



State of Delaware

WHITE CLAY CREEK STATE PARK RECREATIONAL PROPERTIES

Request for Information

Request No. NAT19006-WCCSP RECREATIONAL PROPERTIES

July 11, 2019

**- *Deadline to Respond* -
September 19, 2019
1:00 p.m. (Local Time)**

REQUEST FOR INFORMATION NO. NAT19006_WCCSP RECREATIONAL PROPERTIES

The enclosed packet contains a "REQUEST FOR INFORMATION" for White Clay Creek State Park Recreational Opportunities. The request consists of the following:

- I. Introduction
- II. Site Visit
- III. Purpose/Background
- IV. Vendor Information Packet
- V. Appendix A - SITE A – LAMBORN ESTATE
 - SITE B – THE KRAPF HOUSE
 - SITE C – THE KRANZ FARM
 - SITE D – THE NIVEN HOUSE
- Appendix B - QUESTIONS
- Appendix C - MAP OF WHITE CLAY CREEK STATE PARK PROPERTIES

I. INTRODUCTION

A. OVERVIEW

This Request for Information (RFI) will **not** result in award of a competitively bid contract.

The State of Delaware, Department of Natural Resources and Environmental Control, Division of Parks and Recreation (Division), oversees more than 20,000 acres in 17 state parks and related preserve's and greenways throughout Delaware. The Division is responsible for providing recreational opportunities and educational and interpretive programs for Delawareans and visitors. The State's land protection programs, as well as the State's Greenway program are also administered by the Division.

The Division is seeking market information from vendors interested in providing and managing active or passive recreation activities for Lamborn Estate, Kranz Farm, Niven House, and/or Krapf House.

- The Lamborn Estate is located at 951 Pleasant Hill Road, Newark, DE 19711
- The Kranz Farm is located at 616 New London Road, Newark, DE 19711
- The Krapf House is located at 1035 Creek Road, Newark, DE 19711
- The Niven House is located at 71 Nine Foot Road, Newark, DE 19711

Examples of opportunities on these properties may include, but are not limited to: a Bed and Breakfast or Inn, Glamping, Camping Cabins, Special Events, Recreation-based businesses, Corporate Retreat, and/or Training Facilities, etc. The Division is looking for creative business models that fit well with the property and is in keeping with the Division's mission. The information gathered may or may not lead to the issuance of a Request for Proposal (RFP).

Responses to **this** RFI will not be confidential.

All responses to this RFI shall be submitted in a sealed envelope **clearly displaying the Request for Information number and vendor name** by **September 19, 2019 at 1:00 PM** (Local Time).

Responses must be delivered to:

**State of Delaware
Department of Natural Resources and Environmental Control
Division of Parks and Recreation/OBS: NAT19006_WCCSP
RECREATION PROPERTIES
89 Kings Highway
Dover, DE 19901**

Please review and follow the information and instructions contained in this RFI. Should you need additional information, please contact Patricia Tanner at Patricia.Tanner@delaware.gov.

B. RFI DESIGNATED CONTACT

All requests, questions, or other communications about this RFI shall be made in writing to the State of Delaware. Address all communications to the person listed below; communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid. Vendors should rely only on written statements issued by the RFI designated contact.

Patricia Tanner
State of Delaware/DNREC
Division of Parks and Recreation
89 Kings Highway
Dover, DE 19901 or
Patricia.Tanner@delaware.gov

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.

C. RFI OBLIGATION

The RFI is a request for **information** only. There will be no contract awarded as a result of this RFI. Nothing in the materials vendors provide, further referred to as vendor Information Packages (VIP) as a response to this RFI nor the State's remarks or responses to the VIP's of any individual vendor, will be considered binding for a future contract.

D. RFI QUESTION AND ANSWER PROCESS

The Division of Parks and Recreation will allow written requests for clarification of the RFI and its attachments. All RFI questions shall be received no later than **August 8, 2019**. All questions will be consolidated into a single set of responses and posted on the State's website at www.bids.delaware.gov by **August 22, 2019**. vendor names will be removed from questions in the responses released. Questions should be submitted in the following format

| | |
|------------------|----------------------------------|
| Section number | Page number |
| Paragraph number | Text of passage being questioned |

All questions may be submitted by email to:

Patricia Tanner
State of Delaware/DNREC
Division of Parks and Recreation
89 Kings Highway
Dover, DE 19901 or
Patricia.Tanner@delaware.gov

Or, questions may be submitted by mail to the RFI designated contact address identified above, but must be **received by** the “no later than” RFI questions deadline specified.

Questions not submitted electronically shall be accompanied by a USB flash drive or CD and all questions shall be formatted in Microsoft Word.

II. SITE VISIT

Site visits will be conducted on **August 1, 2019** at the following properties:

Lamborn Estate: 951 Pleasant Hill Road, Newark, DE 19711

Kranz Farm: 616 New London Road, Newark, DE 19711

Krapf House: 1035 Creek Road, Newark, DE 19711

Niven House: 71 Nine Foot Road, Newark, DE 19711

Tours can be scheduled by contacting:

Patricia Tanner
State of Delaware/DNREC
Division of Parks and Recreation
89 Kings Highway
Dover, DE 19901 or
Patricia.Tanner@delaware.gov

- OR -

Vincent Porcellini
White Clary Creek State Park
750 Thompson Station Road
Newark, DE 19901 or
Vincent.Porcellini@delaware.gov

Interested parties requesting a tour should plan to attend and arrive on time. Due to time constraints, there may not be another opportunity to view the property and buildings.

III. PURPOSE / BACKGROUND

The purpose of this RFI is to provide the Division of Parks and Recreation with information regarding vendor interest and capabilities providing active or passive recreational activities at the Lamborn, Kranz, Krapf, and Niven properties. The Division of Parks and Recreation invites vendors to submit their capabilities and interests relative to this RFI. The Division of Parks and Recreation may reference this material as indicative of industry capabilities and in the event the Division of Parks and Recreation issues a RFP, the State may use this material to facilitate the development of the RFP or the establishment of standards and policies.

A. STATEMENT OF NEEDS

Interested vendors are asked to review and consider the information provided in Appendix A, Property Description and Information, which includes property photographs, and be responsive to the questions listed in Appendix B below. Further, to ensure that the state team has all relevant information to make an informed review, the responding vendor shall provide any other information that they believe pertinent to their response package. Appendix C is included for information purposes only and consists of an aerial map of White Clay Creek State Park with location markers of each property and a legend showing the distance to and from each property.

IV. VENDOR INFORMATION PACKAGE (VIP) REQUIREMENTS

A. COVER LETTER

Each VIP response will have a cover letter on the letterhead of the company or organization submitting the response. The cover letter must briefly summarize the vendor's ability to provide the services identified in the response. The cover letter must also identify a contact person which includes a phone number an email address.

B. DESCRIPTION OF SERVICES AND QUALIFICATIONS

Each response must contain a detailed description of how the vendor could provide the goods and services outlined in this RFI. This part of the response may also include descriptions of any enhancements or additional services or qualifications the vendor will provide that are not mentioned in this RFI.

C. NUMBER OF COPIES WITH MAILING OF RESPONSE

Each VIP response must be submitted with one (1) paper copy and one (1) electronic copy on USB flash drive, CD or DVD media disk. VIP responses are to be sent to the Division of Parks and Recreation and received **no later than 1:00 PM (Local Time) on September 19, 2019**. The VIP response may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

**State of Delaware
Department of Natural Resources and Environmental Control
Division of Parks and Recreation/ NAT19006_WCCSP
RECREATIONAL PROPERTIES
89 Kings Highway
Dover, DE 19901**

Any response submitted by US Mail shall be sent by either certified or registered mail. Any response received after the date and time deadline referenced above shall be returned unopened.

D. VENDOR INFORMATION PACKAGE (VIP) RESPONSE

Vendors should include answers to the questions found in Appendix B in their Information Packet.

APPENDIX A
SITE A – LAMBORN ESTATE
PROPERTY DESCRIPTION AND INFORMATION

Lamborn is a former DuPont estate. The main house is approximately 6,100 sq. ft. with a detached garage opposite the home boasts 2,100 sq. ft. including a finished loft-style apartment. The estate consists of two parcels totaling 40+/- acres. The main house and eighteen (18) outbuildings sit on parcel 4-A, which contains 12+/- acres. Vendor information packets may propose the use of the total 40 +/- acres. Entrance via Pleasant Hill Road brings you up a long bridge driveway which crosses over an expansive pond that leads to the Lamborn Estate. Bridge maintenance and repairs may be vendor responsibility. Two male mute swans reside on the pond which keep geese from the property. It is the Division's interest for the swans to remain on site. Lamborn Estate is eligible to be listed on the National Register of Historic Places. Accordingly, when estimating the refurbishment of the property, historical standards shall be adhered to where applicable.

The main house of the estate includes:

1. Two outdoor brick terraces
2. Kitchen with walk-in refrigerator
3. Mudroom & Second Kitchen (Kitchen Work Space, Commercial Freezer)
4. Butler's Pantry/Wet Bar
5. Wet Bar in living area
6. Family Room
7. Formal Dining Room
8. Large Living Room
9. Library
10. Two ½ baths on main floor
11. Master Suite with fireplace "His & Her" Bathroom/Dressing Rooms
12. 3 Bedrooms with ensuite bath (2 have fireplaces)
13. 1 Bedroom (no fireplace or ensuite) with adjacent dressing room
14. Basement includes a full laundry room, wine cellar, two ½ baths, large entertainment area, hobby room & storage closets

Utility Specifics: Septic/cesspool, propane heat, security system, well water, heating and cooling is a two-zone system:

- Zone 1 Basement and First Floor
- Zone 2: Second Floor

Lamborn Outbuildings include:

1. Studio (rough plumbing for a full bath)
2. Studio Garage
3. Equipment Shed
4. Upper Garage (2 cars)
5. Upper Garage (3 cars)
6. Workshop

7. Garden Tool Shed
8. Twin Horse Stable
9. Single Horse Stable
10. Chicken Coop Shed
11. Middle Garage (3 car)
12. Small Animal Barn
13. Lower Garage (3 car)
14. Studio Apartment: Electric, phone line, Heat Pump A/C, baseboard electric heat,
15. Small storage Garage
16. In-ground swimming Pool with decking
17. Boat House (on pond)
18. Greenhouse/Aviary (water and electric)

Vendor Responsibilities

Vendor Responsibilities include, but are not be limited to:

1. Vendor will be responsible for obtaining permits required in relation to the use of the buildings and property. The estate is a historic building and is not currently ADA compliant. ADA compliance would depend on the building's use and will be the responsibility of the vendor, if the property is put forth for RFP.
2. The vendor will be responsible for any interior refurbishments. Historical standards shall be adhered to where applicable <https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>.
3. The vendor will be responsible for all utility costs.
4. The vendor will be responsible for mowing/landscape work, snow removal and trash removal.
5. The vendor will be responsible for making appropriate upgrades and additions to the fire suppression/alarm system as appropriate to the buildings use.
6. Care of swans, including cost of feed.
7. The vendor will be required to provide the State's standard insurance coverage in the following amounts, or as applicable depending on suggested recreational opportunity:
 - a. Commercial General Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate,
 - and
 - b. Product Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate,

and

c. Liquor Liability- \$1,000,000 per occurrence/ \$3,000,000 aggregate, (if applicable based on the use of the property),

and

d. Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage to other,

and

e. The vendor shall maintain such insurance as will protect against claims under Worker's Compensation Act.

**APPENDIX A
SITE A PHOTOGRAPHS
LAMBORN ESTATE**













**APPENDIX A
SITE B – THE KRAPF HOUSE
PROPERTY DESCRIPTION AND INFORMATION**

The Krapf House sits atop just over 11 acres on the south side of White Clay Creek State Park. The original portion of the house was built circa 1700. After additions were added on in 1995, the square footage of the house grew to 7500. There is a second tenant house on the property, which has the potential of being a caretaker's residence or office space. Entrance via Creek Road brings you up a long, scenic driveway that leads to the property. The Krapf House is eligible to be listed on the National Register of Historic Places. Accordingly, when estimating the refurbishment of the property, historical standards shall be adhered to where applicable. The complex currently has **no power**, but does have one of the best views in the state of Delaware.

The home and buildings includes:

7500 sq. ft. main house

- Zoned oil heat, and electric baseboard
- 400 AMP GE electrical panel
- Well Water
- Septic
- In-ground pool

Detached 2-car garage

Double-wide mobile home:

- 40 gal. LP gas water heater
- Oil heat
- Well water
- Septic
- Front deck

2-story barn

125-AMP Siemens electrical service

Vendor Responsibilities

1. Vendor will be responsible for obtaining permits required in relation to the use of the buildings and property.
2. Vendor will be responsible for installing electric to the property.
3. The House is a historic building and is not currently ADA compliant. ADA compliance would depend on the building's use and will be the responsibility of the vendor.
4. The vendor will be responsible for any interior refurbishments. Historical standards shall be adhered to where applicable. <https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>.

5. The vendor will be responsible for all utility costs.
6. The vendor will be responsible for mowing/landscape work, snow removal and trash removal.
7. The vendor will be responsible for making appropriate upgrades and additions to the Fire suppression/alarm system as appropriate to the buildings use.
8. The vendor will be required to provide the State's standard insurance coverage in the following amounts, or as applicable depending on suggested recreational opportunity:
 - a. Commercial General Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate,
and
 - b. Product Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate,
and
 - c. Liquor Liability- \$1,000,000 per occurrence/ \$3,000,000 aggregate, (if applicable based on the use of the property),
and
 - d. Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage to other,
and
 - e. The vendor shall maintain such insurance as will protect against claims under Worker's Compensation Act.

**APPENDIX A
SITE B PICTURES
THE KRAPF HOUSE**









APPENDIX A
SITE C – THE KRANZ FARM
PROPERTY DESCRIPTION AND INFORMATION

The Kranz Farm is located on the south side of White Clay Creek State Park, along New London Road and sits on 107.33 acres. The original portion of the farm house was built circa 1890 by the original owner. The main house is approximately 4000 sq. ft. and has a 400 sq. ft. apartment below, with separate access. The house is currently used as park housing. Along with the farmhouse, the farm has a bank barn, springhouse and chicken coop. The farm complex is currently shared by a Community Supported Agriculture farming concession, and is surrounded by an organic hay farm, operated by a second concession. In the past, the farm was a family owned and operated Christmas tree farm. The Kranz Farm is eligible to be listed on the National Register of Historic Places. Accordingly, when estimating the refurbishment of the property, historical standards shall be adhered to where applicable.

Buildings include:

4000 sq. ft., 6 bedroom, 3 bath farmhouse

- Gas fired water heater
- Radiant heat
- 200-Amp Square-D service
- Well water
- First-floor wood fireplace insert
- Elevated front porch
- Water softener system
- 2-car garage
- 400 sq. ft. 2 bedroom/1 bath apartment w/heat pump

3200 sq. ft., bank barn.

Electric

Vendor Responsibilities

1. Vendor will be responsible for obtaining permits required in relation to the use of the buildings and property.
2. The Farm is a historic building and is not currently ADA compliant. ADA compliance would depend on the building's use and will be the responsibility of the vendor.
3. The vendor will be responsible for any interior refurbishments. Historical standards shall be adhered to where applicable. <https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>.
4. The vendor will be responsible for all utility costs.
5. The vendor will be responsible for mowing/landscape work, snow removal and trash removal.

6. The vendor will be responsible for making appropriate upgrades and additions to the Fire suppression/alarm system as appropriate to the buildings use.
7. The vendor will be required to provide the State's standard insurance coverage in the following amounts, or as applicable depending on suggested recreational opportunity:
 - a. Commercial General Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate,

and
 - b. Product Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate,

and
 - c. Liquor Liability- \$1,000,000 per occurrence/ \$3,000,000 aggregate, (if applicable based on the use of the property),

and
 - d. Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage to other,

and
 - e. The vendor shall maintain such insurance as will protect against claims under Worker's Compensation Act.

APPENDIX A
SITE C PHOTOGRAPHS
THE KRANZ FARM







**APPENDIX A
SITE D – NIVEN HOUSE
PROPERTY DESCRIPTION AND INFORMATION**

The Niven House resides on 67.35 acres on the south side of Nine Foot Road in the Possum Hill Area of White Clay Creek State Park. The original portion of the house was built in 1850, with two additions dating back to the early twentieth century. The main house is approximately 2100 sq. ft. The house is undergoing renovations to improve efficiency and accessibility. Information on the remodeling of the house can be found in Appendix B. Along with the farmhouse, the complex is comprised of a garage, two large sheds, a 2500 sq. ft. bank barn, and a springhouse. The complex is within proximity of a public parking lot, two multi-use trails for hiking and biking, and the park's newest accessible trail. The parking lot also serves as headquarters for the fall hayride programs. The Niven House is eligible to be listed on the National Register of Historic Places. Accordingly, when estimating the refurbishment of the property, historical standards shall be adhered to where applicable.

Buildings include:

2100 sq. ft., 3 bedroom, 1 ½ bath farmhouse

- Forced -air oil heat
- 150-Amp Square-D service
- Well-water
- First-floor fireplace
- 50-gal. electric water heater
- Elevated front porch

2500 sq., ft. bank barn. (structural and foundation issues)

Pull through garage

Two-story shed (second floor requires reconstruction)

Single story shed

Spring house

Niven House remodel Requirements:

- Fully insulate exterior walls, floors and roof
- Repair and restore wood floors
- Install new kitchen and first floor powder room with laundry
- New second floor hall bath and master bath with walk-in closet
- Restore doors and hardware (new doors and hardware)
- Install new finishes in kitchen, powder room and baths
- Install new drywall, finish, and paint
- Install new HVAC system
- Install new plumbing piping system (water and waste)
- Install new electrical system (200 amp service)
- Structural repairs
- Exterior siding repair and paint
- Chimney and fireplace repair

- Exterior side walks
- New water well
- New septic system
- New trim work
- Repair or replace all windows

The Division is evaluating making some or all of the above changes or engaging in a cost share with a vendor.

Vendor Responsibilities:

1. Vendor will be responsible for obtaining permits required in relation to the use of the buildings and property.
2. Vendor will be responsible for all utility costs.
3. The Estate is a historic building and is not currently ADA compliant. ADA compliance would depend on the building's use and will be the responsibility of the vendor.
4. The vendor will be responsible for any interior refurbishments. Historical standards shall be adhered to where applicable. <https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>.
5. The vendor will be responsible for mowing/landscape work, snow removal and trash removal.
6. The vendor will be responsible for making appropriate upgrades and additions to the Fire suppression/alarm system as appropriate to the buildings use.
9. The vendor will be required to provide the State's standard insurance coverage in the following amounts, or as applicable depending on suggested recreational opportunity:
 - a. Commercial General Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate,
 - and
 - b. Product Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate,
 - and
 - c. Liquor Liability- \$1,000,000 per occurrence/ \$3,000,000 aggregate, (if applicable based on the use of the property),

and

d. Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage to other,

and

e. The vendor shall maintain such insurance as will protect against claims under Worker's Compensation Act.

**APPENDIX A
SITE D PHOTOGRAPHS
NIVEN HOUSE**







APPENDIX B QUESTIONS

Vendors should include answers to the following questions in their Information Packet (as applicable to one, some, or all sites included herein):

1. To which site is your response applicable?
2. What is the suggested use/activity that your business could provide?
3. What makes this activity/service a good fit for the property and geographic area, and how does it align with the Division of Parks and Recreation's mission to provide recreational opportunities, educational and interpretive programs to visitors?
4. What experience does your company have in operating and managing the identified service of your interest? Do you currently operate/manage a similar service? If so, describe some of the successes of the operation.
5. Describe joint venture opportunities, if any.
6. Would you be interested in a multi-site opportunity? If so, please provide packaging for these sites.
7. What type of capital improvements would be required at each site?
 - a. Please provide a basic plan that details any recommended capital improvements.
 - i. If capital improvements are suggested, please provide an estimate for those improvements.
8. Provide your company status. Are you an investment firm? A marketing firm? Are you a strategic partner with a franchise business, etc.?
9. Describe your business plan, approach, and timeline to have the suggested business operational. If this would be done in phases, please explain the phased approach.
10. Describe the anticipated price range that the end user would be expected to pay for the identified service/activity and how they would be billed.
11. What equipment, furnishings, renovations, etc. do you anticipate being required to provide the identified service/activity?

- 12.** What are the anticipated staffing requirements to provide the identified service/activity? Provide job titles/responsibilities and number of employees anticipated.
- 13.** What would the hours of operation for the identified service/activity be?
- 14.** Please add any additional information or recreational suggestions that may benefit these White Clay Creek State Park locations.