access the radio rooms in the basement approximately once a month. Access issues will be clarified before lease execution.
- DCR envisions future reuse of the lodge to be seasonal. This does not preclude a potential Curator from operating the lodge in some capacity during the winter months. Note, however, that a number of conditions exist, including the lack of winter road access to the summit and the limited capacity of the tight tank septic system (20,000 gallons).
- The summit of Mount Greylock is an environmentally sensitive area, containing a number of protected flora and fauna. Any major construction efforts related to the rehabilitation or the future use of the lodge must consider these resources and comply with any state local and federal regulations.
- Please note that DCR has recently partnered with the Town of Adams in the development of Greylock Glen. Phase I of the development concept includes a multiuse trail system, a campground, ancillary outdoor recreation and outdoor environmental art. DCR encourages reuse concepts that connect Bascom Lodge with development at the Glen. Contact the Town of Adams for more details on plans for the Glen.
- Plans are in the works for a ski race on the historic Thunderbolt ski run which begins at the summit area. The 75th Anniversary Thunderbolt Ski Run Commemorative Race in 2009 would be a good opportunity to partner with reuse and management of Bascom Lodge.



PART III – CURATORSHIP REQUIREMENTS

A. General Historic Curatorship Requirements

1. The Commonwealth considers leasing historic properties through the Historic Curatorship Program primarily as a means to facilitate their long-term preservation. Historic properties may be leased only if the following reuse conditions are met:
 - a. The proposed use(s) are compatible with the mission of the Department of Conservation and Recreation;
 - b. The proposed use(s) are compatible with the public's enjoyment of the resource;
 - c. The proposed improvements and use of the property are compatible with the quality and significance of the resource;
 - d. The proposal for reuse is formulated to provide a public benefit to the citizens of the Commonwealth; and
 - e. The proposed improvements are carried out by person(s) with sufficient qualifications and/or appropriate licensure.
 - f. The proposed improvements will thoroughly consider the use of environmentally sustainable products and practices in the rehabilitation, management and maintenance (please refer to Appendix F)
2. The Commonwealth intends that, under the lease, the Curator, and all heirs, successors and assigns, shall have sole responsibility for:
 - a. Rehabilitating and maintaining the property as a significant historic resource in conformance with the preservation and construction standards outlined in Appendix B and in The Secretary of the Interior's Standards for the Treatment of Historic Properties (1992); and taking all practicable precautions against damage by fire, vandalism or other cause.
 - b. Occupying and operating the property in conformance with the Lease and any other conveyancing or contractual instruments, and all applicable permits, federal, state and local laws, regulations and the like.
 - c. Defraying any and all costs (above DCR's agreed upon level of assistance) associated with the capital improvement and repairs and maintenance of the property in conformance with the Lease and any other conveyancing or contractual instruments.
 - d. Paying all applicable local and state taxes or fees which may be associated with the property for the duration of the lease.

- e. Maintaining in full force sufficient insurance to cover costs of rehabilitating any partial damage or destruction of the property.
- f. Maintaining comprehensive liability insurance for all activities.
- g. Indemnifying the Commonwealth against all claims or suits brought as a result of an error or an act of omission by the Curator.

B. Specific Responsibilities for Bascom Lodge

1. Management Services / Public Benefit

The Curator will, at a minimum, provide quality, healthy food choices and overnight facilities to visitors and guests. A selection of food and beverages must be available for take out dining.

The Curator will also provide some level of public programming for visitors to the lodge, or coordinate with park staff on joint programs. DCR encourages and public benefit proposal that includes an educational component that draws attention to the unique cultural and natural history of the area. The lobby of the lodge and bathrooms shall be open to the public during lodge operating hours.

2. Required Improvements

The required rehabilitation elements are listed below. These items are drawn from the Bascom Lodge Building Condition Survey, prepared in 2007.

Table 2: Required Curatorship Improvements
1. GENERAL
Initiate a rodent removal / extermination program
2. SITE WORK
Add new layer of chip seal where necessary; repair where possible
Regrade around perimeter of lodge
3. CONCRETE
Reinforce foundation walls with concrete shear walls where failing
4. MASONRY
Repoint chimney mortar joints
Repoint all wall mortar joints
Patch cracks beneath stone sills on north elevation
Patch crack beneath wood bracket on the north elevation
Replace missing mortar on the western pier
Patch crack on the western pier
Clean organic growth off stones in areas where growth is causing damage to surface or mortar

Routinely monitor sealant and replace when necessary
5. WOOD AND PLASTICS
Reinforce the top chord of the trusses members to prevent further checking
Repair fissure between the stone chimney and the wood shingles sheathing. Flash the joint with copper flashing. Replace truss members in kind
Reinforce checked ceiling beams in main gathering hall
Repair damaged paneling and baseboard in dining room
Secure loose treads, prep for finish and paint
Minor carpentry repairs to repair wood floors
Tie rafters to bearing wall plates with positive connections
Restore natural wood finish to second floor paneling, trim and doors
Replace kitchen and bathroom casework in basement apartment
6. ROOFING
Stone chimney caps
Remove debris from fireboxes
Remove existing sealant. Clean joint and reseal
Reattach missing or loose shingles
Replace wood roof shingles where curling or damaged with like materials
Replace door and window flashing
Replace aluminum flashing with new, preferable lead coated copper or zinc, flashing at all locations
Replace wood shingle siding where curling or damaged with like materials
7. DOORS AND WINDOWS
Install ventilation louvers in window enclosures or provide alternate weather protection measures for windows / winterization system
The exterior of the main door is original. Clean door and hardware, adjust swing. Provide new weather-stripping
The exterior of the exits at each stair are not original and should be replaced with historically accurate wood doors. Provide weather-stripping and egress hardware.
The exterior of the dining room door is not original and should be replaced with a historically accurate wood door. Provide weather-stripping and egress hardware
The lounge doors are not original and should be replaced with historically accurate wood doors and operable winter protection. Provide weather-stripping and egress hardware.
The exterior of the basement apartment door is not original and should be replaced with a door in character with the historic building. Provide weather-stripping and egress hardware.
The basement loading dock doors need moderate repair. Doors will need weather stripping and some modification to ease swing and square to frame. Prep surface and paint. Provide weatherstripping and lever hardware.
The exterior of the kitchen door is not original and should be replaced with a historically accurate wood door. Provide weatherstripping and egress hardware.
Retain historic interior French doors. Maintain hardware. Scrape and paint.
Existing interior five-panel doors should be retained and repaired as necessary. Provide new lever hardware.
Replacement doors should be replaced with solid wood doors that meet code requirements and are in character with the historic building, preferably five panel doors. Provide lever hardware and egress hardware where necessary.
Exterior historic storm / screen panels should be installed to protect historic materials, guard against vandalism, reduce air loss, and improve the efficiency of the building. The plywood protection panels should continue to be used in conjunction

with the storm panels in the office season.
Repair of damaged window sashes. Most windows need minor repairs including re-glazing, hardware repair, cleaning and painting. A portion of the windows will need repair of missing wood muntins and glass panes. All missing or broken glass on original windows should be replaced with salvaged historic glass or a historic reproduction glass. Provide weatherstripping
8. FINISHES
Remove wet moldy materials, furnishings and finishes and remediate mold
Install historically appropriate flooring surface in lobby.
Remove loose flaking paint, repair minor cracks, skim coat as required and provide a smooth surface for finish painted ceilings.
Remove loose flaking paint, repair minor cracks, skim coat as required and provide a smooth surface for finish painting walls
New drywall should be replaced in wet areas
Provide minor carpentry repairs to fill cracks, gaps, and to secure loose strip flooring where needed. Replace strip flooring with in-kind materials only where necessary. Stagger ends of replacement strips to blend with existing flooring
Remove and replace the sheet flooring in the kitchens and apartment bathroom. Install new ceramic tile flooring.
Clean ceramic tile floors. Patch at areas of missing or loose grout
Prep and paint existing painted interior wood work
Prep and paint exterior trim
9. FURNISHINGS
Retain Cushman furniture
10. MECHANICAL
Remove sinks. Provide ADA sinks.
Remove toilets. Provide ADA toilets.
New ADA water fountain
Assess fuel storage tank
11. ELECTRICAL
Provide new electrical distribution
Provide new electrical receptacles
Provide all new electrical fixtures
Upgrade emergency signing and lighting

3. Maintenance / Utilities

The Curator will be responsible for all regular and routine maintenance including but not limited to those tasks outlined in Appendix E. (maintenance standards). This includes the entire structure as well as for the area included in the lease. DCR will continue to pump the tight tank system based on traditional daily capacity, which, at full occupancy, has normally been 8,000 gallons daily. If system usage exceeds these limits, the curator will pay the balance. Proposers are encouraged to investigate ways to minimize water flow to decrease the number of times the system needs to be pumped. Curator will be responsible for all other utilities.

4. Schedule

DCR requires that the property be open to the public in some capacity by Spring of 2009. This includes, at a minimum, operational restrooms and access to the lobby.

5. Staff coordination

It is crucial to the success of the partnership that any future Curator has a strong and cooperative relationship with DCR staff, including regional, park and planning personnel. The unique setting of the lodge will require clear communication and coordination with all other activities at Mt. Greylock.

C. Review and Inspection

1. Review by Massachusetts Historical Commission

As required by Massachusetts General Laws Chapter 9, §26-27c, as amended by Chapter 254, Acts of 1988, and state regulation (950 CMR 71.00), DCR has begun a consultation with the Massachusetts Historical Commission (MHC) regarding the proposed leasing of the property. The successful culmination of the MHC consultation process will be a finding by MHC that DCR's lease has "no adverse impact" on the historic qualities of the property.

Following provisional designation, the Curator will submit any proposed alterations to DCR which in turn will seek MHC approval.

2. Review under the Massachusetts Environmental Policy Act (MEPA)

In accordance with the Massachusetts Environmental Policy Act (301 CMR §11.27), the curator will be required to work with DCR in filing an Environmental Notification Form (ENF) describing the scope of the project in general. After the lease is executed, any new major projects not included in the original scope may require the Curator to file any required "Notice of Project Change" to the appropriate MEPA Unit for review.

3. Inspections



DCR reserves the right to inspect any and all work performed under the Curatorship. The State Building Inspector must review and approve all work to the building and the plumbing, while electrical work, health and safety issues and fire protection fall under the jurisdiction of the local electrical inspector. The Curator is also responsible for all compliance with any

state, local or federal regulations, including the Natural Heritage and Endangered Species Program, the local Conservation Commission and Historical Commissions.

PART IV - PROPOSAL SUBMISSION

A. Instructions for the Preparation and Submission of Proposals

DUE DATE: Thursday, September 19, 2008, 5:00 pm

1. Instructions

a. Format

i. Six (6) copies (one unbound) of the Proposal must be enclosed in a sealed envelope and submitted to DCR before the time stated in this Request. The face of the envelope containing the Proposal must show, in the upper left corner, the name and address of the Proposer. The face of the envelope must also show, in the lower right corner, the following:

HISTORIC CURATORSHIP PROPOSAL
Bascom Lodge
Mt. Greylock S.R.
[Submittal deadline]

ii. Proposals should be submitted to the following address, to be received no later than the submittal date specified in the cover letter of this RFP package:

Department of Conservation and Recreation
Office of Cultural Resources
251 Causeway Street, 7th floor
Boston, Massachusetts 02114-2119
Attn: Kevin Allen, Historic Curatorship Program Manager

Mailed proposals must actually be received, not just post marked by the submission deadline. Facsimile ("fax") proposals and proposals submitted after the deadline will not be accepted.

Proposers are requested to examine this Request For Proposals and the accompanying Table of Contents to make sure that all pages are included. DCR assumes no responsibility for a proposal submitted on the basis of an incomplete Request For Proposals package.

Proposers are expected to review all requirements and instructions of this Request; failure to do so will be at the Proposer's risk. Each Proposer should furnish all the information required by this Request. DCR reserves the right to waive formalities in any Proposal, and may, if it determines that such action is in the best interests of the Commonwealth, select a Proposal which does not conform in all details with the requirements of this Request. Likewise, the Commonwealth reserves the right to reject any and all Proposals.

This Request does not commit the Commonwealth of Massachusetts to enter into any disposition of real property interest; or to pay any costs, including costs associated with any studies or designs, incurred by any party in the preparation and submission of a Proposal.

Proposals will not be returned but will be retained by DCR for the official record.

b. Inquiries and Explanations

All inquiries concerning this Request For Proposals should be directed to:

Kevin Allen, Program Manager
Historic Curatorship Program
Department of Conservation and Recreation
7th floor, 251 Causeway St.
Boston, Massachusetts 02114-2119
HCP.Requests@state.ma.us

Tel.: (617) 626-1361

Any explanation desired by a Proposer regarding the meaning or interpretation of this Request must be submitted in writing and with sufficient time allowed for a reply to reach the Proposer prior to the submission of their Proposal. Verbal explanations or instructions shall not be binding on the Department.

Any information given in writing to a prospective Proposer will be furnished to all prospective proposers as an amendment to the Request For Proposals if such information is deemed by DCR to be necessary to Proposers in their preparation and submission of Proposals, or prejudicial to uninformed Proposers if they were to lack such information.

B. Proposal

Proposals should follow the outline and supply all of the information described below, and should demonstrate the ability of the potential Curator to undertake a challenging and complex assignment. Proposals should be persuasive as to their feasibility and should reflect an understanding of the historic qualities of the property and their value. It is intended that the substance of a Proposal, as approved by the Commonwealth, will be incorporated into all agreements and real property transactions which may result from the process. Please submit a cover letter with any proposal.

Proposals must include responses to all applicable sections of this RFP. Proposers may fill in the provided spaces, request an electronic copy of the document, or submit a separate document containing responses to each of the 13 sections. If the proposer chooses the latter option, please provide responses in a similar format, under the same section headings.

Section 1: Applicant Information

List the names, addresses and telephone numbers of all principals, partners and others participating in the project.

Name _____

Address

City	State	Zip
------	-------	-----

email	Telephone
-------	-----------

Name _____

Address

City	State	Zip
------	-------	-----

email	Telephone
-------	-----------

Name _____

Address _____

City	State	Zip
------	-------	-----

email	Telephone
-------	-----------

ATTACH MORE SHEETS IF NECESSARY

Section 2: Statement of Qualifications

A. Please provide a statement describing past experience and qualifications for managing both the rehabilitation/construction of the property and the operation of any proposed uses. As much as possible, this statement should reflect experiences similar to the uses and activities proposed for the property. Attach resume(s) if applicable.

ATTACH ADDITIONAL SHEETS IF NECESSARY

Section 3: Reuse Concept

The "Reuse Concept" shall provide a detailed description of the total development concept for the property. The summary should provide a narrative description of the proposed improvements, management and maintenance of the property. Major additions and demolitions or major ground disturbances within the lease area are not encouraged. Proposals that include such actions must demonstrate that they are an essential component of the overall concept, are consistent with DCR's goals for the development of the property, as stated in this Request and any other supporting documents. Illustrative plans or other graphic materials may be included but are not required. Address each of the below items, either on the sheet provided or on additional sheets. Be sure to include a schedule of milestones for major improvements and management goals.

A. Narrative Proposal Summary:

ATTACH ADDITIONAL SHEETS IF NECESSARY

B: Management Services: Describe the proposed business plan for Lodge operation and management (food, lodging, programs, etc.) Include description of the anticipated market for the proposed reuse. Make sure to address the following issues:

- (1) Market feasibility for proposed reuse
- (2) Staffing
- (3) Services / Programs
- (4) Proposed season of operation and hours
- (5) Proposed lodging / food / service rates
- (6) Compatibility of reuse with the natural and historic summit area setting
- (7) Maintenance

ATTACH ADDITIONAL SHEETS IF NECESSARY

C: Public Benefit: Describe the public benefit of the proposed reuse:

ATTACH ADDITIONAL SHEETS IF NECESSARY

D: Sustainability: Describe, if applicable, how the reuse concept addresses environmental sustainability and accessibility issues:

ATTACH ADDITIONAL SHEETS IF NECESSARY

Section 4: Rehabilitation Plan Narrative

The Rehabilitation Plan should specify how the Proposer intends to carry out the rehabilitation of the property and perform the required improvements listed in Table 2 (Section III B). Information should be provided in sufficient detail to allow DCR to make an informed evaluation of the ability and willingness of the Proposer to meet the goals and requirements of this Request.

Please use this section to address any alternative solutions to tasks as listed, as well as any additional capital improvements or changes the physical structure. Make sure to describe how any additional improvements will address the historic rehabilitation standards required by the Historic Curatorship Program. Use additional sheets as necessary. Please include a general schedule with milestones for major improvements. A more detailed schedule will be required before lease execution.

ATTACH ADDITIONAL SHEETS IF NECESSARY

Section 5: Lease Term

DCR is offering a 25 year lease for the property with an option to renew. Use this section to describe an alternative term, if applicable, and include justification for the proposed term.

ATTACH ADDITIONAL SHEETS IF NECESSARY

Section 6: Financing Plan

The Financing Plan should specify the financial prospects for implementing the proposal. All information will remain *confidential*. In particular, please provide the following information:

A. Narrative Statement of Financial Capacity

The Proposer should submit as much information as he/she believes will be useful in evaluating his/her financial reliability and past financing record. Include description of guarantees and security for the performance of all obligations under the lease.

ATTACH ADDITIONAL SHEETS IF NECESSARY

B. Reuse Costs (Pro Forma) Information

The purpose of this section is to help DCR determine whether the proposed costs and improvements match the proposed income and sweat equity. Outline estimated costs for carrying out all construction. Costs should reflect capital investment as well as the value of labor and other in-kind donation of services. For example, if you propose to rehabilitate the windows through sweat equity, do not enter zero, but instead estimate a dollar value of the labor and materials. Use the form below or an alternative format that compares all rehabilitation, management and maintenance costs with all income sources and proves the financial feasibility of the proposal. For the purposes of this inquiry, please estimate costs and income over the first ten years of the lease.

Part 1. Rehabilitation

	Total (for first 10 years)
HARD COSTS Including: Site Work, Concrete, Masonry, Wood and Plastics, Roofing, Doors and Windows, Finishes, Furnishings, Mechanical, Electrical, etc.	
	\$
SOFT COSTS Including Architectural / Engineering, Legal / Accounting, Permits / Surveys, Marketing, Construction Interest, Development fees, Financing fees, Insurance, Contingency, Escalation, etc.	
	\$
Total: Projected Rehab Costs	\$

Part 2. Management / Operation Costs

HARD COSTS	Total (for first 10 years)
Including building maintenance, Site maintenance, Utilities, Staff wages, Insurance, Public Benefit, etc	
	\$
SOFT COSTS	
Including architectural / engineering related to building and site maintenance, legal / accounting, marketing, contingencies, etc.	
	\$
Total: Projected Management Costs	\$

Total: Projected Rehab Costs+	\$
Total: Projected Management Costs	\$
TOTAL PROJECTED COSTS:	\$

Part 7: Income Sources

Please estimate sources and amounts of funds that are anticipated for implementation of the development concept. Separate by phases if applicable.

The Proposal should not presume any funding from philanthropic income from private sources, unless explicit written commitment of such income is provided.

	Total (for first 10 years)
Equity (note sources below)	\$
	\$
	\$
	\$
Financing (note sources below)	\$
	\$
	\$
	\$
Anticipated Lodge Income	\$
Other Sources (note sources)	\$
	\$
	\$
	\$
TOTAL PROJECTED INCOME:	\$

Total Proposed Costs (from previous page)

TOTAL PROJECTED COSTS:	\$
-------------------------------	-----------

Section 8: Miscellaneous Financial Information

A. Bank References

Lending Institution	Name of Lender	Address	Phone

B. Bankruptcy Disclosure

If the Proposer or any affiliated business entity of the Proposer or any of the entity's officers, principal, or investors been adjudged bankrupt, either voluntarily or involuntarily within the last ten years, please note the date and location of the adjudgement and the name of the party involved.

ATTACH ADDITIONAL SHEETS IF NECESSARY

Section 9: Organizational Structure (if applicable)

If the Proposer is acting on official behalf of an organization please describe fully the nature of the organization, including:

A. Describe legal structure of the general partners

B. Describe the legal history of the organization

C. Attach a copy of any joint venture agreement, articles of incorporation or trust agreement establishing the organization.

ATTACH ADDITIONAL SHEETS IF NECESSARY

D. Corporate Structure (if applicable)

Please disclose if the Proposer or any other member of the development entity is a subsidiary of or affiliated with any other corporation or firm. Attach references for the development team and/or team members. Please attach an audited financial statement for the general partners and/or the principal development entity. These statements will be held in strict confidence by the Commonwealth.

ATTACH ADDITIONAL SHEETS IF NECESSARY

Section 10: Statement of Tax Compliance

Pursuant to MGL Chapter 62C, Section 49A*, I, hereby certify that I have filed all state tax returns, have paid all state taxes required under law, and have no outstanding obligations to the Commonwealth of Massachusetts, Department of Revenue.

Signed under the pains and penalties of perjury on this _____ day of 20____.

Federal Tax ID No.

Signature

* "No contract or other agreement for the purposes of providing goods, services or real estate space to any ... agencies [of the Commonwealth] shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the Commonwealth relating to taxes,"

Section 11: Disclosure Statement Concerning Beneficial Interest

I hereby state, under the penalties of perjury, that the true names and addresses of all persons who have or will have a direct or indirect beneficial interest (including the amount of their beneficial interest accurate to within one-tenth percent) in the proposed project are listed below:

NAME AND RESIDENCE OF ALL PERSONS WITH SAID BENEFICIAL INTEREST:

NAME	ADDRESS	PERCENTAGE INTEREST

ATTACH ADDITIONAL SHEETS IF NECESSARY

The undersigned also acknowledged and states that none of the above-listed individuals is an official elected to public office in the Commonwealth of Massachusetts, nor is an employee of the Commonwealth.

I hereby state, under the penalties of perjury, that the names and addresses of all the firms and personal corporations employing attorneys, real estate brokers, architects, engineers, planners, and surveyors, and all other agents who have acted on behalf of any of the foregoing with respect to this proposal are listed in **Section 1**.

SIGNED under the penalties of perjury.

Signature

Date

Section 12: Conflict of Interest

The proposer covenants that he/she will not employ or retain any company or person (other than a full-time bona-fide employee working for the proposer) to solicit or secure any agreement related to this RFP, and that he/she has not/will not pay any company or person (other than such any employee) any gift, contribution, fee, commission, percentage, or brokerage fee, contingent upon resulting from the execution of any agreements.

No member, official or employee of DCR or DCAM shall have any personal interest, direct or indirect, in any agreement entered into or in the lessee, nor shall any such member, official or employee participate in any decision relating to any agreements which affects his / her personal interest or the interests of any corporation, partnership, or association in which he/she is, directly or indirectly, interested. No member official or employee of DCR or DCAM shall be personally liable to the lessee or any successor in interest in the event of any default or breach by the Commonwealth or for any amount which may become due to the lessee or to its successor or on any obligations under the terms of this RFP or any agreements which follow. For the purpose of this statement, employees of either agency shall be deemed to include so-called dependent (03) consultant employees.

Date: _____ By: _____

Section 13: Anti-Discrimination

The proponent agrees that in the construction of the improvements and otherwise through any agreements made hereafter, it shall cause all contractors, tenants and users to comply with all applicable laws, ordinances, regulations and orders from time to time in effect relating to nondiscrimination, equal employment opportunity, contract compliance and affirmative action.

Date: _____ By: _____

PART V – PROPOSAL EVALUATION & SELECTION PROCEDURE

A. Evaluation Team

DCR has convened an Evaluation Team composing staff and other individuals whose interest or expertise qualifies them to provide advice to the Commissioner. This Evaluation Team will review all submissions from proposers and make appropriate recommendations to the Commissioner. All information submitted to the Department will remain confidential throughout the evaluation process.

B. Criteria for Evaluation

The following criteria will be used in evaluating all proposals:

1. Scope and nature of reuse concept;
2. Meets the goals and guidelines of this RFP;
3. The demonstrated ability, capacity and experience of the Proposer;
4. The demonstrated evidence that the Proposer has the financial resources to undertake the project;
5. Scope and nature of public benefit to the Commonwealth;
6. The implementation of sustainable building technology and practices in the rehabilitation and operation of the property;
7. Consideration of accessibility issues

C. Steps in Curator Proposal and Selection Process

1. Open House

DCR will host at least one open house at the property for all interested potential Proposers. (See Part I, Section H) All prospective Proposers are strongly encouraged to attend the open house. All other access to the property must be done by appointment.

2. Review of Proposals

A staff review and analysis of all Proposals will commence based on the evaluation criteria described in this Request for Proposals. During this process DCR may terminate further consideration of any Proposal at its own discretion; it may also request that a Proposer submit additional information.

3. Interviews/Presentations of Proposals

DCR anticipates that it will invite selected proposers to make a presentation of their Proposals prior to making a final decision.

4. Proposal Selection

Upon completion of DCR's review of all accepted Proposals, the Evaluation

Team will make a recommendation to the Commissioner of DCR. DCR reserves the right to request further information from a Proposer prior to final selection. DCR reserves the right to waive any formalities.

5. Provisional Curator Designation

DCR anticipates that within 3-4 weeks of the conclusion of the interview phase, the Commonwealth will provisionally designate a Curator for the property. All Proposers will be notified in writing of this Curator designation. Following designation, the Curator and the Commonwealth will sign a Provisional Lessee Designation Agreement which will describe the terms and schedule of the reuse of the property. At this time, the Curator will be required to meet with all applicable state and local inspectional authorities and DCR staff to discuss permitting and regulatory issues. The Curator will be allowed to work on the building following this designation.

6. Execution of Lease

The execution of a lease for the property will follow the satisfactory completion, in order, of each of the following milestones:

- a. Performance of all conditions agreed to by the Designated Curator as outlined in the Provisional Lessee Designation Agreement;
- b. Mutual agreement between the Commonwealth and the Designated Curator on the terms of the proposed disposition.

PART VI: RESERVATIONS AND CONDITIONS

A. General Reservations

1. DCR makes no express or implied representations or warranties as to the accuracy and/or completeness of any of the information provided as part of this Request for Proposals (the "RFP"), including information that is available upon request. This information is provided subject to errors, omissions, change of cost, lease or conditions, additional changes in and different interpretations of laws and regulations, prior sale, lease or financing.
2. DCR reserves the right to suspend, withdraw or amend this RFP at any time, without notice.
3. DCR reserves the right to seek additional information or revised proposals from respondents or finalists at any time prior to selection of developers through written notice to all respondents.
4. DCR reserves the right to change the selection process or schedule with written notice to all respondents to the RFP or finalists, as necessary.
5. DCR reserves the right to reject, in its sole discretion, any proposal not submitted in conformance with this RFP and any amendments hereto, or to reject any and all proposals, in its sole discretion, for any reason. DCR further reserves the right to waive or decline to waive irregularities in any proposal when it determines that it is in DCR's best interest to do so.
6. DCR reserves the right to negotiate the terms of the Lease with the Selected Curator prior to entering into a land Disposition Agreement. If a lease is not executed with the Selected Curator, DCR may choose to execute a Lease with an alternate curator from the pool of respondents, to terminate the selection process, or to begin a new selection process.
7. DCR reserves the right to discontinue its selection of any developer, or the entire RFP process for any reason whatsoever or for no reason, prior to the execution of a Lease.

B. Conflict of Interest and Collusion

1. By submitting a proposal, a Respondent certifies that no relationship exists between the Respondent or any of its officers, employees, agents, or representatives and DCR, or any officer, employee, or agent of DCAM that constitutes unfair competition or conflict of interest or that may be adverse to DCAM.
2. By submitting a proposal, a Respondent certifies that it has not acted in collusion with any other Respondent or other entity doing business with DCR in a way that would constitute unfair competition.

C. Confidentiality

1. Respondents should assume that all material submitted in response to the RFP will be open to the public, with the exception of the Respondents personal financial information which DCR shall endeavor to keep confidential.
2. DCR reserves the right to share any and all ideas from any of the proposals submitted with a selected Curator. No Respondent has proprietary rights to any ideas or materials submitted in its response to the RFP. All material submitted becomes the sole property of DCR.

D. Respondent's Responsibilities

Respondents shall be entirely responsible for verifying zoning requirements, design guidelines, and any other regulatory information. Respondents shall be entirely responsible for verifying any and all site conditions of the Disposition Property. Copies and summaries of this information are included in this RFP only as a convenience and DCAM is not liable for any mistakes, damages, or other consequences arising from use of this information.

E. Other Legal Issues

1. Conflict of Interest

- a. DCR employees are not eligible to participate in the Historic Curatorship Program.
- b. Employees of the Commonwealth may participate in the Historic Curatorship Program, provided however that they comply with the requirements of Chapter 268A §7.

2. Miscellaneous Provisions

The Department's objective in seeking an outside entity to lease the property is the preservation of the property. For this reason, in the event that the property's historic integrity is significantly destroyed by fire or other cause, DCR reserves the right to terminate the lease. Additionally, in the event of a default by a Curator, DCR reserves the right to terminate the lease. Events of default may include, but are not limited to, the following: 1) failure to comply with the terms and conditions of the lease agreement; 2) abandonment of the premises; 3) Curator bankruptcy.

PART VII: APPENDICES

- A. CHECKLIST**
- B. DEFINITIONS**
- C. PRESERVATION STANDARDS AND CRITERIA**
- D. HISTORIC CURATORSHIP PROGRAM ENABLING LEGISLATION**
- E. MAINTENANCE STANDARDS**
- F. SUSTAINABILITY RECOMMENDATIONS**
- G. PROPERTIES CURRENTLY UNDER HISTORIC CURATORSHIP AGREEMENT**
- H. BUILDING CONDITIONS SURVEY**
- I. BASCOM LODGE NATIONAL REGISTER NOMINATION**
- J. FLOOR PLANS**