

**New Jersey Historic Trust
& Division of Fire Safety**
Request for Proposals
For
Review of NJ Fire Code
Consulting Services

Submission Requirements

Deadline

September 10th, 2008
4:00 PM EST

Hand Delivery to:

Department of Community Affairs
Room 129, 101 South Broad Street
Trenton, NJ 08625

Mail to:

New Jersey Historic Trust
P.O. Box 0457 Trenton, NJ 08625

Copies

1 original and 4 copies

Address Proposals to:

Dorothy P. Guzzo, Executive Director
New Jersey Historic Trust
PO Box 457 - NJDCA
Trenton, NJ 08625-0457

General Information and Summary

Organization Requesting Proposal

New Jersey Historic Trust
P.O. Box 457
Trenton, NJ 08625

Contact Person

Dorothy Guzzo, Executive Director
New Jersey Historic Trust
PO Box 457
Trenton, NJ 08608
609 984 0473
Dorothy.guzzo@dca.state.nj.us

Proposal Requirements

One (1) original proposal and four (4) copies must be submitted in a sealed envelope labeled "*Proposal for Review of NJ Fire Code and Historic B & B Analysis.*"

Proposals must be received by mail or hand delivered to the address on the cover sheet by the date and time indicated to be considered. In the case of mailed proposals, the Historic Trust assumes no responsibility for proposals received after that designated date and time and will return all late proposals unopened. **No faxed or e-mailed proposals will be accepted.** Proposals must be signed by an authorized signatory

Inquiries

All inquiries regarding the Request for Proposal **must be submitted in writing** to the contact person listed above no later than five (5) business days before the proposal deadline. Questions may be faxed to (609) 984-7590 or via e-mail:

Dorothy.Guzzo@dca.state.nj.us

Purpose of Request

The New Jersey Historic Trust requests proposals from qualified individuals or firms to prepare a detailed analysis on the current safety violations relative to maintaining the historic integrity of Bed and Breakfast establishments located and contributing to the National Historic Landmark District in Cape May, New Jersey. Recommendations for compliance of existing violations and the final report with recommendations for revisions or modifications to the fire code are intended to be used by the Department of Community Affairs to revise or augment existing fire codes. One or more individuals/firms may be selected to provide services.

Contract Form

The successful individual(s) or firm(s) must execute a Professional Services Contract with the NJ Department of Community Affairs (DCA)/Division of Fire Safety and Historic Trust. All respondents are required to review, sign and return the following forms with the proposals. These documents are attached to this request for proposal and may be found on: <http://www.state.nj.us/treasury/purchase/forms.htm>

Documents to be completed are:

1. Department of Treasury Agency Request for Proposal
2. Standard Terms and Conditions
3. Source Disclosure Certification
4. Ownership Disclosure Form
5. Disclosure of Investigations and Actions Involving Bidder
6. MacBride Principles Form
7. Affirmative Action Employment Report and Supplement
8. Code of Ethics with Statement of Acknowledgement and Disclosure
9. Each bidder must hold a valid NJ Business Registration:
<http://www.state.nj.us/njbusiness/registration/>

Organization Overview and Detailed Requirements for Consulting Services

A. Overview

The Cape May Historic District is listed in the New Jersey and National Registers of Historic Places as well as designated a National Historic Landmark District. The District is predominantly comprised of a very intact collection of mid-to-late 19th century Victorian Homes, a number of which have been converted to Bed and Breakfast establishments. The City of Cape May relies heavily upon its historic character and location at the shore for its identity and economic stability as a heritage tourism destination.

The buildings in questions are predominantly of very few types. They are balloon frame wooden houses on brick piers. The interior walls are typically plaster-on-lath, two stories tall with a mansard third floor or an attic floor. Many

have side stairwells with public rooms on the ground floor and second and third floors with a row of bedrooms off the corridor. A majority of the houses have central stairs in a corridor with symmetrical rooms on either side.

Single-family home conversion into Bed and Breakfast establishments poses many challenges relative to code compliance and fire safety. The Bed and Breakfast use has some fire-safety advantages: there are very few guests (25 maximum) in the house at any one time. Adherence to fire code compliance may significantly impact the historical integrity of a number of these establishments. Code violations include: vertical openings, second means of egress, fire alarm systems, emergency lighting and exit signs, fire escapes. Currently, retrofit violations exist on approximately 26 establishments and there are a number of establishments yet to be inspected. Because of owner appeals, and the desire of the Department to find a resolution, these enforcement actions are being held in abeyance.

Although this issue has come to light over the past two decades, the Department of Community Affairs, Division of Fire Safety, through this Request for Proposal, is seeking a permanent solution that can be implemented both statewide and locally, to ensure both the safety of the buildings and its users as well as to maintain the historic value of these properties.

B. Scope of Services

The New Jersey Division of Fire Safety and the Historic Trust requests proposals from qualified individuals and/or firms to perform the following services that will include, but not be limited to:

Part One

1. Review the NJ Fire Retrofit Code, N.J.A.C. 5:70 - 4.11 Means of Egress and N.J.A.C. 5:70 -4.13 Vertical Openings of the New Jersey Uniform Fire Code, as well as all other sections relevant to the issues at hand. Consultant shall also review the NJ Uniform Construction Code, Rehabilitation Subchapter N.J.A.C. 5:23 -6 for its applicability and consistency.
2. Consultant shall identify other examples where this issue has been addressed and incorporate this analysis into their site inspections and recommendations.
3. Consultant shall plan on site inspections to a minimum of twenty-five buildings, representative of the distinct architectural types and existing

violations. The list of buildings to be inspected shall be developed in consultation with a representative from the B & B community and representatives from DCA. Consultant shall allow for a minimum of *five* full days on site.

4. For each site inspection, the consultant shall prepare an analysis of code compliance relative to fire safety based on the existing code requirements, as well as recommendations for abatement. The analysis shall take into consideration the impact/damage on the historic fabric and character of the building. Site inspection reports and recommendations will be submitted the Department.

Part Two

1. Prepare an analysis of the current retrofit fire code to determine its appropriateness to this type of building and this specific use.
2. For recommended revisions, consultant shall draft new language for regulatory changes to the existing retrofit fire code for bed and breakfasts in historic buildings that incorporates fire safety, overnight use and historic preservation. Specify and include justification for the need to clarify the individual requirements as they currently exist for the B & B 'use group'.
3. Justification should incorporate a materials analysis of archaic building materials in comparison to modern materials in terms of fire resistance.
4. Consultant will be required to present findings to the NJ Fire Code Advisory Council, at its regularly scheduled public meeting.

C. Deliverables

Part 1

- a. Schedule
- b. List of 25 buildings to perform site inspections
- c. Site inspection reports for 25 buildings noting compliance/violations, including any calculations, charts, analysis, etc. used to reach conclusions (i.e. raw data and work sheets)
- d. Recommendations for abatement measures for 25 buildings

Part 2

- a. Draft narrative (one original and four copies)

b. Final report, (one original and three copies, spiral bound; one copy formatted on disc.)

D. Proposal Requirements

All proposals must include the following:

1. The name of the individual or firm providing the service; the names of the owners or principal-in-charge; the principle place of business; and contact information for all persons named.
2. A statement of understanding of the project.
3. A succinct narrative detailing how the scope of services will be successfully completed.
4. A timeline for completion of the scope of services as outlined above, including project milestones and deliverables.
5. Individual staff names, resumes (including education, qualifications, experience and training) for all proposed team members. **Qualified consultants should be a licensed architect, who also meets the qualifications established by the National Park Service for Historic Architect, OR fire protection engineer, or similarly qualified, with demonstrated expertise in the retrofit and rehabilitation of historic buildings. Experience working on projects that have met the Secretary of the Interior's Standards for the Treatment of Historic Properties should be demonstrated in the proposal.
6. Lump sum cost for the services to be provided, inclusive of all travel, duplication, research, conference calls, etc. No allowances will be established.
7. List of complete or ongoing projects similar in scope involved in the last seven (7) years. Provide client contact information so that references may be obtained.
8. Completed and signed copies of all required State forms listed under "Contract Form".

E. Proposal Evaluation

The New Jersey Department of Community Affairs/Division of Fire Safety and Historic Trust will select a proposal based on the following criteria:

1. Qualifications, experience, and training of proposed team members, as per requirements listed in D-5
2. Demonstrated experience in historic building rehabilitation and retrofit.

3. Quality and clarity of the proposal and degree to which proposal addresses all proposal requirements listed above.
4. Proposed cost of services to be provided. Consultant may identify areas for cost savings in this proposal.