

REIMAGINE  
*the Future*  
OF  
FORT MONROE

Request for Real Estate Proposals  
for the Redevelopment and  
Adaptive Reuse of Four Sites at  
Fort Monroe

Deadline for Submission  
**February 1, 2022**

Issued By:  
Fort Monroe Authority

[reimagine.fortmonroe.org](https://reimagine.fortmonroe.org)



# ONCE-IN-A-LIFETIME COMMUNITY REDEVELOPMENT OPPORTUNITY

Dear Proposal Recipient,

The information in this Request for Real Estate Proposals (RFREP) is designed to present four adaptive reuse sites at Fort Monroe in Hampton, Virginia to the development community. These sites contain a total of 14 buildings, 13 of which contribute to the National Historic Landmark designation at Fort Monroe.

The purpose of this RFREP is to encourage developers with significant experience in adaptive reuse of historic buildings to offer proposals on one or more of these development sites. Successful proposals will demonstrate how these buildings can be repurposed to fit seamlessly into the fabric of the vibrant, mixed-use community at Fort Monroe.

The goal of the redevelopment project is to create new uses for vacant historic buildings that support the FMA mission of preservation, education, and economic sustainability while also contributing to the benefit of the city, the region, and the commonwealth. To achieve this goal, the FMA is seeking high quality proposals from experienced developers that demonstrate how one or more sites can be redeveloped to support the **premier, mixed-use community at Fort Monroe that also contributes to the visitor experience for the cultural heritage destination the FMA is creating in partnership with the National Park Service.**

This document provides essential information for your development team to begin the due diligence process in order to submit a response to this RFREP. Additional information is provided on the FMA's file-sharing site accessible via the link listed below.

Please note the list of defined terms and acronyms is provided in Appendix J starting on page 50.

Your response should (i) demonstrate significant experience with adaptive reuse of historic properties, and (ii) include design concepts that demonstrate your understanding of the Governing Documents and Master Plan. If you intend to pursue federal and/or state historic rehabilitation tax credits, your proposal must demonstrate your team's experience with the tax credit process. Additional required information is listed in Section C.

As you study this information, we hope that you will visit Fort Monroe so you can personally explore these redevelopment sites. Furthermore, we encourage you to communicate directly with the FMA Director of Real Estate as well as the FMA Historic Preservation Officer. As you explore Fort Monroe and develop unique questions regarding your submission, these FMA representatives, as well as the numerous resources that have been placed online will assist in your due diligence research.

Thank you for your interest in Fort Monroe and I sincerely hope that you join the FMA in our quest to restore these buildings in a way that creates social, cultural, and economic successes for all involved.

Sincerely



**G. Glenn Oder, FASLA**  
*Executive Director*  
Fort Monroe Authority

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## OVERVIEW

# EXECUTIVE OVERVIEW

The Fort Monroe Authority is offering this RFREP to find respondents qualified in the use and adaptive reuse of historic buildings. The Fort Monroe properties included in this offer fit like pieces of a puzzle between green spaces, existing roads, and historic residential living units. Respondents are encouraged to visit the property, experience the ambiance of Fort Monroe, and determine which historic sites suit their development skills and financial capacity.

The following general information is designed to provide prospective respondents with an overview of the redevelopment opportunity and the schedule for the RFREP.

<b>Property Location</b>	Fort Monroe is located on a barrier spit in the Hampton Roads Harbor at the southern end of the Chesapeake Bay in Hampton, Virginia. The contiguous land area is 529± acres. Seven coastal islands totaling 32± acres are associated with the property. All of Fort Monroe is located within the municipal boundaries of the City of Hampton, Virginia.
<b>NHL Designation</b>	All of 529-acre land area at Fort Monroe has been designated as a NHL. The NHL consists of 166 contributing buildings, 10 sites, 3 structures and 1 object. The NHL also contains 90 non-contributing buildings.
<b>National Monument</b>	On November 1, 2011, President Barack Obama proclaimed 325± acres at Fort Monroe as the Fort Monroe National Monument, a unit of the NPS.
<b>Legislative Mandate</b>	The Fort Monroe Authority Act (VA Code §2.2-2336 et seq.) establishes the requirements for the future reuse of Fort Monroe:  <i>“It is the policy of the Commonwealth to protect the historic resources at Fort Monroe, provide public access to the Fort’s historic resources and recreational opportunities, exercise exemplary stewardship of the Fort’s natural resources, and maintain Fort Monroe in perpetuity as a place that is a desirable one in which to reside, do business, and visit, all in a way that is economically sustainable.”</i>
<b>FMA Goal</b>	The FMA desires to enter into long-term ground leases with qualified developers who have the vision, experience and financial capability to redevelop existing buildings that seamlessly integrate into the existing mixed-use community at Fort Monroe and support the FMA legislative mandate.
<b>Property Offering</b>	The following pages illustrate four redevelopment sites that include 13 historic buildings and one non-historic building. The four sites collectively contain 300,000± SF of buildings and approximately 11.5± acres of land. Respondents may select the sites that are best suited to their adaptive reuse capabilities. Respondents may offer proposals on one, multiple, or all of the sites.

<b>Site Access</b>	<p>The FMA will make buildings available for access from 9 AM until 4 PM on Tuesdays, Wednesdays and Thursdays. Potential respondents or their designated representatives are required to provide at least 24 hours advance notice to schedule building access.</p> <ul style="list-style-type: none"> <li>• Building access must be arranged by email to the Director of Real Estate at <a href="mailto:jhutcheson@fortmonroe.org">jhutcheson@fortmonroe.org</a>.</li> <li>• The subject line should begin: "BUILDING ACCESS REQUEST".</li> <li>• The body of the message should include a request with (1) the building(s) to be accessed, and (2) the requested date and time for the access.</li> <li>• The requester will receive an email confirming the request or proposing an alternative date if the FMA cannot support the original request.</li> </ul>		
<b>Conceptual Plan Meetings</b>	<p>The FMA encourages respondents to meet and preview conceptual plans with the FMA team early in their due diligence investigation. This meeting will ensure that respondent is proposing projects that align well with the evaluation criteria and support the goals of the FMA.</p>		
<b>Submission Date</b>	<p>Responses to this RFREP are <b>due no later than 3:00 PM Eastern Time, on Tuesday, February 1, 2022.</b> Hand deliveries will be accepted by appointment only and must be scheduled by 5 p.m. Eastern Time, January 31, 2022. To schedule a hand delivery, please call (757) 251-2747.</p>		
<b>RFREP Review</b>	<p>The FMA will review all responses and submit recommendations to the Executive Director who will, in turn, make a report to the Board in February, 2022. Successful respondents will first submit a term sheet of relevant terms of their development proposal, and, if those terms are acceptable, will participate in long-term ground lease negotiations for specific buildings and land areas.</p>		
<b>File Sharing Site</b>	<p>The FMA has uploaded information on this RFREP to its file sharing site.  The site may be accessed by using the following URL reference: <a href="http://tiny.cc/reimagine">http://tiny.cc/reimagine</a></p>		
<b>Contact</b>	<p>For questions about this RFREP contact:</p> <table border="0"> <tr> <td data-bbox="478 1222 877 1320"> <p>John Hutcheson, Director of Real Estate Direct: 757-251-2751 Email: <a href="mailto:jhutcheson@fortmonroe.org">jhutcheson@fortmonroe.org</a></p> </td> <td data-bbox="1024 1222 1444 1320"> <p>David Stroud, Historic Preservation Officer Direct: 757-251-2745 Email: <a href="mailto:dstroud@fortmonroe.org">dstroud@fortmonroe.org</a></p> </td> </tr> </table>	<p>John Hutcheson, Director of Real Estate Direct: 757-251-2751 Email: <a href="mailto:jhutcheson@fortmonroe.org">jhutcheson@fortmonroe.org</a></p>	<p>David Stroud, Historic Preservation Officer Direct: 757-251-2745 Email: <a href="mailto:dstroud@fortmonroe.org">dstroud@fortmonroe.org</a></p>
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NOTE: Real estate transactions are not subject to the VPPA or the DPS Vendor’s Manual. The terms of the RFREP are contained within this document. All costs associated with the submission of a proposal response to a RFREP are the sole responsibility of the respondents. All proposals must be complete and received by the due date stated in the RFREP to be considered.

A list of defined terms and acronyms can be found in Appendix J, starting on page 50.

## OVERVIEW

# STRATEGIC OBJECTIVES

The primary objective of this RFREP is to find qualified respondents with the experience and capacity to accept the challenges of this unique adaptive reuse project. Respondents must understand the FMA desires to see this historic property redeveloped into a vibrant, mixed-use community that creates social, cultural, and economic successes. To accomplish these objectives, the FMA is looking for respondents who embrace the following strategic objectives:

### 1. Adaptive Reuse of Historic Structures

Fort Monroe will be a model of preservation and sustainability. The successful responder will work within the parameters of the Fort Monroe Historic Preservation Manual and Design Standards, the Programmatic Agreement, the State Memorandum of Understanding, and the Secretary of the Interior's Standards for the Treatment of Historic Properties to create conceptual plans for adaptive reuse of the proposed buildings.

### 2. Exemplary Land Use Planning

The Reuse Plan and the Fort Monroe Master Plan are guidelines that responders will strategically use to capture and enhance the essence of a mixed-use community. Connectivity to pedestrian and vehicular areas, stormwater management, tree preservation, and landscaping will reflect and contribute to the current ambiance of Fort Monroe.

### 3. Provide Sustainable Revenue

Fort Monroe is an economic engine for the community, the region, and the state. To achieve a successful performance model, responders will accept their proportional role in the sustainability of the common area, special events, and community spaces in order to maintain the vibrant and well-maintained public spaces.

### 4. Embrace the National Park Service

Fort Monroe is a National Monument. Although the property is divided between the FMA and NPS, the aspirational goal is to provide a borderless visitor experience without legislative barriers. Successful responders will embrace this objective and demonstrate a vision for property and building uses that contribute to historic interpretation experiences.

### 5. Implement the Vision

The FMA will select one or more proposals who have the financial capacity to implement a mutually accepted vision for a strategic project or projects at Fort Monroe. Implementation of these projects will follow negotiated and agreed upon timelines and project goals.



*Fort Monroe Visitor & Education Center*



*Oozlefinch Beers & Blending*

## HISTORY OF OLD POINT COMFORT AND FORT MONROE

The site was originally named Cape Comfort in 1607 by English explorers during their first encounter with Virginia Indians. Fort Algernourne, noted as the first of many fortifications on the site, was erected in 1609. Further exploration of the James River and the Chesapeake Bay led to the renaming of the property to Point Comfort and eventually to Old Point Comfort, the current designation. Point Comfort is recognized as the site where, in 1619, John Rolfe, Secretary of the Jamestown Colony, recorded the arrival of “20 and odd” Africans. The Africans were subsequently traded for food and supplies.

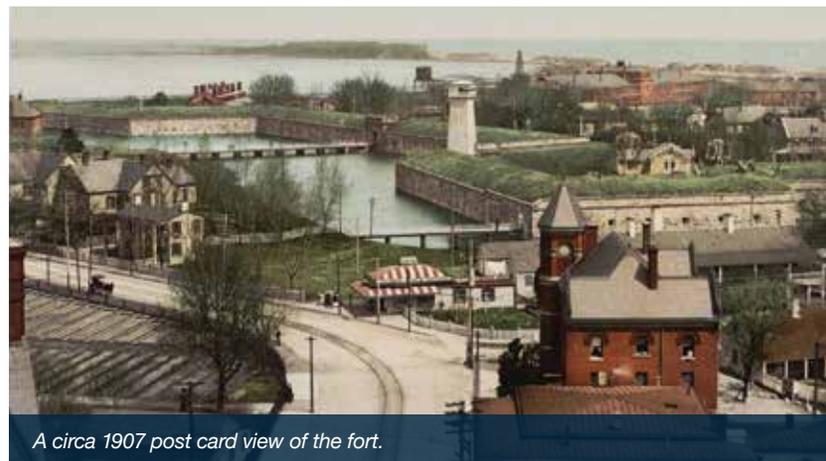
The Old Point Comfort Lighthouse was constructed in 1802 during President Jefferson’s administration and is noted as the oldest structure at Fort Monroe. It remains an active navigational beacon owned and operated by the U.S. Coast Guard.

Fort Monroe was constructed in phases during the 19th century to contribute to the coastal defenses in the United States and is the largest masonry fort in the country. The fort remained in Union hands throughout the Civil War and was a key staging ground for the Union campaigns in Virginia and along the Atlantic seaboard.

In 1861, three brave men, Frank Baker, James Townsend, and Shepard Mallory, escaped the bonds of slavery and sought refuge at Fort Monroe. Recognized by U.S. Major General Benjamin Butler as “contraband of war,” the men were not returned to their owners. By the conclusion of the Civil War, an estimated 10,000 enslaved people descended upon Fort Monroe seeking refuge at “Freedom’s Fortress”. The bravery of these three men and those that followed General Butler’s “Contraband Decision” served as a catalyst for the Emancipation Proclamation and the eventuality of the 13th Amendment. The fact that the arrival of the first enslaved Africans to the English North American colonies and the Contraband Decision occurred at the same site makes Fort Monroe a singularly important site in American history and in the narrative of the human quest for freedom. Most recently, Fort Monroe was recognized by UNESCO as a Site of Memory on The Slave Labor Route and the Commonwealth of Virginia designated \$6 Million to create a memorial to the first Africans that landed at Point Comfort.

Throughout its history, Fort Monroe housed the Army’s many schools of military education, including the Coast Artillery School. The use of Fort Monroe and Old Point Comfort for coastal defense changed as military technology evolved. In the 1890s, large concrete gun emplacements, known as Endicott Period batteries, were erected at Fort Monroe along the shoreline and on top of the ramparts and outer works of the masonry fort. These gun batteries were critical to training and protected the Hampton Roads harbor from the 1890s through the conclusion of World War II.

Fort Monroe served as the headquarters for the U.S. Army Training and Doctrine Command. In 2011, as part of the 2005 Base Realignment and Closure Act, Fort Monroe was deactivated as an active military post and, later that same year, President Obama proclaimed a portion of Fort Monroe a National Monument. In 2013, the US Army quitclaimed a majority of the property to the Commonwealth of Virginia. The remainder of the Army property at Fort Monroe will be transferred to the National Park Service.



*A circa 1907 post card view of the fort.*

## OVERVIEW

# LIFE AT FORT MONROE

Fort Monroe is an active, vibrant, mixed-use community.

The tree-lined streets, the stately brick architecture, and the gentle breezes off the Chesapeake Bay make Fort Monroe a historic and tranquil oasis in the center of the bustling Hampton Roads metropolis. The granite stone fortress surrounding the stately live oaks beckons visitors with the appearance of holding historic secrets.

Concerts in the park provide opportunities for families to gather on blankets in the grass while couples strolling on the coastal boardwalk remind us that we are on a tranquil spit of land in the midst of a thriving coastal Virginia economy.

Boardwalks, beaches, playgrounds, and other recreational facilities cater to active lifestyles, while the covered front porches, lush landscaping, and saltwater breezes make a relaxing atmosphere.

The FMA Museum, Education & Interpretation Department, and the NPS inspire learning as they provide tours, lectures, and programs that examine Fort Monroe's role in our country's history.



## Fort Monroe Visitor Amenities

- Approximately 100,000 visitors a year to the public spaces and events at Fort Monroe
- New 16,000 square foot Visitor and Education Center completed in 2020
- Casemate Museum operating since 1951
- Bordered by more than six miles of waterfront
- More than a mile of public beaches with lifeguards on some beaches from Memorial Day to Labor Day
- Soccer and baseball fields managed by Hampton Parks, Recreation and Leisure Services
- Special events, public programs, and educational experiences throughout the year



# BUSINESS WORKS AT FORT MONROE

When the Army decommissioned the installation in 2011, more than 1 million square feet of commercial buildings were vacated. Through its early residential leasing efforts, the FMA was able to keep military families living at Fort Monroe, maintaining the heartbeat of a community. By continuing some of the traditions of Fort Monroe like military concerts, the FMA was able to keep people visiting Fort Monroe. As the public explored the open access to the post-Army Fort Monroe, entrepreneurs discovered this convenient and architecturally appealing community. Vacant buildings were successfully reopened or repurposed as office and retail space for a variety of businesses including law firms, engineering and architectural corporations, as well as state and local agencies. With the majority of residential units leased, and more people coming to visit the property, the service industry has emerged with restaurants, a coffee shop, a craft brewery, and branch of the YMCA. As of the publication of this RFREP, the following organizations operate on Fort Monroe:

### Office

- Alternatives, Inc
- Divaris Real Estate Services
- Liberty Source
- Marine Systems Corporation
- Q-Design Architects
- Senex Law
- WeatherFlow, Inc.
- Rebecca D. Winn, Esq.

### State and Local Entities

- Virginia State Police
- Hampton Police Division
- Virginia Marine Resources Commission
- Hampton Parks, Recreation & Leisure Services

### Retail

- E-N-S Brass
- Firehouse Coffee
- Just Floored, Inc.
- Mom’s Tot Spot Child Development Center
- Old Point National Bank
- Oozlefinch Beers and Blending
- Paradise Ocean Club
- The Post Potager
- YMCA of the Virginia Peninsulas

### Community Organizations

- Centurion Interdenominational Church
- Chapel of Centurion Church
- Chesapeake Bay Wind Ensemble
- Hampton Roads Philharmonic Orchestra
- Old Point Comfort Yacht Club
- Psalms Ministries
- St. Mary’s Star of the Sea Catholic Church
- Virginia Southeast Church of Christ
- Youth Sailing Virginia

## OVERVIEW

# PROPOSED MARINA REDEVELOPMENT

In May 2021, the Fort Monroe Authority signed a 40-year ground lease with Smithfield, Virginia developer Pack Brothers Hospitality to redevelop the 300+ slip Old Point Comfort Marina and adaptively reuse three historic buildings.

The marina property lies along the western edge of the Fort Monroe property where it is largely protected from wave action and the tidal currents of the Chesapeake Bay. Originally developed in the 1940s, the marina slips were replaced with floating docks by the Army in 1992 and significantly expanded in 2000.

The deep-water marina provides direct access to the Chesapeake Bay without the challenges of a long narrow channel and its strategic location is within easy walking distance of both Fort Monroe and the Phoebus community. The marina is one of the unique assets to Fort Monroe and serves as a safe harbor for local boaters as well as national travelers on the intercostal waterway.

Once the permitting process is complete and design drawings are approved by the FMA and DEB, the developer expects to invest approximately \$40 million in improvements during the redevelopment.

### The conceptual plans call for

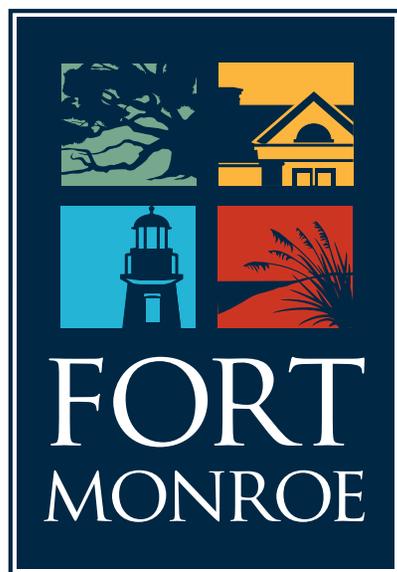
- Complete replacement of piers and docks in the 300+ slip marina
- Replacement of non-historic Building 207 as the marina office
- Construction of a new 90 room hotel
- Adaptive reuse of Building 183 as an event/conference space
- Adaptive reuse of Buildings 204 and 205 as kitchen and dining room space
- Construction of a new restaurant building
- Renovation of the Navy pier adjacent to the buildings as outdoor entertainment space



## THE FORT MONROE AUTHORITY

The FMA is governed by a 14-member Board. The Governor of the Commonwealth appoints eight Trustees to staggered four-year terms. The Hampton City Council appoints two Trustees to four-year terms. The Virginia Senator and the Virginia Delegate who represent Fort Monroe serve as Trustees for the duration of their term of elected office. The Virginia Secretary of Natural Resources and the Virginia Secretary of Commerce and Trade serve as ex-officio, non-voting Trustees.

As the redevelopment and management authority responsible for the majority of the buildings and structures on Fort Monroe, the FMA is responsible for the transition to civilian uses, environmental and civil systems management, historic preservation, residential and commercial property management and leasing, educational and recreational public programming, and tourism.



The Fort Monroe Authority Act, among other activities, assigns the powers and duties to:

- do all things necessary and proper to further an appreciation of the contributions of the first permanent English-speaking settlers as well as the Virginia Indians, to the building of our commonwealth and nation
- commemorate the establishment of the first coastal fortification in the English-speaking New World
- to commemorate the lives of prominent Virginians who were connected to the largest moated fortification in the United States
- commemorate the important role of African Americans in the history of the site, including the “Contraband” slave decision in 1861 that earned Fort Monroe the designation as “Freedom’s Fortress”
- commemorate Old Point Comfort’s role in establishing international trade and British maritime law in Virginia, and to commemorate almost 250 years of continuous service as a coastal defense fortification of the United States of America
- oversee the preservation, conservation, protection, and maintenance of the Commonwealth’s natural resources and real property interests at Fort Monroe and the renewal of Fort Monroe as a vibrant and thriving community
- serve as the Commonwealth’s management agent for all the land in the Area of Operation and for the implementation of actions and fulfillment of federal and state obligations for public and private land under the Fort Monroe Master Plan, Programmatic Agreement, Design Standards, Reuse Plan, and State Memorandum of Understanding

The full text of the FMA Act as amended is found in Virginia Code §§ 2.2-2336 – 2.2-2350.  
<https://law.lis.virginia.gov/vacode/title2.2/chapter22/section2.2-2336/>

## OVERVIEW

# FORT MONROE NATIONAL MONUMENT

On November 1, 2011, President Barack Obama, using the authority of the 1906 Antiquities Act, proclaimed that 325.21 acres of federal property at Fort Monroe be appropriated as the Fort Monroe National Monument (FOMR) as the 396th unit of the NPS. This declaration elevated the Fort Monroe property to a stature never before imagined and created an opportunity for the world to learn about the complete history of Fort Monroe.

On March 20, 2015, Governor Terrence McAuliffe committed to work with the NPS to expand the boundaries of the FOMR by an additional 39.5± acres, which remains a priority for the FMA.

Using the great assets of this property, the NPS has developed public programs, interpretive tours, and is preserving hundreds of acres of natural area in the heart of this urban environment. Historic buildings are being restored, directional signage is being installed, and new visitors, especially school children, are being brought into this space to enjoy nature and learn the history of this site.

The purpose of FOMR is to preserve, protect, and provide for the appropriate public use of the historical, natural, and recreational resources of the site. Fort Monroe is jointly managed as a unique partnership between the NPS and the FMA.

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More information on the FOMR is available at <http://www.nps.gov/fomr>.

The FOMR Foundation Document can be found at <https://parkplanning.nps.gov/fomrfoundation>.



## AN OVERVIEW OF GOVERNING DOCUMENTS AND THE MASTER PLAN

### Programmatic Agreement

The Army deactivated Fort Monroe in September 2011. To fulfill its responsibilities under Section 106 of the National Historic Preservation Act, the Army entered into consultation with the Commonwealth and other stakeholders to develop the Fort Monroe Programmatic Agreement, which establishes preservation guidelines for the property.

### State Memorandum of Understanding

The FMA is now responsible for the November 2011 State Memorandum of Agreement with the Governor, the Virginia Secretary of Administration, and the Virginia State Historic Preservation Officer. The purpose of this agreement was to ensure the support of the long-term management of Fort Monroe consistent with the terms defined by the PA.

### Historic Preservation Manual and Design Standards

The Fort Monroe PA directs the FMA to develop the *Historic Preservation Manual and Design Standards*, to manage activities occurring at Fort Monroe. The Design Standards are based upon sound and accepted preservation practices and



standards established and revised in NPS publications and guidance documents, such as the *NPS Preservation Briefs* and the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

### The Secretary of the Interior's Standards for the Treatment of Historic Properties

The Secretary of the Interior's Standards for the Treatment of Historic Properties are the Federal guidelines for the preservation, rehabilitation, restoration, and reconstruction of historic buildings. The purpose of these Standards is to provide guidance to historic building owners and managers, preservation consultants, architects, redevelopers, contractors, and project reviewers prior to beginning a project. The Standards address both exterior and interior work on historic buildings, and focus on four different treatment standards: Preservation, Rehabilitation, Restoration, and Reconstruction.

### 2013 Land Use Master Plan

The 2013 Land Use Master Plan was adopted by the FMA Board of Trustees to update and refine the planning concepts from the 2008 Reuse Plan. The purpose of the Master Plan is to guide the long-term redevelopment efforts of the property and suggest compatible uses for adaptive reuse and redevelopment projects at Fort Monroe.

More information on the Governing Documents and Master Plan is provided in Appendices A and B.

Full versions of the documents are available on the file-sharing site:

<http://tiny.cc/reimagine>



## OVERVIEW

# HISTORIC REHABILITATION TAX CREDITS

The preservation of Fort Monroe's historic structures is a stipulation of the governing documents and beneficial to the overall community of Fort Monroe, both economically as well as connecting us all to the cultural heritage of this very special place.

The historic structures and landscapes of Fort Monroe that contribute to the National Historic Landmark and National Register of Historic Places District will be rehabilitated according to the Design Standards, and *The Secretary of the Interior's Standards for the Treatment of Historic Properties*. In doing so, the FMA and the Commonwealth of Virginia encourage the use of Federal and State Historic Tax Credits in the rehabilitation of those structures that contribute to the NHL.

The structures identified as "certified historic structures" under the Federal and State Historic Tax Credit programs have the potential to receive up to 20% federal and 25% state historic tax credit for qualified rehabilitation expenditures. Both the federal and state tax credit programs are administered in Virginia through the Virginia Department of Historic Resources.

All of the buildings identified in the RFREP with the exception of Building 89 have the potential to qualify for the federal and state historic tax credit programs.

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More information can be found at *The Virginia Department of Historic Resources* site:

[https://www.dhr.virginia.gov/tax\\_credits/tax\\_credit.htm](https://www.dhr.virginia.gov/tax_credits/tax_credit.htm)

and on the *National Park Service* site: <https://www.nps.gov/tps/tax-incentives.htm>



# ARCHEOLOGICAL RESOURCES

The entirety of Fort Monroe is designated as archaeological site 44HT0027 and 31 loci have been identified to date. Many of the loci are considered eligible for the National Register of Historic Places and are important to our understanding of the history of Fort Monroe and Old Point Comfort. Loci identified include several prehistoric sites dating from around 100BC to 1600AD, colonial-era features, and sites associated with the early history of Fort Monroe. While Fort Monroe is an urban site with a high amount of disturbance from modern construction and utilities, intact archaeological features, deposits, and loci are routinely encountered during ground-disturbing activities.

The FMA has specialized staff who will work cooperatively on responding to questions and providing administrative support during the RFREP and the eventual implementation of projects. Existing records and research that is available for archeological sites on the property will be made available to respondents as specific projects are considered. Successful respondents will need to submit ground disturbance permits to the FMA and provide appropriate cultural resource management services to the projects and construction sites.



## OVERVIEW

# DECLARATION OF COVENANTS, CONDITIONS, RESTRICTIONS, AND GRANT OF EASEMENTS

In planning for the redevelopment of the property, the FMA anticipated the need for a document that would provide for the orderly development of portions of Fort Monroe while addressing obligations on any holder of a leasehold interest at Fort Monroe and the FMA, as the managing agent for the Commonwealth, as long as the Commonwealth owns property at Fort Monroe. As part of development of the ground lease with the marina developer described above, the FMA developed the Declaration which was approved by the Board in May 2021.

### The Declaration

1. establishes easements including common road and cross-access easements for vehicular and pedestrian ingress and egress as well as easements covering the installation of signage, landscaping operations, and the installation and maintenance of all utilities;
2. establishes guidelines and processes for land and building development;
3. establishes the FMA's responsibility to maintain the common roads, parking areas, lighting, greenscapes, common drainage areas, and utility lines;
4. creates requirements and restrictions for certain activities such as the installation of communication equipment, keeping of animals, mechanical equipment, landscaping on non-common area lots, and building maintenance;
5. established the FMA's right to create a User Fee as permitted by Virginia Code Section 2.2-2348;
6. confirms the City's jurisdiction for real property and other taxes for leasehold property at Fort Monroe; and
7. establishes the annual assessment of common area charges for leaseholders.

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A copy of the Declaration is available on the file sharing site at  
<http://tiny.cc/reimagine>



## EXECUTIVE ORDERS 24 AND 45

On November 2, 2018, the Governor issued Executive Order 24 “Increasing Virginia’s Resilience to Sea Level Rise and Natural Hazards” that among other initiatives required the state to adopt a coastal resilience master plan that conforms to the National Flood Insurance Program. On November 15, 2019, the Governor issued Executive Order 45 “Floodplain Management Requirements and Planning Standards for State Agencies, Institutions, and Property”. EO 45 establishes requirements for development on state-owned property. Under the terms of EO 45, all of Fort Monroe meets the definition of a Special Flood Hazard Area. Portions of the property meet the definition of a Sea Level Rise Inundation Area. Respondents are advised that the provisions of EO 45 may apply to proposed redevelopment, and that a variance as defined in EO 45 may be necessary for the project to proceed. Respondents are advised to consider both EO 24 and EO 45 in the preliminary planning process.

Copies of the Executive Orders are available on the file sharing site at <http://tiny.cc/reimagine>



## REDEVELOPMENT SITES

# REDEVELOPMENT AREAS

The FMA staff has identified four redevelopment sites that are described in more detail on the following pages. These redevelopment sites were selected based on vacant buildings and land areas that lend themselves to adaptive reuse opportunities. The redevelopment sites exclude residential units, as well as the common area spaces and community buildings that will be retained by the FMA. In consideration of these redevelopment sites, it is important to note that the redevelopment of any properties at Fort Monroe must comply with the character and content of the management zones as defined in the PA and Design Standards.

It should be noted that these redevelopment sites were developed for the RFREP process. Respondents may express an interest in one site or a combination of sites. The respondent must clearly identify the size and scope of the proposed redevelopment, especially if the future use of the project is different than the existing use or planned use identified in the Master Plan.

It is also important to note that while the Master Plan identifies primary use categories, respondents can propose other use categories that will be evaluated along with the other qualifications of the respondents.



## BUILDING DATA

Summary information on the buildings included in the four development sites detailed below is presented in the table at right.

Detailed building information is available on the file sharing site, which can be reached at the link: <https://tinyurl.com/m7u933k>



Site #	Bldg #	Last Use Category	Year Built	Contributing	Bldg SF	Leased SF	Licensed SF	Term Exp
1	87	Residential / Office	1932	Yes	39,402			
1	89	Storage	1987	No	2,575		2,575	MTM
<b>Site 1 Total</b>					<b>41,977</b>	<b>0</b>	<b>2,575</b>	
2	100	Office	1906	Yes	25,911			
<b>Site 2 Total</b>					<b>25,911</b>	<b>0</b>	<b>0</b>	
3	27	Office / Warehouse	1860	Yes	14,878	443	2,123	<1 year
3	27A	Office	1860	Yes	2,222		7,759	FMA
3	82	Medical / Dental	1898 / 1913 / 1941	Yes	67,900		2,222	FMA
<b>Site 3 Total</b>					<b>85,000</b>	<b>443</b>	<b>12,104</b>	
4	11	Office	1934	Yes	8,685			
4	37	Office	1934	Yes	10,235			
4	73	Office	1893	Yes	1,500			
4	116	Office	1906	Yes	5,871			
4	133	Office	1909	Yes	42,558			
4	134	Office	1909	Yes	22,696			
4	161	Office	1912 / 1938	Yes	40,468			
4	163	Office	1940	Yes	15,103			
<b>Site 4 Total</b>					<b>147,116</b>	<b>0</b>	<b>0</b>	
<b>TOTAL BUILDING SF:</b>					<b>300,004</b>	<b>443</b>	<b>14,679</b>	

## PARKING AREAS

As the FMA evaluated sites to be included in this RFREP, it took into consideration a number of factors including the availability of parking in the immediate vicinity of the building(s). The FMA and its consulting engineer analyzed the available parking in comparison to the number of spaces needed for the most likely use. In most cases, the FMA anticipates residential adaptive reuse and calculated the parking requirements at 1.5 spaces per unit. If adequate parking was not available in the lots adjacent to the building(s), the FMA has identified areas where additional parking could be constructed to meet the parking needs. These new parking areas are shown on the individual site maps, if applicable.

Due to the limited availability of parking in some areas, the FMA desires that all parking be shared parking, with the exception of certain reserved spaces near existing single-family homes and duplexes.

Some of the parking areas have one-way traffic patterns. The circulation patterns in existing lots may be altered to improve the function of the parking area. The final design of any alterations to existing lots or construction of new lots must be done in consideration of adjacent uses and spaces to ensure in the design and function of parking and circulation patterns work effectively for the entire property.

## REDEVELOPMENT SITES

# REDEVELOPMENT SITE 1

This 2.2± acre redevelopment site lies entirely in the PA Management Zone D and contains two buildings containing approximately 41,900 square feet. The site map reflects the completion of the proposed redesign of the front entrance to the property. The FMA expects to issue the RFP for engineering design services for the front entrance project in the next few months once coordination with VDOT is complete.

**Building 87**, also known as Randolph Hall, is located at 150 Ingalls Road. The building was constructed in 1932 and was converted to barracks around 1969. The front porch was enclosed in 1971. The slate roof was replaced with asphalt shingles in 1978.

Building 87 is listed as contributing to the NHL. The building encompasses 39,402± square feet on three and one-half stories with a finished elevated basement. The building was last used as the provost marshal office and enlisted soldier dormitory. The Master Plan identifies the likely future use of this building as residential, but the building may support other uses including hospitality, office, or retail.



**Building 89** is a 2,575± SF non-contributing storage building located in the parking lot behind Building 87. The entirety of the building 89 is currently licensed on a month-to-month basis to private individuals and businesses. These licenses can be terminated or relocated prior to execution of the ground lease.

For the Site 1 parking evaluation, the FMA used an estimate of 1,100 SF per unit for the redevelopment of Building 87 resulting in approximately 37 units after the redevelopment. Using 1.5 spaces per unit, the required parking would be approximately 56 spaces. The existing parking lot contains 52 spaces, slightly below the estimated need. Building 89 could be removed and additional parking could be created within the proposed boundary of the site.



NOTE: The parcel boundary reflected on the site map is for reference only. Final property boundary lines will be surveyed and included as an exhibit to the ground lease.

Historic plans, photos and other relevant information for Site 1 can be found on the file sharing site: <http://tiny.cc/reimagine>



SITE NOTES:  
1. THE DEVELOPER WILL BE RESPONSIBLE FOR ALL SITE IMPROVEMENTS.  
2. DEVELOPER TO IMPROVE PARKING FOR SITE 1.



## REDEVELOPMENT SITES

# REDEVELOPMENT SITE 2

Redevelopment Site 2, pictured to the lower left of the site map, contains approximately 1.7± acre. Site 2 lies entirely in the PA Management Zone D and contains a single building with an adjacent parking lot.

**Building 100** (pictured below) is located at 90 Ingalls Road. The building was designed by nationally-known architect Paul J. Pelz and was constructed in 1906. The building originally contained 30 apartments for bachelor quarters with each unit having a parlor, a bedroom and a bathroom. In 1925, the 20 units on the first two floors were converted into 10 larger apartments for married officers. The original tin ceilings were removed in 1960. The building was converted to office space in 1964 and the interior was completely renovated in 1985, leaving virtually no recognizable interior historic fabric.



Building 100 is listed as contributing to the NHL. The building is a three-and-one-half story building over a below-grade basement. The building encompasses 29,411± SF. The building was last used as office space. The Master Plan identifies the likely future use of this building as residential, but the building may support other uses including hospitality, office, or retail.

For the Site 2 parking evaluation, the FMA used an estimate of 1,100 SF per unit for the redevelopment, resulting in approximately 25 units after the redevelopment. Using 1.5 spaces per unit, the required parking would be approximately 38 spaces. The existing parking lot adjacent to the building exceeds this requirement but a portion of the parking lot would be a shared use with the residents occupying the adjacent 10-unit apartment building (Building 80) and residential duplex (Building 167). If additional parking is needed due to higher residential density, or a reuse with a higher parking demand such as office or retail, the FMA has identified an area adjacent to the property where additional parking could be constructed to support the higher demand.

NOTE: The parcel boundary reflected on the site map is for reference only. Final property boundary lines will be surveyed and included as an exhibit to the ground lease.



Historic plans, photos and other relevant information for Site 2 can be found on the file sharing site: <http://tiny.cc/reimagine>

## REDEVELOPMENT SITES

### SITE 2 NOTES:

1. THE DEVELOPER WILL BE RESPONSIBLE FOR ALL SITE IMPROVEMENTS.
2. DEVELOPER TO RESERVE TEN (10) PARKING SPACES FOR RESIDENTS IN BUILDING 80 AND TWO (2) PARKING SPACES FOR THE RESIDENTS IN BUILDING 167.

### SITE 3 NOTES:

1. THE DEVELOPER WILL BE RESPONSIBLE FOR ALL SITE IMPROVEMENTS.
2. DEVELOPER TO RESERVE TWENTY-TWO (22) PARKING SPACES FOR RESIDENTS IN ADJACENT RESIDENTIAL UNITS.



## REDEVELOPMENT SITES

### REDEVELOPMENT SITE 3

This 3.3± acre redevelopment site lies entirely in the PA Management Zone D and contains three buildings totaling approximately 85,000 square feet.

Building 27 and Building 27A, together form the Old Arsenal. Building 27 is a single-story T-shaped brick structure with an unfinished attic space. Building 27A is a single-story rectangular building situated to the north of the stem of the “T”.

**Building 27** is located at 66 Ingalls Road. The building was built in 1860. Around 1880, the building was converted to classrooms and laboratories for the Artillery School. In 1909 the ventilating false gable was removed from the north side and the east and west porches were removed and their doors replaced. Building 27 was remodeled in 1911 to become the Quartermaster warehouse. In 1946 it became the Post Commissary. In 1955 it became the Quartermaster Sales Store. One year later, the Signal Field Maintenance Shop was moved into the building. The building was converted to office space in 1973.



Building 27 contains 14,878± SF and is listed as contributing to the NHL. A portion of the building is currently used as the FMA's maintenance shop, and as the onsite office for the FMA's commercial property management office. Other short terms leases and licenses (1 year or less) have been executed with private individuals and businesses. The FMA would need to terminate or relocate the tenants and relocate its maintenance operation as part of the redevelopment. The Master Plan identifies the likely future use of this building as residential, but the building may support other uses including hospitality, office, or retail.

**Building 27A** is located at 66A Ingalls Road. The single-story rectangular building is listed as contributing to the NHL. The 2,222± SF building is currently used as the FMA's residential leasing and management office. The FMA would relocate the leasing and maintenance office to a new location prior to the reuse or redevelopment. Due to the size and nature of the building, office or retail are likely future uses for the building.



**Building 82** is located at 60 Ingalls Road. The original two-story building was constructed in 1898 with substantial additions in 1913 and 1941. In 1913 the hospital was enlarged by adding a wing on the south side and connecting it with another block, which had a cupola and full-height portico. In 1941, the roof of the central portion was raised and its front extended. The cupola was moved to center block. The façade was remodeled in Colonial Revival style. In 1974 the facility was downgraded to a clinic and TRADOC offices were added.



Building 82 contains 67,900± SF. The building is listed as a contributing building to the NHL. The last use of the building was a health/dental clinic. The Master Plan identifies the likely future use of this building as residential, but the building may support other uses including hospitality, office, or retail.

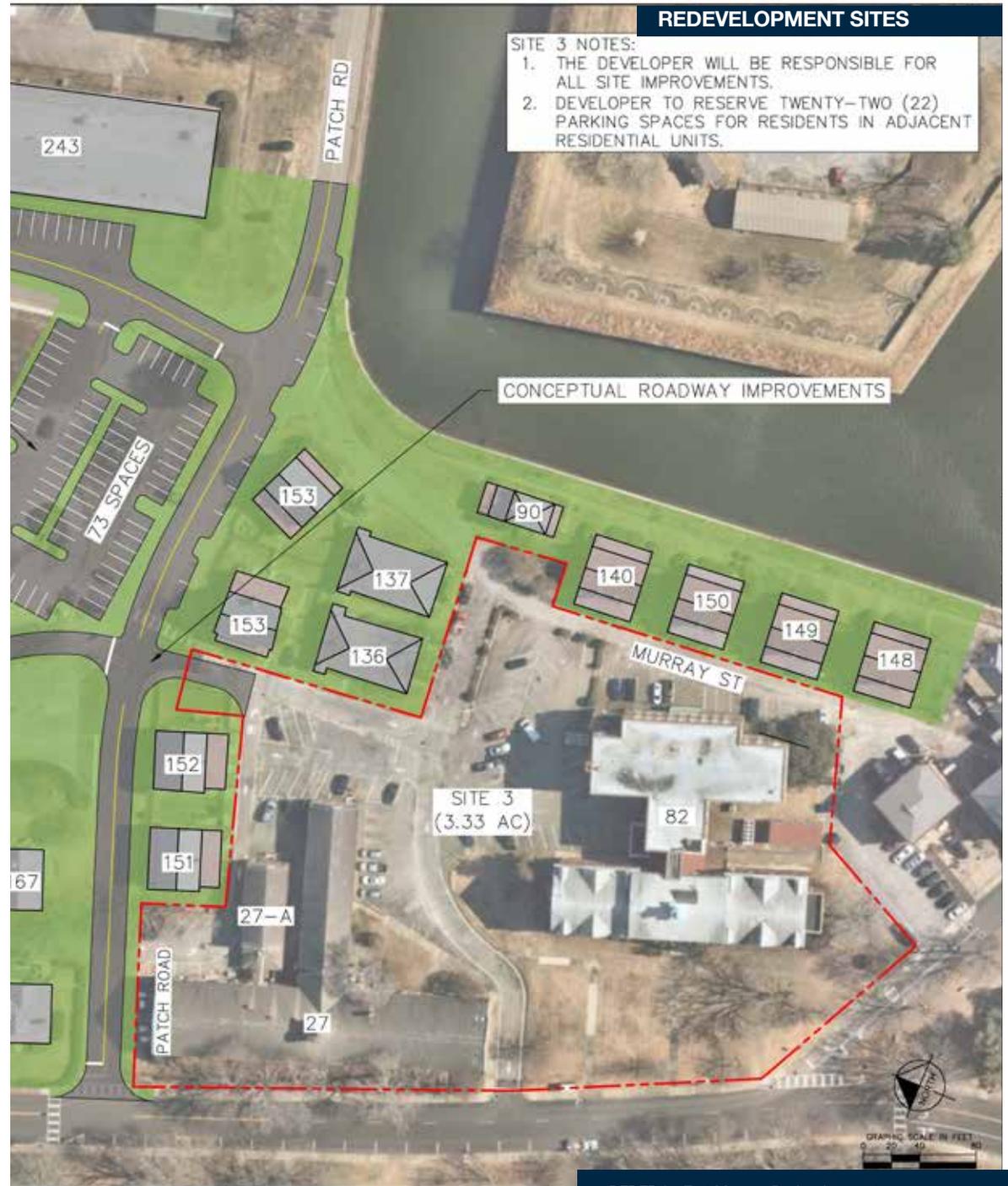
For the Site 3 parking evaluation, the FMA used an estimate of 1,100 SF per unit for the redevelopment of Building 82 and Building 27, resulting in approximately 76 units after redevelopment. Using 1.5 spaces per unit for residential and 4 spaces per 1,000 sf for Building 27A, the required parking would be approximately 125 spaces. The existing parking spaces around Buildings 27, 27A, and 82 are far below this estimated number of spaces and is further constrained by the number of parking spaces reserved for the occupants of the residential duplexes along Moat Walk and Patch Road. The parking lots also have several one-way traffic patterns which limit their effectiveness. To support the reuse in this site, the FMA has identified an area to the north of Patch Road where additional parking could be constructed to support the required number of spaces.

The parking lot design is conceptual and not intended to indicate approval of any specific design.

NOTE: The parcel boundary reflected on the site map is for reference only. Final property boundary lines will be surveyed and included as an exhibit to the ground lease.



Historic plans, photos and other relevant information for the buildings in Site 3 can be found on the file sharing site: <http://tiny.cc/reimagine>





## REDEVELOPMENT SITE 4

Redevelopment Site 4 contains approximately 4.2± acres, lies entirely in the PA Management Zone D, and contains the six-building complex commonly referred to as the TRADOC complex as well as Building 11 and 73. The total square footage of the eight buildings in Site 4 is approximately 147,116± square feet.

**Building 11** is located a 3 Fenwick Road. The building was originally constructed as a garage during a massive building program begun at the post in 1933 in the wake of damage caused by two hurricanes that year. The building was converted to office space in 1946.



Building 11 is a single-story L-shaped building that contains approximately 8,685± SF. The building is listed as contributing to the NHL. The building's last use was office space. The Master Plan reflects this building for retail use but the use could remain as office space. Due to its size, adaptive reuse to residential is likely infeasible unless part of a larger redevelopment plan.

**Building 37** is located at 7 Fenwick Road. The building was constructed in 1934 as part of the effort to rebuild and improve the post after the 1933 hurricanes. It was the first structure on post with air conditioning as an integral part of the design. The interior was remodeled after World War II and converted into offices for the Army Ground Force in 1946. Building 37 was part of the Coast Artillery School buildings and most recently was used as office space for TRADOC.



Building 37 is a two-story rectangular building with a raised basement and contains 10,235± SF. The building is listed as contributing to the NHL. The Master Plan reflects this building as adaptive reuse to residential, but other uses such as hospitality, retail, or office may be appropriate.

**Building 73** is located at 1 Fenwick Road. The building was constructed in 1893 and is one of a number of structures at Fort Monroe constructed during a major Army building program begun nationwide in 1874, after a period of stagnation following the Civil War.



Building 73 is a rectangular, single-story building containing 1,500± SF. The building is listed as contributing to the NHL. The building was last used as the FMA's residential leasing office before the use was relocated to Building 27A. The Master Plan reflects this building for retail use but the use could remain as office space. Due to its size, adaptive reuse to residential is likely infeasible unless part of a larger redevelopment plan.

**Building 116** is located at 30 Harrison Street. The building was constructed in 1906. Original plans show a single-story building. At some point, either during construction, or shortly thereafter, a second story was added. The Quartermaster offices were located here as early as 1910. By the 1930s the building was used as financial offices. A fire in 1954 resulted in a new roof. The basement was converted to office space in 1957.



## REDEVELOPMENT SITES

Building 116 is a two-story rectangular building with a raised basement containing 5,871± SF. The building is listed as contributing to the NHL. The building's last use was office space. The Master Plan identifies the likely future use of this building as residential, but the building could remain as office or retail space. Due to its size, adaptive reuse to residential is likely infeasible unless part of a larger redevelopment plan.



**Building 133**, also known as Murray Hall, is located at 33 Ingalls Road. The building was one of three buildings constructed as a group. The building was completed in 1909, and originally served as officer classroom for

the Coast Artillery Corps. When first constructed this building had a second-floor ballroom, which was converted into a conference room in 1950 and later remodeled when the building was converted to office space for the Continental Army Command and subsequently TRADOC.

Building 133 is a story-two, U-shaped building over a raised basement and contains 42,558± SF. The building is listed as contributing to the NHL. The Master Plan identifies the likely future use of this building as residential, but the building may support other uses including hospitality, office, or retail.

**Building 134**, also known as Lewis Hall, is located at 20 Whistler Lane. The building was one of three buildings constructed as a group. The building was constructed in 1909 and originally served as classrooms for the enlisted soldiers in the Coast Artillery Corps. The boiler/chiller plant for the Coast Artillery School complex is located in the basement of this building.



Building 134 is a two-story, rectangular building over a raised basement with a single-story, rear ell over a raised basement and contains 22,696± SF. The Master Plan identifies the likely future use of this building as residential, but the building may support other uses including hospitality, office, or retail.

**Building 161** is located at 5 Fenwick Road. When originally built in 1912, this building served as the enlisted specialists' barracks, to support the presence of the Coast Artillery School. The building size was more than doubled in 1938, when additions were made to both the north and south sides. Interior renovations were made in 1946 and 1986.



Building 161 is a two-story U-shaped building over an elevated basement. The building contains 40,468± SF. The building is listed as contributing to the NHL. The Master Plan identifies the likely future use of this building as residential, but the building may support other uses including hospitality, office, or retail.

**Building 163**, also known as Callan Hall, is located at 10 Whistler Lane. The building was constructed in 1940 for classroom space for the Coast Artillery School and was converted to office space in 1946.

Building 163 is a two-story, rectangular building over an elevated basement. The building contains 15,103± SF. The building is listed as contributing to the NHL. The Master Plan identifies the likely future use of this building as residential, but the building may support other uses including hospitality, office, or retail.



For the parking evaluation for Site 4, the FMA used an estimate of 1,100 SF per unit for the six buildings programmed for residential redevelopment or approximately 125 units. Using 1.5 spaces per unit, the required parking would be approximately 188 spaces. The FMA used 4 spaces per 1,000 SF of office/retail space. This would result in the need for approximately 42 spaces. The existing parking lot on the corner of Fenwick and McNair contains approximately 100 spaces. An additional lot could be constructed after removing non-contributing Buildings 266 and 267. This lot could create an additional 100± spaces. Since the both parking lots would support other uses in the area including the marina redevelopment, these lots would serve as shared parking lots. Depending on the final uses, additional parking may be required to support future uses.

NOTE: The parking lot designs are conceptual and not intended to indicate approval or commitment by the FMA for any specific design. Further, parcel boundaries reflected on the site map are for reference only. Final property boundary lines will be surveyed and included as an exhibit to the ground lease.



Historic plans, photos and other relevant information for buildings located in Site 4 can be found on the file sharing site: <http://tiny.cc/reimagine>

# FINANCIAL OBJECTIVES

The principal motivation for requesting redevelopment proposals is to transfer the preservation and financial responsibilities from the Commonwealth to private entities and return these buildings to being productive assets in the marketplace. Currently, the FMA depends on the General Assembly to provide annual state appropriations to maintain a minimal level of maintenance, repair, and operation. The FMA is looking for respondents willing to make significant repairs and/or renovations to buildings in accordance with the Governing Documents.

The successful respondent must demonstrate the intent to invest in the preservation and/or renovation of the buildings in the redevelopment areas in the following categories:

### **Investment in the preservation and reuse of property and historic structures**

The FMA currently lacks surplus funds to address the maintenance and repair of the vacant inventory of historic and non-historic buildings at Fort Monroe. Responses to the RFREP must describe the type and amount of investment to be made in the reuse of the historic buildings and property at Fort Monroe.

### **Transfer of real estate tax responsibility**

The FMA pays a PILOT to compensate the City for providing general municipal services to the Fort Monroe property. The long-term ground lease is anticipated to include transfer of title to the improvements to the lessee resulting in the lessee paying real estate taxes on the assessed value of the improvements directly to the City. The transfer of the real estate tax to the lessee will reduce the FMA's financial burden for the PILOT fee payment.

### **CAM fee**

The overall appearance and operation of Fort Monroe is a benefit to all lease holders and strategically important to the visitor experience. To maintain the professional appearance of the property, the FMA manages certain site-wide contracts including security patrols, street sweeping and public space grounds maintenance. The financial benefit to the Commonwealth will result from developers paying for a proportionate share of CAM expenses.

### **User fee**

The FMA Act provided for the FMA to establish fees and the Declaration establishes the framework for the FMA to assess a user fee based on annual revenue. The Board will be adopting procedures for collecting, reporting, and remitting the user fee to the FMA.

### **Land use objectives and infrastructure improvements**

The implementation of the land use goals at Fort Monroe will require developers to work cooperatively with the FMA to create a homogenous mixed-use community that seamlessly transitions from one property to another. Proposals should understand and incorporate the evaluation criteria in their planning efforts to address how the proposed use or reuse will enhance the visitor experience (e.g. pedestrian walkways, pocket parks, landscaping, etc.), preserve the historic and natural resources (e.g. restoring deleted historic features, bio-retention gardens, etc.), and contribute to the economic impact of the City and region (e.g. number of jobs created, estimated real estate taxes, etc.)

### Rent payment to the FMA

The FMA desires to enter into long-term ground lease agreements with developers who will invest in the redevelopment of the buildings and maintain the projects at a high quality for the future. The developer's economic model must provide sufficient resources for the developer to reinvest in maintaining the condition of their project. The FMA recognizes the significant investment required to achieve these financial objectives. As part of the economic model, the RFREP responses should address any one-time, monthly or annual payments to be paid to the FMA. These payments may come in the form of per square foot rents, percentage of gross revenue, percentage of historic-tax credit payments, or other revenue-sharing mechanisms.

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## LONG-TERM GROUND LEASE CONVEYANCE

The FMA has determined that long-term ground leases provide the best blend of flexibility and control for the preservation of the historic elements of the contributing buildings at Fort Monroe and the best protection for the NHL designation. Once the RFREP is complete and financial terms have been negotiated, the FMA intends to enter into long-term ground leases with the selected developer(s). The critical aspects of the relationship between the FMA and ground lessee include:

- Lease terms sufficient in length (but not perpetual) to achieve the financial goals of the developer including federal and/or state rehabilitation historic tax credits,
- Financing language acceptable to corporate lenders without subordinating the Commonwealth's ownership of the land,

- Transferability and term extensions under certain provisions, and
- Lease payments that take into consideration the developer's investment in the buildings and land, including off-site improvements.

The ground lease will include restrictive covenants required to be extended to the leaseholders by the terms of deed restrictions, protective preservation easements, archeological land use restrictions, environmental land use controls, fair housing, and other non-discrimination regulations.

## RFREP SUBMISSION OBJECTIVES & REQUIREMENTS

# SMALL, WOMEN, AND MINORITY OWNED BUSINESS

In July 2019, the Governor issued Executive Order 35 “Advancing Equity for Small-, Women-, Minority-, and Service-Disabled Veteran-Owned Businesses in State Contracting”. EO 35 directs state executive branch agencies with statutory authority for procurement to “exceed a target goal of 42%... of discretionary spending ... with small businesses certified by DSBSD.” While the percentage applies to discretionary spending in categories traditionally procured through public procurement process, it demonstrates the Commonwealth’s commitment to increasing opportunities for SWaM businesses.

SWaM respondents are encouraged to submit proposals. Non-SWaM respondents are strongly encouraged to include SWaM contractors and suppliers on their teams. All respondents should identify any SWaM members of their team certified by DSBSD. SWaM status and/or the percentage of SWaM participation will be considered as part of the evaluation of all proposals. To assist respondents in expanding opportunities for SWaM participation, DSBSD provides resources for respondents to identify SWaM contractor and suppliers.

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## EVALUATION CRITERIA & REQUIRED RESPONSE INFORMATION

The FMA is looking for respondents with a vision that contributes to the revitalization of this historic mixed-use community through use and adaptive reuse of existing buildings and/or new construction. Although respondents are welcome to provide more information than requested below, each respondent will be evaluated on the minimum following criteria:

### 1. **Statement of Interest**

For the FMA to evaluate the respondent’s area of interest for the property, the submission shall provide a narrative of the respondent’s proposed use of the property and any relevant information for how the developer will incorporate the property into the historic fabric of the community.

### 2. **Experience of the Respondent**

Respondents may be individuals, organizations, or teams with appropriate experience in the use and adaptive reuse of historic buildings and demonstrated success in creating vibrant mixed-use communities. Respondents shall provide a brief history of each of the team members, including a listing of key personnel that will be working on the Fort Monroe opportunity. If a respondent is proposing a team, the respondent shall describe any experience with team members on other projects. Prior experience with other team members is preferred but not required as part of the evaluation.

**3. Experience with Reuse of Historic Properties**

The respondent shall provide no more than five representative projects that demonstrate the respondent's experience with renovation and rehabilitation of historic properties, including the mitigation of any potential adverse effects to historic fabric. A brief narrative and representative photos and/or plans should be provided in each profile.

**4. Experience with Rehabilitation Tax Credits**

If the respondent intends to pursue federal and/or state rehabilitation tax credits, respondent shall provide no more than five representative projects where the respondent successfully received federal or state historic tax credits. A brief narrative and representative photos and/or plans should be provided in each profile, unless the project profiles are included as part of a previous response.

**5. Conceptual Site Plan**

The response must include a conceptual site development plan that contains sufficient detail to clearly define the scope and nature of the proposed redevelopment and reuse of the site.

**6. Conceptual Building Designs**

The response should include building sketches and conceptual building plans or other illustrative material that clearly shows the desired finished product, and the uses of the building.

**7. CAM**

The respondent must acknowledge responsibility for CAM fees established by the Declaration.

**8. Off-Site Utility Improvements**

If respondent intends to perform any off-site improvements, the scope of the off-site improvements should be detailed in the response.

**9. Conceptual Development Schedule**

Development scheduling and phases of construction including engineering, design, permitting, and rehabilitation/construction will be critical to the FMA in terms of matching various development projects on the property. The response should include a conceptual development schedule and phasing if proposed.

**10. Estimated Construction Costs**

The response should include estimated construction costs by development component and any phasing of construction, if applicable.

**11. Preliminary Pro Forma**

Responses must include preliminary pro forma that delineates, at a minimum, the intended sources of funding, and the anticipated development/construction cost. The pro-forma should evidence adequate cash-flow to establish and maintain a capital reserve fund for future investments.

**12. SWaM Certification Information and Contractor/Supplier Diversity Plan**

Respondents must provide SWaM certification information on all SWaM team members. All respondents must describe initiatives and plans to maximize the portion of development expenditures going to SWaM businesses.

## RFREP SUBMISSION OBJECTIVES & REQUIREMENTS

### 13. Visitor Experience

Fort Monroe currently attracts thousands of visitors each year and that number is expected to increase. The Commonwealth and NPS have developed a concept entitled “One Fort Monroe” which seeks to provide a consistent visitor experience regardless of property ownership lines. The goal of the redevelopment is to improve and enhance the One Fort Monroe experience for all visitors, residents and tenants. Redevelopment proposals should state their understanding and plans to seamlessly integrate redevelopment into the existing community.

### 14. Historic Preservation

The vast majority of the buildings offered in this RFREP are listed as contributing to the NHL at Fort Monroe. The preservation and maintenance of these contributing structures and viewsheds is the highest priority of the FMA. Avoiding any adverse effect to historic elements and viewsheds is a priority and any proposed redevelopment will be evaluated for the potential adverse impact to the NHL. Respondents are encouraged to repair or restore deleted historic features or elements to the buildings. Proposals must demonstrate exemplary stewardship of historic physical and natural resources. The Design Standards provide minimums that must be reflected in any successful proposal.

### 15. Economic Sustainability

One of the principal purposes for offering properties for redevelopment is to identify developers with the passion and financial capability to assist the FMA in the financial support of the preservation and maintenance of the contributing and non-contributing buildings at Fort Monroe. If the FMA is successful in executing long-term ground leases with one or more developers, the expenses transferred to the private developers will allow the FMA to allocate resources to preserving and maintaining historic elements and providing public access to elements such as the stone fortress and the public open spaces. Lease

rental payments, CAM fees and infrastructure improvements will assist in the reallocation of FMA resources to items with public enhancements for visitors, tenants and residents. Responses must clearly describe the amount and nature of property improvements, any proposed off-site improvements and any revenue payments to the FMA.

### 16. Economic Impact to the City of Hampton and Hampton Roads Region

With the decommissioning of Fort Monroe as an active Army installation in September 2011, approximately 500 jobs at Fort Monroe were permanently eliminated and 3,300 jobs were relocated to Fort Eustis and other military installations. While the majority of the jobs remained in the region, the loss of 3,800+ jobs at Fort Monroe had a significant impact on the businesses in Phoebus and the surrounding community of Hampton. The primary role of the FMA as the LRA for Fort Monroe is to reduce and eventually eliminate the adverse economic impact to the City and the surrounding region resulting from the closure of Fort Monroe. Any development proposal must contribute to the positive economic impact to the FMA, City, Hampton Roads region, and Commonwealth. Respondents are encouraged to estimate the amount of temporary and permanent direct and indirect job creation that would result from their project.

### 17. Executive Orders 24 and 45

Among the objectives listed in EO 24 was “to position the Commonwealth of Virginia to be a leader in Resilience Technology”. Redevelopment proposals must demonstrate the understanding of the requirements for development in the 100-year floodplain and demonstrate incorporation of the Governor’s goal of Virginia being a leader in resilience technology.

## SUBMITTAL REQUIREMENTS

To be considered for selection, respondents must submit a completed response to FMA for the RFREP by 3:00 p.m. Eastern Time, February 1, 2022. Failure to provide the requested information may be grounds for rejection of the Proposal. Failure to submit all information requested may result in the respondent receiving a lowered evaluation. Submittals that are substantially incomplete or lack key information may be rejected by the FMA. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

**Respondents must provide ONE UNBOUND ORIGINAL, TEN BOUND copies of their submittal to the FMA, and ONE electronic version on Compact Disc (CD) as a single PDF file (to the extent possible).** Flash drives or other memory media are NOT acceptable as the contents may be inadvertently altered during review. Proposals may be sent via U.S. Mail, overnight delivery services, or hand delivery. Hand deliveries will be accepted by appointment only and must be scheduled by 5:00 p.m. Eastern Time, January 31, 2022. To schedule a hand delivery, please call (757) 251-2747. Completed and sealed proposals should be delivered to:

Attn: Director of Real Estate  
Fort Monroe Authority  
20 Ingalls Road  
Fort Monroe, VA 23651

Responses shall be prepared simply and economically, providing a straightforward, concise description of the proposed redevelopment(s). Emphasis should be placed on completeness and clarity of content. Each copy of the submission should be bound or contained in a single volume where practical. All pages of the submission should be numbered.

## REGISTERED REPRESENTATIVES

Proposers interested in responding to this RFREP should register individuals authorized to make inquiries on behalf of respondent by providing the following information to the Director of Real Estate for each authorized individual:

Name of Representative  
Company  
Email Address  
Preferred Contract Phone Number

Only individuals registered in this fashion will be permitted to make building tour reservations or request additional information from the FMA. Email notices concerning supplemental information and the scheduling of the mandatory conceptual plan meeting will be distributed to the list of registered representatives. Respondents should notify the Director of Real Estate of any additions or deletions to the list of registered representatives as soon as possible.

## RFREP SUBMISSION OBJECTIVES & REQUIREMENTS

# NOTICE ON OWNERSHIP, DISCLOSURE, AND RESERVED RIGHTS

Ownership of all data, materials, and documentation originated and prepared for the FMA pursuant to the RFREP shall belong exclusively to the FMA.

Proposals are subject to the provisions of the Virginia Freedom of Information Act, Virginia Code § 2-2.3700 et seq. Trade secrets or proprietary information submitted by a Responder shall not be subject to public disclosure under the Virginia Freedom of Information Act provided that the Responder invokes the protections of § 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire document as proprietary or trade secrets is not acceptable and may result in rejection of the submission. Respondents will be advised if confidentiality is legally permissible and under what conditions.

The FMA reserves the right to reject any and all offers, to negotiate separately with competing proposers, and to cancel this RFREP at any time. If, in the opinion of the FMA, negotiations of business terms for the ground lease(s) with a selected proposer cannot be concluded in a timely manner, the FMA may, at its sole discretion, immediately discontinue negotiations.

The FMA may provide additional information during this RFREP by adding additional information to the file sharing site. The FMA may, but is not required to notify registered representatives of significant additions to the file sharing site. Respondents

should check the file sharing site regularly for updated information. The FMA may also provide supplemental information by email to the registered representatives of the respondents.

The FMA may also request additional information from respondents prior to the deadline for submittals, or during the evaluation of submittals. The FMA may, in its sole and absolute discretion, extend the deadline to provide time for respondents to provide the additional information.



Redevelopment Site 2 – Building 100

## APPENDIX A – GOVERNING DOCUMENTS

### Programmatic Agreement

As a result of the 2005 BRAC decision, the Army deactivated Fort Monroe in September 2011. To fulfill its responsibilities under Section 106 of the NHPA, the Army entered into consultation with the Commonwealth, the SHPO, the FMA, the ACHP, and a number of other stakeholders totaling 32 consulting parties. The purpose of the consultation was to review the closure to determine if harmful or adverse effects would result from it, and to establish rules and boundaries that will help mitigate, reduce, or avoid adverse effects on the installation’s historic properties.

The result of this consultation is the PA, specifically, a “process” PA that establishes preservation guidelines for whomever ultimately becomes the property’s steward. The subsequent management structure will allow the final owner of the property a framework of legally defensible “fence posts” that will guide both future development and historic preservation on Fort Monroe. In this way, the PA satisfies the Army’s obligations under Section 106, and provides a lawful, binding agreement that all stakeholders have been given an opportunity to shape.

Several keys to the proper and successful management of the property were identified by the Army, the consulting parties, and the public. These include the preservation of the post, retention of the post’s overall character and quality, and recognition that areas of the installation possess their own unique features, character, and qualities. Ultimately, the property was divided into six “Management Zones” – well-defined boundaries that share preservation goals and limitations, while simultaneously encouraging flexible, individualized treatment options.

### State Memorandum of Understanding

In November of 2011, the FMA entered into a MOU with the Governor, the Virginia Secretary of Administration, and DHR. The purpose of this agreement was to ensure the support of the long-term management of Fort Monroe, consistent with the terms defined by the PA, and the obligations expressed therein, after the reversion of the property to Commonwealth ownership. The State MOU identified the Governor, as the reversionary owner, as the body responsible for establishing the management policies and redevelopment of reversionary properties, and identified the FMA as the future property manager and reversionary property redeveloper on behalf of the Commonwealth.

By signing the State MOU, all Signatory Parties thereby agreed that no action shall be undertaken that will adversely affect historic properties until all prudent and feasible alternatives to avoid those adverse effects are explored, and that the management and redevelopment of the property will maintain the NHL status of Fort Monroe NHL, and shall endeavor to properly consider, identify, maintain, and protect the archaeological, architectural, and cultural landscape, and viewshed characteristics of the property. Furthermore, the signatory parties shall ensure, to the greatest extent possible, the reuse of historic buildings and structures that contribute to the NHL and shall consider both the direct and indirect effects of undertakings, not only on individual historic properties, but also on the significant viewsheds, cultural landscapes, and on the NHL.

The State MOU supports the use of Management Zones established by the PA as a comprehensive and holistic approach to the management and treatment of historic resources within the property, and clarifies that the use of such Zones does not recommend nor suggest any future possible subdivision of the property into smaller

## APPENDICES

units. The State MOU further supports the public's access to the property's historic, natural, and recreational attractions, and commits the Signatory Parties to discover steady, diverse, and sustainable revenue streams to ensure the continued and future preservation of the property's historic resources.

Finally, the State MOU ensures that no action shall be taken that precludes the use of Fort Monroe as a National Park and, in the event of a transfer of any interest of the property, the Signatories shall legally bind the transferee or delegate to the terms of the State MOU through available legally enforceable mechanisms.

### Historic Preservation Manual and Design Standards

The PA directs the FMA to develop the Design Standards to manage activities occurring at Fort Monroe. The Design Standards are based upon sound and accepted preservation practices and standards established and revised in NPS publications and guidance documents, such as the NPS Preservation Briefs and the Secretary of the Interior's Standards for the Treatment of Historic Properties.

The Design Standards address the rehabilitation, restoration, reconstruction, and preservation treatment options for existing historic buildings, structures, objects, and landscapes. The Design standards also address routine maintenance and active common repairs. The Design Standards furthermore establish the appropriate design, massing, height, scale, materials, location, architectural style, and other management elements for new construction on the property, as well as additions to existing buildings or structures within each Management Zone. The Design Standards establish best practices and methods to maintain and protect the significant historic viewsheds and cultural landscape features identified in the PA, and ensure that

undertakings on the property consider their potential to affect archaeological sites during ground disturbing activities.

The Design Standards ensure the following principles for the treatment of historic properties at Fort Monroe:

- A property shall be used for its historic purpose or one that requires minimal change
- Removal of historic fabric or spaces shall be avoided whenever possible
- Undertakings shall be true to a building's physical record and a false sense of history shall not be constructed
- Significant historical changes over time of each property shall be respected
- Craftsmanship and character-defining features shall always be preserved
- Repair whenever possible rather than replace
- Historic materials shall always be cleaned using the gentlest possible method
- Archaeological resources shall be protected and preserved
- New construction shall be compatible in massing, size, and scale within the NHL per NPS guidelines
- New additions shall be easily reversible in a way which does not harm historic fabric

### **The Secretary of the Interior's Standards for the Treatment of Historic Properties**

The Secretary of the Interior's Standards for the Treatment of Historic Properties are the Federal guidelines for the preservation, rehabilitation, restoration, and reconstruction of historic buildings. The purpose of these Standards is to provide guidance to historic building owners and managers, preservation consultants, architects, contractors, and project reviewers prior to beginning a project. It is always recommended that preservation professionals be consulted early in any project. The Standards address both exterior and interior work on historic buildings and focus on four different treatment standards: Preservation, Rehabilitation, Restoration, and Reconstruction.

Preservation is a treatment option that applies the measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including protection and stabilization of the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. The Standards require retention of the greatest amount of historic fabric along with the building's historic form.

Rehabilitation is a treatment option that makes possible a compatible use for a property through repair, alterations, and additions, while preserving those portions or features which convey its historical, cultural, or architectural values. The Standards acknowledge the need to alter or add to a historic building to meet continuing or new uses while retaining the building's historic character.

Restoration is a treatment option that accurately depicts the form, features, and character of a property as it appeared at a particular period, either by means of the removal of features from other periods in its history or the reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

Reconstruction is a treatment option that depicts, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for replicating its appearance at a specific period of time and in its historic location. The Standards establish a limited framework for recreating a vanished or non-surviving building with new materials, primarily for interpretive purposes.

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NOTE: Copies of these documents are provided in the Governing Documents folder at <http://tiny.cc/reimagine>



## APPENDIX B - 2008 REUSE PLAN / 2013 LAND USE MASTER PLAN / WATERFRONT PARK CONCEPTUAL PLAN

When the FMA was recognized as the LRA by the OEA in 2007, the designation came with the requirement to create a Reuse Plan to guide the long-term redevelopment efforts of the property. The future uses of the property were to be determined before the Army could complete the redevelopment environmental analysis required by the NEPA. The Reuse Plan was also to be considered by the Army in determining the property conveyance options.

In early 2008, the FMA engaged the urban planning firm of Dover, Kohl & Partners (Dover Kohl) to complete the reuse planning efforts. Dover Kohl had been previously engaged by the City to provide early reuse planning after the BRAC decision to close Fort Monroe was released in 2005. Dover Kohl was supported by a team of consultants with expertise in economics, BRAC law, real estate, preservation, transportation, and tourism. The Reuse Plan was accepted by the FMFADA Board on August 20, 2008.

The 2008 Reuse Plan established five key elements to guide the preservation, reuse, and continued development at Fort Monroe. These planning essentials were intended to embody the shared vision for the future of Fort Monroe. The five planning essentials cited in the Reuse Plan are:

- Protect this historic place and keep it vital
- Open it up
- Establish a large-scale open space park
- Seek economic sustainability
- Allow new development, within strict limits

The Reuse Plan, despite being adopted before the PA, provided planning and design principles for the Management Zones defined in the PA, as well as renaming the Management Zones based on their geographic location. Due to the focus on reuse planning, the Management Zone boundaries were adjusted in the Reuse Plan, creating a slight conflict between the PA and the Reuse Plan.

In 2010, the FMA Board challenged the FMA staff to create a Master Plan to update and refine the planning concepts from the 2008 Reuse Plan. In December 2011, after a lengthy public procurement process, the FMA selected the international planning firm Sasaki Associates (Sasaki) to design and develop the Master Plan. Sasaki and the FMA staff, working in partnership with the City and the NPS and supported by a team of consultants, held a series of 18 public and stakeholder meetings and community workshops from March 2012 through September 2013. The final Master Plan was presented to and adopted by the Board on October 24, 2013. As required by the FMA Act, the Master Plan was approved by Governor Robert McDonnell on December 11, 2013.

In response to one of the planning concepts in the Master Plan, which created a network of public places, and to address citizen concerns about overdevelopment at Fort Monroe, the FMA staff selected the design firm of WPL to develop a plan for the public spaces reflected in the Master Plan. Funded by a grant from the FMF, WPL worked to develop some basic planning elements for the Waterfront Park. WPL identified 10 study areas to refine in more detail. On February 9, 2016, WPL and FMA staff held two public meetings to present the design concepts to the community. Almost 300 comments were received from the public during and after the meetings. Over the summer of 2016, the FMA and WPL worked to review the public comments and incorporate the consensus into the revised Waterfront Park Plan. The final Waterfront Park Conceptual Plan was presented to and adopted by the FMA Board on August 18, 2016.

NOTE: Copies of the land use planning documents are provided in the Land Use Planning folder at <http://tiny.cc/reimagine>



## APPENDIX C - LAND USE ENTITLEMENTS AND PERMITTING

As the managing agent for Commonwealth property at Fort Monroe, the FMA is solely responsible for all land use entitlements. In evaluating any proposed uses, the FMA will rely heavily on the 2008 Reuse Plan, the 2013 Land Use Master Plan, the Waterfront Park Conceptual Plan, and the Design Standards.

DEB is the State Building Official. DEB provides plan review, building permits, and certificates of occupancy. The Board of Housing and Community Development has established the USBC. The USBC contains the building regulations that must be complied with when constructing a new building, structure, or an addition to an existing building. They must also be used when maintaining or repairing an existing building or renovating or changing the use of a building or structure. The CPSM sets forth the standards, policies, terms, conditions, and procedures to be followed by state agencies and institutions in procuring professional design and construction services.

The FMA is responsible to ensure that all undertakings on NHL contributing state properties at Fort Monroe comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties. The PA also requires the FMA work to ensure the integrity of historic viewsheds remain unchanged. As a result, even undertakings on non-contributing structures are reviewed to determine potential impact to viewsheds. The AARB reviews design of buildings and structures on property owned by the Commonwealth. Exterior alterations and new constructions must be reviewed by the AARB.

Because of these requirements, the FMA has implemented a Project Screening Form process for the FMA or third parties to pursue any undertaking that has the potential to have an adverse effect on historic fabric or viewsheds. The PA establishes

a protocol for consultation with the NPS, Army, and DHR. Larger undertakings require public notification to the PA stakeholders and the general public. Changes to contributing structures, historic landscapes, and historic viewsheds are subject to review and approval by the FMHPO in consultation with the NPS, US Army, and the DHR, who currently are the signatory parties of the PA and State MOU. Proposed projects, including building rehabilitation, maintenance, and new infill construction shall be subject to this review process and that will assess a project's effects to the historic properties, landscapes, and viewsheds of the NHL.

During the environmental remediation process, several Land Use Controls were implemented as remedies to soil and water contaminants of concern and the potential for discarded military munitions and unexploded ordinance. The FMA has implemented a Ground Disturbance Permit process to review any potential ground disturbance. Depending on the location of the ground disturbing activities in relation to registered archeological loci, consultation may be required with DHR.

As needed, the FMA will coordinate with other agencies having jurisdiction regarding permits for construction activity at Fort Monroe, including the VMRC and the USACE.

NOTE: Copies of these documents are provided in the Permitting folder at <http://tiny.cc/reimagine>



## APPENDIX D - SITE-WIDE PROPERTY INFRASTRUCTURE

The Board has established the goal of transferring ownership and operation of the utility infrastructure to the local/regional utility operators. In general, site-wide utility services (except for electric service) are provided by the FMA. The existing infrastructure was largely installed by the Army during its use of the property as a military installation. The FMA has completed several studies of the utility infrastructure and has determined that the vast majority of the existing infrastructure is at or past its functional life expectancy. Before the infrastructure can be transferred, upgrades will be necessary to bring the utility infrastructure in compliance with the standards of the utility operators. The FMA has developed a UMP to install new water and sewer mains across the property. The FMA will work with VNG to coordinate new gas service lines as part of the UMP projects. Once completed, the FMA intends to transfer the water, sanitary sewer, and natural gas infrastructure to the local and regional utility operators.

Until these upgrades are complete, the FMA has contracted with Veolia to operate and maintain the water, sanitary sewer, storm water, natural gas systems, and roadways.

### Electric

DEV provides electrical service to the property. DEV owns the electric infrastructure, including an electric substation located north of Building 59 in the North Gate redevelopment area. DEV maintains the electric distribution networks and the transformers and the street lights in public areas. Current available capacity is approximately six MVA. During redevelopment, load letters will need to be submitted to determine available capacity for the project. Electric service is currently billed on a master-metered facility contract until new meters can be installed on all buildings and service points. During redevelopment, individual meters acceptable to DEV will need to be installed on each building to allow for electric service to be established directly with DEV and the amount of consumption deducted from the master meter reading.

### Natural Gas

VNG provides natural gas service to the property over an eight-inch gas line that connects to the master meter. VNG owns a four-inch transmission line along McNair Road that provides regulated service to the Chamberlin and TRADOC heating plant. VNG has indicated a willingness to install new gas service mains as new demand is created through redevelopment. Until VNG installs the new service mains, the natural gas system is maintained by Veolia through a subcontract with a local natural gas contractor. During redevelopment, new service lines and individual meters will need to be installed on each building. Until VNG installs new service, the metered consumption of the natural gas will be billed by the FMA.

### Water

The FMA, through its contract with Veolia, operates the water distribution system. Bulk water is delivered to the property through two main lines, a 12" line and a 14" line. Water is purchased at retail rates from NNWW through measured consumption on master meters on the two water lines. The FMA is currently finalizing construction documents to replace the 14" line with a new 16" line. Individual water meters and service lines in accordance with NNWW standards will be required for any redevelopment. Until the water system is upgraded and transferred to NNWW, the FMA will bill for metered consumption. Portions of the water system may be transferred to NNWW as phases of the Utility Master Plan are completed.

### Sanitary Sewer

The FMA, through its contract with Veolia, operates the sanitary sewer system. Veolia maintains 14 pump and lift stations on the property that direct effluent through a network of gravity lines and force mains to the main discharge station, Building 180 (PS180). HRSD bills the FMA for bulk effluent discharged past the master meter installed at PS180. The main station has a capacity of 3 MGD. The UMP reflects the installation of three smaller (~1 MGD) pump stations to create regional sewer sheds as a replacement for the single large pump station. Once water meters are installed,

the FMA will bill for sewer service as a percentage of water consumption. Portions of the sanitary sewer system may be transferred to the City public works department as the phases of the UMP are completed.

### **Stormwater**

The FMA, through its contract with Veolia, operates the storm water collection system. The FMA is a regulated MS4 and is responsible for meeting all requirements of the Commonwealth of Virginia's storm water management regulations. All storm water outfalls drain directly into adjacent bodies of water, including the Chesapeake Bay.

### **Roadways**

The FMA, through its contract with Veolia, maintains all roadways and sidewalks in accordance with VDOT standards. The property is currently not sub-divided, however, typical right of way is established and any future redevelopment proposals will be required to submit roadway and traffic analysis in accordance with VDOT standards.

### **Cable Television Service**

Cox Communications provides cable television service to the property over its HFC network. The residential properties and a small number of non-residential buildings have existing cable service. Most non-residential buildings are not connected to the Cox HFC network. Service may be installed by Cox if the ground disturbance permit is approved for the installation of new service lines. Verizon does not have cable service infrastructure at Fort Monroe.

### **Business Internet/Data Service**

Both Cox and Verizon have fiber service connections to the main telecom building. The Army installed a robust network of single- and multi-mode fiber optic cable, now owned by the Commonwealth and managed by the FMA through a contract with a local internet/telecom service company. Internet services installed at the main telecom building can be extended over the fiber network to most of the non-residential buildings on Fort Monroe. Cox can also deliver business internet service over its HFC network, provided coaxial service lines are existing or can be installed to the building. The FMA has recently completed a project to connect the Segra fiber optic infrastructure to the main telecom building, providing a third option for internet service.

### **Telephone Service**

The Army operated a telephone exchange over an extensive copper-based network from the main telecom building. The telephone system is no longer operational. Residential customers can procure digital telephone service from Cox over the HFC network. Business customers can procure digital telephone service from Cox over the HFC network if service connections exist or using Voice Over IP service from either Cox, Verizon, or Segra over the FMA fiber networks.

NOTE: The utility map book is provided in the Utility Map Book folder at <http://tiny.cc/reimagine>



## APPENDICES

# APPENDIX E - MUNICIPAL SERVICES, TAXES, LICENSES, AND FEES

During the reuse planning process, it was determined that municipal services needed to be provided for the visitors, residents, and businesses of Fort Monroe on generally the same terms as city governments provide to their residents and businesses. The costs for the Commonwealth and FMA to provide these services were prohibitive. The City indicated its willingness to provide municipal services that are typically funded by real estate taxes if a revenue source was established to offset the cost. However, Commonwealth property is exempt from real estate and other taxes. To address the issue, the FMA agreed to pay a PILOT to the City equal to the real estate tax as if the property were privately owned. In 2011, the FMA Act was amended (Va. Code §2.2-2342) to require the FMA to pay the PILOT fee to the City.

The City and the FMA entered into a MOA for Municipal Services on April 25, 2012. The MOA established that the City was to provide general municipal services to the visitors, residents, and businesses on the Fort Monroe property as are available to similarly situated persons within the boundaries of the City. These municipal services generally include police protection and criminal law enforcement; fire protection; emergency medical response services; emergency management and emergency communications services; animal regulation and control; solid waste management; parking management and traffic engineering services; community cultural/recreational opportunities and other leisure services to be offered to the general public; public park operation and maintenance; youth and family services, including human services; and access to courts and voting.

While Commonwealth-owned property at Fort Monroe is exempt from real estate taxes, Va. Code §2.2-2342 allows the City to assess real estate taxes to any tenants under long-term leases with initial terms of 20 years or more. As a result, the FMA is expected to request that the City issue real estate tax assessments against leasehold interests. If the leasehold interests are not taxed directly by the City, the FMA will include the prorated portion of the PILOT fee in the allocation of site-wide expenses.

The City, as the municipal service provider for Fort Monroe, may assess other taxes and fees as may be assessed elsewhere in the City. These may include, but are not limited to, personal and business property tax, retail sales tax, taxes on food and beverages sold by food establishments, transient lodging tax and hotel fee, admissions tax, and short-term rental tax.



## APPENDIX F – ALLOCATION OF SITE-WIDE EXPENSES

The FMA manages the procurement and delivery of site-wide services to maintain the common areas of the property and to provide for services at a higher level than may be available from the City. Currently, the two largest community management expenses are the site-wide grounds maintenance contract and the 24-hour security patrols.

The FMA, through a contractor, currently maintains all grounds except for the residential yards of single family and duplex units. Through its residential lease rules and regulations, the FMA has established the minimum standards for grounds maintenance. These residents can opt to have their grounds maintenance performed by the site-wide contractor for an additional monthly fee. Residents may also self-perform or contract for their own grounds maintenance service. The FMA is evaluating the possibility of providing all grounds maintenance services to ensure the property is maintained to the standard befitting a NHL. The portion of the ground maintenance costs associated with residential and commercial properties will be included in the allocation of site-wide expenses.

Given the historic significance of the buildings and grounds, the FMA and NPS have elected to contract with a local private security firm to provide security officers to patrol the property around the clock. The goal of the security contract is to provide a visual deterrent to illegal or improper activities on the property while engaging the public by providing information about permitted activities and directions to property amenities and delivering other assistance as needed. As the property is redeveloped and the number of unoccupied buildings is reduced, the FMA and NPS may revise the schedule for security patrols. The portion of the security patrolling costs associated with residential and commercial properties will be included in the allocation of site-wide expenses.

The MOA with the City for municipal services allows for the FMA to provide services at a higher level than provided by the City. One example of this is the plowing of streets and sidewalks during winter weather events. During snow events, the City is focused on maintaining primary road access for emergency vehicles. Since many of the streets on Fort Monroe would be considered secondary or tertiary streets by the City, the FMA, through its contract with Veolia, currently plows the roads and parking lots during and after snow events. Once the Utility Master Plan is complete and the Veolia contract expires, the FMA anticipates contracting for snow removal services. The cost of these types of services will be included in the allocation of site-wide expenses.

The FMA has adopted the Declaration that governs the management and allocation of site-wide common area expenses. The FMA will develop an annual budget for all site-wide costs, as well as the methodology for determining each leaseholder's allocation of site-wide expenses. Leaseholders will pay the estimated allocation in monthly installments. The Declaration also provides that the FMA may adopt a user fee based on gross sales or revenue derived by Leaseholder.

## APPENDIX G - HISTORIC REHABILITATION TAX CREDITS/EXEMPTIONS

### State and Federal Historic Rehabilitation Tax Credits

The preservation of Fort Monroe's historic structures is not only a stipulation of the governing documents but is also beneficial to the overall community of Fort Monroe, both economically as well as connecting us all to the cultural heritage of this very special place.

The historic structures and landscapes of Fort Monroe that contribute to the NHL will be rehabilitated according to the Design Standards and the Secretary of the Interior's Standards for the Treatment of Historic Properties. In doing so, the FMA and the Commonwealth of Virginia encourages the use of federal and state historic tax credits in the rehabilitation of those structures that contribute to the NHL.

The structures identified as "certified historic structures" under the federal and state historic tax credit programs have the potential to receive up to 20% federal and 25% state historic tax credit for qualified rehabilitation expenditures. Both the federal and state tax credit programs are administered in Virginia through the Virginia Department of Historic Resources (DHR).

The RFREP identifies 13 structures that have the potential to qualify for the federal and state historic tax credit programs.

More information can be found at The Virginia Department of Historic Resources site: [https://www.dhr.virginia.gov/tax\\_credits/tax\\_credit.htm](https://www.dhr.virginia.gov/tax_credits/tax_credit.htm) and on the National Park Service site: <https://www.nps.gov/tps/tax-incentives.htm>

### Hampton Real Estate Tax Rehabilitation Exemption Program

The City of Hampton Office of the Assessor of Real Estate administers a program to encourage both homeowners and businesses to rehabilitate their properties and in return not pay full taxes on those improvements for a period of six (6) years. The program is authorized by the Code of Virginia § 58.1-3220 & § 58.1-3221. The exemption commences July 1st of the tax year immediately following completion of rehabilitation.

The exemption is calculated at 100 percent of the rehabilitation credit for the first three (3) years following the commencement of the exemption period and at 50 percent for the second three (3) years. An application must be filed within five (5) working days after building permits have been issued and prior to any renovations being started.

More information on the program is available at:

<https://hampton.gov/435/Rehabilitation-Tax-Credit-Program>

Respondents should contact the Hampton Office of the Assessor of Real Estate at (757) 727-8311 or [assessorswebmail@hampton.gov](mailto:assessorswebmail@hampton.gov) for more information.



## APPENDIX H - ARCHEOLOGICAL RESOURCES

The entirety of Fort Monroe is designated as archaeological site 44HT0027 and 31 loci have been identified to date. Many of the loci are considered eligible for the National Register of Historic Places and are important to our understanding of the history of Fort Monroe and Old Point Comfort. Loci identified include several prehistoric sites dating from around 100BC to 1600AD, Colonial era features, and sites associated with the early history of Fort Monroe. While Fort Monroe is an urban site with a high amount of disturbance from modern construction and utilities, intact archaeological features, deposits, and loci are routinely encountered during ground disturbing activities.

The FMA has specialized staff who will work cooperatively on responding to questions and providing administrative support during the RFREP process and the eventual implementation of projects. Existing records and research that is available for archeological sites on the property will be made available to respondents as specific projects are considered. Successful respondents and future developers will need to submit ground disturbance permits to the FMA and provide appropriate cultural resource management services to their projects and construction sites.

Developers are hereby notified that due to the potential existence of archeological deposits, any ground-disturbing activities may require a Phase 1 investigation, and, if historic features are located, a Phase 3 may be required before ground disturbing activities can occur.



*Redevelopment Site 3 – Building 27A*

## APPENDICES

# APPENDIX I - PERMITTING AND PROJECT REVIEW MATRIX

The *Project Review Matrix* demonstrates the basic flow of a projects review for undertakings at Fort Monroe. The matrix does not take into account A/E design durations but does reflect typical review durations as well as required and potential departmental reviews/conferences. For those projects seeking Historic Tax Credits, the project matrix also demonstrates how a project's Part 2 and PA required Consultation can be coordinated to track on concurrent review paths.

The departments listed in the *Project Review Matrix* that shall review all undertakings at Fort Monroe are as follows:

### **The Art and Architectural Review Board** (Reviews External Changes Only)

The AARB reviews and advises the Governor on the acquisition and design of works of art, buildings and structures on property owned by the Commonwealth of Virginia.

More information: <https://dgs.virginia.gov/dgs/directors-office/aarb/>

### **Division of Engineering & Buildings** (Reviews and Issues Building Permits for State Owned Buildings)

DEB enforces the USBC to assure compliance with life safety and code requirements in design and construction as well as providing building code, cost and procurement reviews of proposed state agency construction and capital outlay projects. DEB charges fees for plan review and site visits.

More information:

<https://dgs.virginia.gov/engineering-and-buildings/about-deb/about-bcom/>

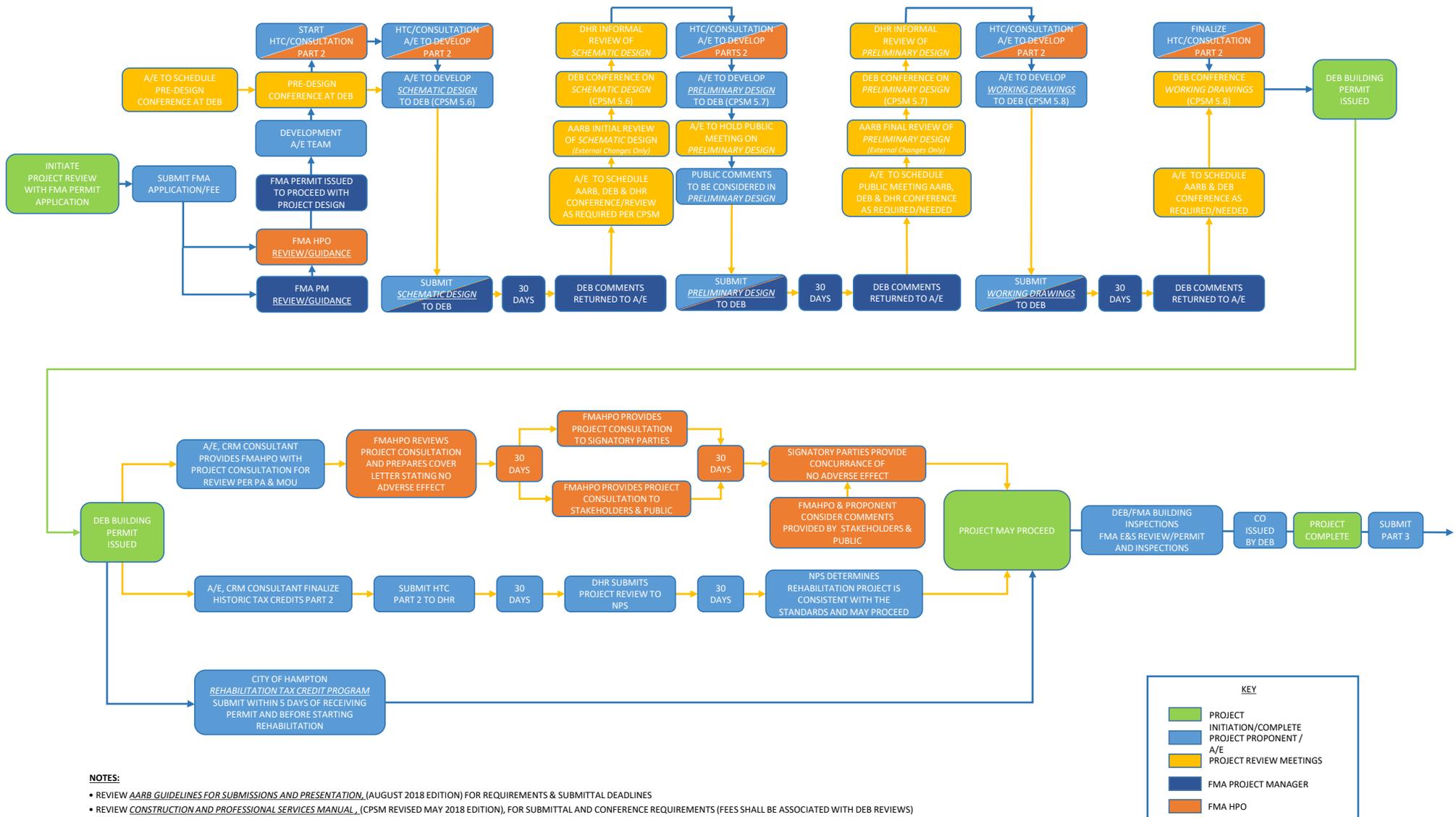
### **The Fort Monroe Authority** (Reviews all undertakings at Fort Monroe and coordinates with other State agencies)

The FMHPO and Project Manager review all undertakings to include ground disturbance at Fort Monroe as well as assist in the coordination of reviews by other state agencies such as AARB, DEB and DHR. Fees shall be associated with FMA reviews and coordination commensurate with local municipalities building and zoning review fees.



Redevelopment Site 1 – Building 87

# FORT MONROE REDEVELOPMENT PROJECT MATRIX



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# APPENDIX J - DEFINED TERMS AND ACRONYMS

<b>AARB</b>	Virginia Art and Architectural Review Board	<b>Design Standards</b>	Historic Preservation Manual and Design Standards (See Appendix A) Easements for Fort Monroe, Hampton, Virginia
<b>ACHP</b>	Advisory Council on Historic Preservation	<b>DEV</b>	Dominion Energy Virginia
<b>Board</b>	Fort Monroe Authority Board of Trustees	<b>DGS</b>	Virginia Department of General Services
<b>BRAC</b>	Base Realignment and Closure Commission of 2005	<b>DHR</b>	Virginia Department of Historic Resources
<b>CAM</b>	Common Area Maintenance	<b>DPS</b>	DGS Division of Purchase and Supply
<b>City</b>	City of Hampton, Virginia	<b>DSBSD</b>	Virginia Department of Small Business and Supplier Diversity
<b>Commonwealth</b>	Commonwealth of Virginia	<b>EO</b>	Executive Order
<b>Contributing</b>	<p>A contributing building, site, structure, or object adds to the historic associations, historic architectural qualities, or archeological values for which a property is significant because:</p> <ul style="list-style-type: none"><li>• it was present during the period of significance, relates to the documented significance of the property, and possesses historic integrity or is capable of yielding important information about the period; or</li><li>• it independently meets the National Register criteria.</li></ul>	<b>FMA</b>	Fort Monroe Authority, successor in interest to the FMFADA
<b>CPSM</b>	Virginia Construction and Professional Services Manual	<b>FMA Act</b>	Virginia Code § 2.2-2336 et seq.
<b>DEB</b>	DGS Division of Engineering and Buildings	<b>FMF</b>	Fort Monroe Foundation
<b>Declaration</b>	Declaration of Covenants, Conditions, Restrictions and Grant of Easements for Fort Monroe, Hampton, Virginia	<b>FMFADA</b>	Fort Monroe Federal Area Development Authority
		<b>FMHPO</b>	Fort Monroe Historic Preservation Officer
		<b>FMVEC</b>	Fort Monroe Visitor and Education Center
		<b>Governing Documents</b>	PA, State MOU, Design Standards, NHPA, FMA Act (See Appendix A)
		<b>Governor</b>	Governor of Virginia
		<b>HFC</b>	Hybrid Fiber/Coax

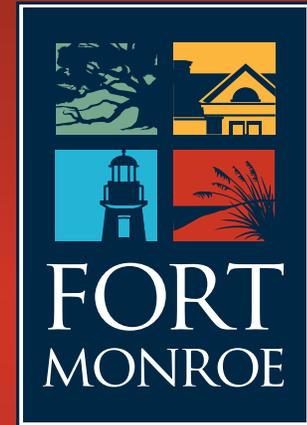
<b>HRSD</b>	Hampton Roads Sanitation District
<b>LOI</b>	Letter of Intent
<b>LRA</b>	Local Redevelopment Authority recognized by OEA
<b>Master Plan</b>	2013 Land Use Master Plan (See Appendix B)
<b>Management Zone</b>	The Management Zones were established in the PA to “serve as the basis for a comprehensive approach for the management and treatment of the diverse and numerous historic, architectural, viewshed, cultural landscape, and archaeological resources at Fort Monroe.”
<b>MGD</b>	Million gallons per day
<b>MOA</b>	Memorandum of Agreement
<b>MOU</b>	Memorandum of Understanding
<b>MS4</b>	Municipal Separate Storm Sewer System
<b>MVA</b>	Mega Volt Amp
<b>NEPA</b>	National Environmental Policy Act of 1969
<b>NHL</b>	National Historic Landmark
<b>NHPA</b>	National Historic Preservation Act of 1966
<b>NNWW</b>	Newport News Waterworks

<b>Non-Contributing</b>	A noncontributing building, site, structure, or object does not add to the historic associations, historic architectural qualities, or archeological values for which a property is significant because: <ul style="list-style-type: none"> <li>• it was not present during the period of significance, or does not relate to the documented significance of the property due to alterations, disturbances, additions, or other changes, it no longer possesses historic integrity or is capable of yielding important information about the period; or</li> <li>• it does not independently meet the National Register criteria.</li> </ul>
<b>NPS</b>	National Park Service
<b>OAG</b>	Virginia Office of the Attorney General
<b>OEA</b>	U. S. Department of Defense Office of Economic Adjustment
<b>PA</b>	Programmatic Agreement among United States Army, SHPO, ACHP, Commonwealth, FMFADA, and NPS for the Closure and Disposal of Fort Monroe, VA dated April 27, 2009 (See Appendix A)
<b>PILOT</b>	Payment in Lieu of Taxes
<b>Reuse Plan</b>	2008 Reuse Plan (See Appendix B)
<b>RFREP</b>	Request for Real Estate Proposals

## APPENDICES

<b>RFQ</b>	Request for Qualifications with Statement of Interest	<b>USACE</b>	U. S. Army Corps of Engineers
<b>SF</b>	Square Foot/Feet	<b>USBC</b>	Virginia Uniform Statewide Building Code
<b>SHPO</b>	Virginia State Historic Preservation Officer	<b>WPL</b>	W. P. Large Site Design
<b>State MOU</b>	Memorandum of Understanding among the Governor of the Commonwealth of Virginia, The Secretary of Administration, DHR and FMA for the Redevelopment and Management of Fort Monroe, VA dated November 2011 (See Appendix A)		
<b>SWaM</b>	Small, Women-owned and Minority-owned Business		
<b>TRADOC</b>	United States Army Training and Doctrine Command		
<b>UNESCO</b>	United Nations Educational, Scientific and Cultural Organization ( <a href="http://www.unesco.org">www.unesco.org</a> )		
<b>VDOT</b>	Virginia Department of Transportation		
<b>Veolia</b>	Veolia North America		
<b>Viewshed</b>	Viewsheds encompass all landscape features (land, water, and other environmental elements) that are visible to the human eye from fixed vantage points. Forty-one historic viewsheds are identified in the Design Standards.		
<b>VMRC</b>	Virginia Marine Resources Commission		
<b>VNG</b>	Virginia Natural Gas		
<b>VPPA</b>	Virginia Public Procurement Act		
<b>UMP</b>	Utility Master Plan		





Deadline for Submission  
**February 1, 2022**

Issued By:

Fort Monroe Authority  
20 Ingalls Road  
Fort Monroe, VA 23651

Contact information:

John Hutcheson,  
Director of Real Estate,  
(757) 251-2751,  
jhutcheson@fortmonroe.org

David Stroud,  
Historic Preservation Officer,  
(757) 251-2745,  
dstroud@fortmonroe.org

[reimagine.fortmonroe.org](https://reimagine.fortmonroe.org)