

OVERALL CONDITIONS OF PROPERTIES REPORT



Quaker Schoolhouse | Hoskins House | Lyceum Hall | Carriage House | William R. Allen School

CITY OF BURLINGTON, NJ

Clarke Caton Hintz



100 Barrack Street | Trenton, NJ | September 2013 |

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I. EXECUTIVE SUMMARY

The purpose of this document is to provide a clear and detailed assessment of the overall condition of the five historic buildings owned and managed by the City of Burlington, NJ. The properties are the Quaker Schoolhouse, located at 231 York Street; the Hoskins House, located at 202 High Street; Lyceum Hall located at 432 High Street; the Carriage House, located at 23 Smith's Lane; and the William R. Allen School, located on Mitchell Avenue. This document is not intended to be a full Preservation Plan for these structures. Indeed, a Historic Structures Report was already completed for Lyceum Hall in 1996. Extensive historic research was therefore not completed for this project, and the descriptions are less detailed than what would be expected in a Preservation Plan. Rather, this assessment will allow City personnel to better manage and maintain the properties, allow for inclusion

of necessary items as part of capital planning and budgeting, and allow for the City to plan for future grant applications and special funding requirements. The purpose of this report is not to suggest major changes to these historic buildings, but rather to underscore issues facing the buildings, provide suggestions for how to address conditions affecting these historic resources and to provide budgets for maintenance that needs to occur so that these buildings can remain in good condition far into the future. The one exception to this focus is the William R. Allen School, which is currently vacant with a badly deteriorated interior. This document will make some suggestions about how that building should be re-used and rehabilitated.

The five buildings addressed in this study are all considered to be "historic." Most are located within one of the City's Historic Districts; some are individually listed on the State and National Registers of Historic Places. Because these buildings are owned by the municipality and are historic resources, all work must

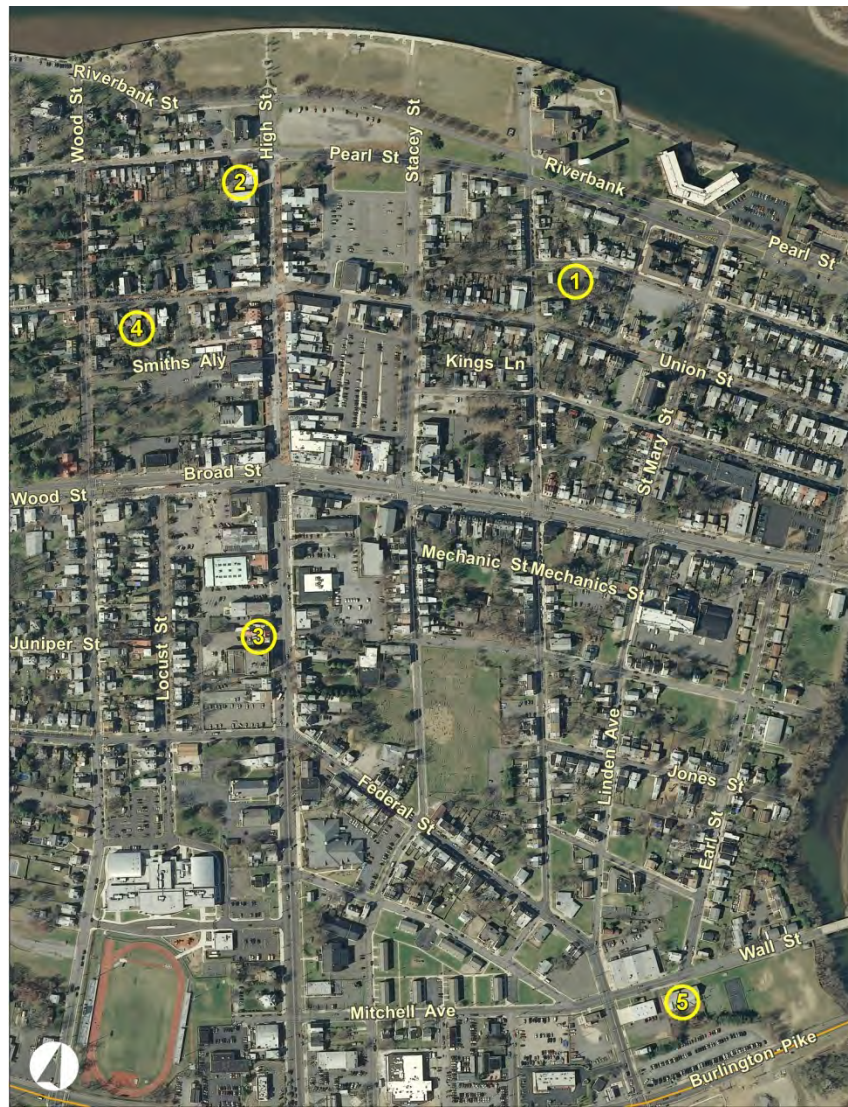


Figure 1: Aerial of the City of Burlington showing the locations of the five city-owned historic properties: 1. Quaker Schoolhouse; 2. Hoskins House; 3. Lyceum Hall; 4. Carriage House; 5. William R. Allen School.

meet the Secretary of the Interior's Standards for the Treatment of Historic Properties and all work that is not "normal maintenance" must receive "Project Authorization" from the NJ Historic Preservation Office. The "Standards" are guidelines used by preservationists as a basis for decisions about the best way to address historic resources. The Standards deal with four types of potential treatment: Preservation, Rehabilitation, Restoration and Reconstruction. Each potential treatment has somewhat different implications and is applied to historic resources under specific circumstances. The different potential treatments are described in greater detail Section 7 and in the Appendix.



Figure 2: The Quaker School House.

When work is contemplated on any of these structures, the municipality must seek project authorization pursuant to the New Jersey Register of Historic Places Act, Laws of 1970, Chapter 268, c. 13:1B-15.131. The proposed work will be reviewed by staff at the NJ Historic Preservation Office to make sure that it meets the Secretary of the Interior's Standards for the Treatment of Historic Properties and to make sure that there are no adverse impacts on the historic resource.

In addition to seeking Project Authorization from the NJ Historic Preservation Office, two of the buildings (Lyceum Hall and the William R. Allen School) have received extensive grant funds. Lyceum Hall still has an active easement requiring review of future work by the NJ Historic Trust, and the William R. Allen School received funding from several governmental sources that may require additional approvals of future work.

Following are brief descriptions of each building addressed in this study. The sections following in this report will address the conditions, recommendations for addressing issues, treatment and use and cost estimate for each building in greater depth:



Figure 3: The Hoskins House

- I. The Quaker (Friends) Schoolhouse, located at 231 York Street, is a small brick school house dating from 1792. Purchased and restored by the City, this building contains many photographs, books, and documents of Burlington.

2. The Hoskins House, located at 202 High Street, is a lovely example of a late 18th century brick rowhouse. Built around 1797 by a prominent Burlington family it was later turned into a store. The house was purchased by the City in 1971 and then restored.



Figure 4: Lyceum Hall.

3. Lyceum Hall (Burlington Old City Hall), 432 High Street, built in 1839 and renovated in 1910 by architect Henry Armitt Brown, is the most prominent Classical Revival building in the City. Originally constructed as a public lecture hall, theater and cultural center, it was used from 1851 until 1991 as the Burlington City Hall. The recipient of a major grant from the NJ Historic Trust in 1995, the building once again serves as an arts and culture center for the City



Figure 5: The Carriage House.

4. The Carriage House at 23 Smith's Lane, c. 1876, is a part of the nineteenth-century home of the Woolman family which was prominent in West Jersey business affairs. The Woolmans amassed a large fortune and were able to afford a luxurious home. The Carriage House was where the family horses and coaches were kept while not in use. This building is used by the City of Burlington Historical Society as its Headquarters. It is often open for views of its authentic interior stables and lofts during special event days.



Figure 6: The William R. Allen School.

5. The William R. Allen School on Mitchell Avenue is one of the only African American school buildings remaining in the City of Burlington and is a crucial reminder of this part of our history; the building also has tremendous potential for re-use. Constructed in 1900 with later additions in 1914 and 1924, it received a grant in 2000 from the NJ Historic Trust to stabilize and restore the exterior of the building.

In general, the buildings are in relatively good condition, with some notable exceptions. Several of the buildings have exterior items that need to be immediately addressed (the Hoskins House, the Carriage House, the School House and the Lyceum Hall all have some deteriorating wood and several have issues relating to their roofs and exterior masonry), and the interior of the Allen School has never been fully renovated.

All of the buildings have undergone some level of stabilization, preservation, restoration or rehabilitation in the relatively recent past. For most of these sites, the current recommendation for their treatment will call for the “Preservation” of their current forms, as described in the Secretary of the Interior’s Standards. The exception is the William R. Allen School, which is the only building that is completely vacant. It is important that a new use be found promptly; keeping historic buildings appropriately occupied is the best way to preserve them for the long term. Since the school is vacant and since it will likely have a new use, the recommended treatment there will be “Rehabilitation.”

Acknowledgements: For this assessment, Clarke Caton Hintz (Architects, Planners, Landscape Architects and Historic Preservation Consultants) worked with Kelter and Gilligo, MEP Engineers (K&G), who assessed the buildings’ mechanical, electrical, plumbing and fire protection systems. We are grateful for the assistance we received from Mayor James Fazzone of the City of Burlington; David Ballard, Business Administrator; Robin Snodgrass, Management Assistant in the Mayor's Office; Carl Turner, Director of Public Works; Dave Carlin from the Public Works Department; Diane Burns, Secretary to the City of Burlington Historic Preservation Commission; Shaun Stipick, Director of Lyceum Hall; Kevin Rijs and Emma Jean Morgan of the Burlington City Historic Preservation Commission; Jan Reed, President of the City of Burlington Historical Society; and Maryanne Phillips, also of the Historical Society. In addition, Glenn Ceponis of the NJ Historic Trust provided valuable assistance. Funding for this assessment was provided by a grant received by the City of Burlington from the State of New Jersey’s Historic Preservation Office through the Certified Local Government program.

II. DEVELOPMENTAL HISTORY: OVERVIEW

The City of Burlington has a long and interesting history, starting in 1676 when the council of West Jersey Proprietors purchased roughly 30 miles (48 km) of riverfront. Burlington was founded on part of that land by English settlers (primarily Quakers) in 1677, and served as the capital of the province until 1702, when West Jersey and East Jersey were combined into a single Crown Colony.

The Quakers formally established their congregation in 1678. The current Quaker meeting house was constructed on High Street in front of the original meeting house from 1683. After the Quakers, the second oldest religious congregation in Burlington was the Episcopalians. Their original church, Old St. Mary's, remains the oldest church in Burlington and New Jersey. The congregation was founded in 1702.

One of the oldest buildings in Burlington is known as the Revell House. Built in 1685 for George Hutchinson, it originally stood on East Pearl Street. The property was soon purchased by Thomas Revell, one of the original European settlers in the City.

Burlington has been the home of many notable people including John Lawrence, a politician, and his son, Captain James Lawrence. The elder Lawrence served in the State Assembly, as Mayor of Burlington in 1769, and as a member of the Provincial Council from 1771 to 1775. Unfortunately, he was suspected of being loyal to the British during the Revolution, which ended his career. His son was born on October 1, 1781 and became a legend during the war of 1812 with the command "Don't Give Up the Ship." Lawyer and writer, James Fenimore Cooper, who wrote "The Last of the Mohicans", was also from Burlington.

During the 19th century, Burlington was known for the quality and quantity of its manufacturing. The shoe industry rivaled shipbuilding and canning in prominence. The commercial activity provided revenues for the City's cultural activity. In 1839, a Lyceum was erected as a venue for lectures, concerts, and public meetings. It served in that capacity until 1851, when it was turned over to the city to become City Hall. The municipal offices' move was concurrent with the adoption of a new City charter.

The Oneida Boat Club was organized in 1873 by a group of 10 members. Over the next few years, the club grew rapidly and in 1876, they dedicated their newly built clubhouse on the banks of the Delaware River at York Street. The Oneida is the oldest continuously operating boat club on the Delaware River.

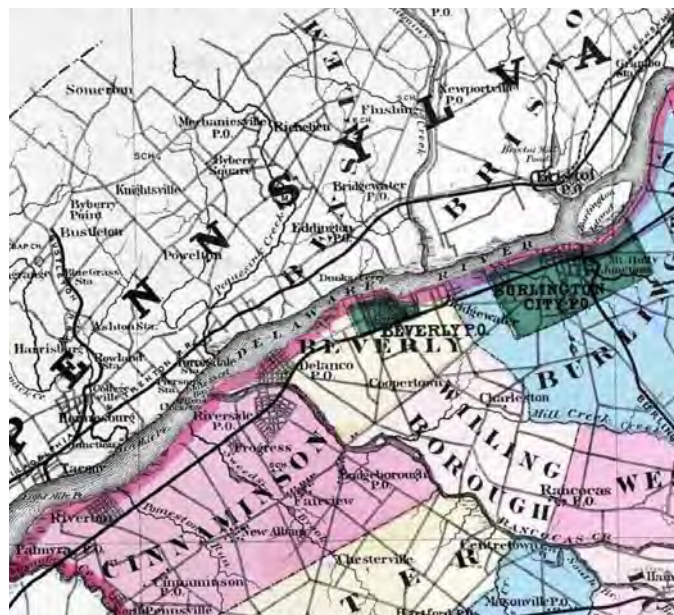


Figure 7: 1872 map of Northern Burlington County showing Burlington City, courtesy of Rutgers University Special Collections.

During this century, the City of Burlington grew in a grid pattern from the main crossroads of High and Broad Streets. Blocks of attached rowhouses built in the latest architectural style characterize the city as a 19th-century town.

Burlington's riverfront park was developed as a result of urban renewal and flood control projects in the late 1960s and 1970s. The shoreline improvements (revetments, walkways, etc.) span the city's Delaware riverfront from the Burlington-Bristol Bridge to Assiscunk Creek. The remains of former waterfront industries, ferry terminals and docks were demolished. Development of an open, grassy park with a tree-lined waterfront esplanade has reconnected the city to its riverfront for recreation. This development ensures that business properties are not at risk during floods and reduces damages.¹

The majority of the City's central core is now part of one of three historic districts. The High Street and the Burlington City Historic Districts are both listed on the State and National Registers of Historic Places. The third is a locally designated district that surrounds the other two. All of the properties addressed in this report, except the William R. Allen School, are located within the borders of the State and National Districts. In addition, the Quaker Schoolhouse and the William R. Allen School are individually listed on the State and National Registers, and the Hoskins House is individually eligible for listing in the NJ and National Registers.

¹ Partly taken from the section on Burlington City in Wikipedia.

III. THE QUAKER SCHOOLHOUSE

A. Developmental History:

The Quaker Schoolhouse, 231 York Street, is a small brick schoolhouse dating from 1792. Purchased and restored by the City, this building contains many photographs, books, and documents relating to the history of Burlington.



Figure 8: The Quaker Schoolhouse on York Street.

In 1779, members of the Friends' Meeting in Burlington founded a school to ensure that their children received a “proper” education. The school was originally conducted by Joseph Clark in a house on Broad Street which was owned by the Meeting. Although the house was expanded in 1780 to provide lodging for the schoolmaster, it was not well suited for use as a school, and in 1792, the Meeting opted to sell the house and its grounds, using the proceeds toward the construction of a purpose-built school. That same year, the original wood 1685 Meeting House, which still stood behind the current brick 1784 Meeting House, was demolished. Some of the materials were saved and used in the construction of the schoolhouse at the corner of York and Penn Streets. While construction was underway, classes were temporarily held at 206 High Street, in a building which had previously served as the office of Samuel Jennings and the print shop of Isaac Collins.

When completed, the new one-room schoolhouse had 800 square feet of usable space, with a ten-foot ceiling. In 1794, Dr. John Griscom became schoolmaster, instructing three pupils. During his teaching career, he started a reading club for foreign journals. Griscom was regarded as a very good teacher, and when he left in 1807, the school was filled.

The Friends' School pioneered racially integrated education in Burlington, counting among its students in the 1840's brothers James and Patrick Healy, who went on to become noted African-American clergymen.

The Schoolhouse is now owned by the City of Burlington, and maintained by the City of Burlington Historical Society. It serves as a museum of sorts, containing historical school furniture and books, along with yearbooks and historical information from other schools in Burlington.²

² Historic Burlington Blog, posted 1997

B. ARCHITECTURAL DESCRIPTION AND ASSESSMENT

An assessment of the existing conditions of a variety of character-defining features is provided in this section for the Quaker Schoolhouse, along with recommendations for how to address any identified deficiencies. These recommendations then include a “priority.” Priorities range from “immediate” (conditions that should be addressed within the next six months); to “short term” (conditions that should be addressed within the next two to five years); to “long term” (conditions that will likely need to be addressed within the next ten to twenty years).

1. Overall Description: The Quaker School House (or Friends School House/ Preparatory Meeting School) is a one story, side gable, rectangular plan building with three bays on all four sides of the building. The front and two gable ends each have a door at the center bay. The rear elevation does not have a door. The exterior is brick; the front façade facing York Street is set in a Flemish bond, with alternate headers and stretchers. This façade also has a water table about two feet above the ground level. The other elevations use a common bond, with every seventh course being a header course. Clinker bricks (i.e. bricks that are a dark color because they are partially vitrified) are somewhat randomly placed on all four elevations.

The main entry door (facing York Street), is sheltered by a small gable fronted portico and opens onto a stone stoop. The front door is a replacement, six panel door, as are the other doors on the building. The 12 over 12 windows on the front façade appear to be original, and are flanked with replacement, operable wood shutters. There are two 6 over 6 wood windows on each of the gable ends that are apparently not original. The first floor windows on the sides and rear appear to be original, 9 over 9 double hung wood windows.

The roof is a cedar shingle roof that was installed by the City of Burlington Historical Society within the last 15 years. The building has three brick chimneys; an interior one just behind the left gable peak, another in the left rear corner and the third in the rear right corner.³

The interior consists of one large room on the main floor and one large room on the upper floor. These rooms have wide board wood floors, with plaster walls and ceilings. The basement consists of two spaces used to house the building’s utilities. The floor is concrete; the exterior walls are rubble masonry; interior walls are brick and/or CMU.

2. Exterior Conditions:
 - a. Brick: The overall condition of the exterior brick is good. The brick was cleaned and repointed by the City a number of years ago. There are only two, relatively small areas (15 sf) on the exterior where there is some brick deterioration



Figure 9: Damaged bricks at the Quaker Schoolhouse.

³ Gordon, Kate; Principal with McCabe and Associates, Inc.; Property Report for the NJ Historic Preservation Office.

apparent (see figure 9).

Priority: Brick repair, short term.

- b. Windows: The overall condition of the windows is fair to good (see figure 10). In general, the windows need to be repainted and re-glazed. There are two window panes that are broken. There are three windows that have more severe damage to the interior wood (see figure 17).

Priority: Replace broken window panes, immediate; repair, preparation and repainting of windows, short term.

- c. Doors: The overall condition of the exterior doors is good to poor. The main entry door is in good condition. The door facing Penn Street is in poor condition (see figure 11), with damage at the bottom of the door and at the door frame. This door is also inoperable at this time (it is nailed shut). The door facing the side yard is in fair condition, with some damage to the exterior wood and to the frame.

Priority: Repair of damaged doors, immediate; preparation and repainting of doors, short term.

- d. Roof: The overall condition of the roof is good. There are no reported leaks and no visible damage or wear. Due to copper thefts, the copper downspouts have been removed and temporarily replaced with galvanized and PVC downspouts that are not appropriate to the period and style of the building (see figure 12).



Figure 10: Typical condition of exterior window at the Quaker Schoolhouse.



Figure 11: Damaged door at entrance on left side of the Quaker Schoolhouse.

Priority: Roof repair/
replacement, long term.
Replace downspouts,
short term.

- e. Shutters: The overall condition of the shutters is fair to poor. Most of the windows are missing shutters, although shutter hardware is apparent. The three pairs of shutters on the rear of the building are all damaged (see figure 13). The two pair on the front are in fair condition, needing repainting.

Priority: Shutter repair/
replacement, immediate.

- f. Trim: The overall condition of the exterior trim is good to fair. There is evidence of peeling paint, and there are several areas where there is some minor rot and damage. All of the exterior woodwork should be repainted.

Priority: Trim preparation and repainting, short term.



Figure 12: Photo showing downspout replaced with PVC pipe and some damage to the fascia/ cornice at the Quaker Schoolhouse.



Figure 13: Damage to shutters at Quaker Schoolhouse.

3. Interior Conditions:

- a. Floors: The overall condition of the floors is good. The first and second floors have wide board pine floors that are in good condition. They are random width, and only a few locations require repair. The floor in the basement is concrete and is in good condition.

Priority: Wood floor repair, long term.

- b. Walls: The overall condition of the walls is fair. The plasterwork on the first and second floors exhibits normal, minor stress cracks from age and changes in ambient temperature and humidity. There is a fair amount of peeling paint, particularly on the first floor. In addition, there are locations where the plaster has been water damaged, particularly on the first floor (see figure 16). This does not appear to be the result of on-going leaking. There is evidence of a painted "black-board" on the first floor, behind layers of peeling paint (see figure 22).

Priority: General plaster repair and repainting, short term; repair to water-damaged plaster, immediate.



Figure 14: Interior view of the Schoolhouse showing condition of plaster and good condition of floors.

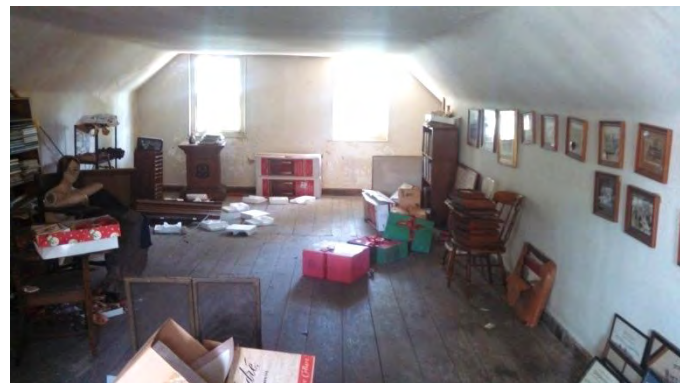


Figure 15: Photo showing relatively good condition of plaster and floors on the second floor of the Quaker Schoolhouse.



Figure 16: Plaster damage at chimney on the first floor of the Schoolhouse.

- c. Ceilings: The overall condition of the ceilings is good to fair. The ceiling plasterwork on the first and second floors exhibits normal, minor stress cracks from age and changes in ambient temperature and humidity. There is a fair amount of peeling paint, particularly on the first floor. In addition, there are locations where the plaster has been water damaged, particularly on the first floor (see figure 16).

Priority: General plaster repair and repainting, short term; repair to water-damaged plaster, immediate.

- d. Trim: The overall condition of the interior trim is good, although there are three windows that need interior repair and repainting.

Priority: Interior trim repair and repainting, long term; window repair, short term.

- e. Other Issues: There is a sloped access door (bulkhead) to the basement which is leaking. The area beneath the door is wet and the wood steps have deteriorated (see figure 18).

Priority: Flashing and waterproofing of access door, repair of access steps, immediate.

4. Additional comments:



Figure17: Damage to interior of wood windows on the second floor of the Schoolhouse.



Figure 18: Damage to steps from the bulkhead due to water leaking.

- a. Exterior fence: The exterior of the property is enclosed by a decorative steel picket fence. While not original to the building, it has been in place for decades and is not out of keeping with the overall character of the Historic District. The fence is exhibiting rust and peeling paint, and the gate no longer functions properly.

Priority: Fence repair and repainting, short term.

- b. Interior artifacts: Because the building is not fully climate or humidity controlled, the artifacts stored and exhibited are likely prone to accelerated deterioration. Items that are particularly valuable or delicate should be stored in a location that has appropriate climate control.



Figure 19: Detail of fence around the Quaker Schoolhouse site.

C. STRUCTURAL EVALUATION:

The Quaker Schoolhouse has had an extensive interior and exterior restoration, which included structural stabilization and the addition of structure in the basement to increase the load capacity of the first floor.

The Quaker Schoolhouse is a simple structure with multi-wythe brick exterior bearing walls and wood joists and rafters bearing on the exterior walls and supporting the first and second floors and the roof. The main floor is a single room with a span of about 27'. This span has been reduced in the basement by the addition of bearing walls and new posts with wood beams. Some of this work was done as part of the renovation of the building. These additional structural supports permit the first floor to accommodate Assembly functions, including tours of the building. The upper floor does not have the benefit of these additional supports; access and occupancy on the upper floor should therefore be strictly limited.

There is no evidence of structural movement, cracking or failure in the Quaker Schoolhouse. The building appears to be handling the loads for which it was designed, as well as for which it has been used over the past decades.



Figure 20: New bearing wall in basement of Quaker Schoolhouse, showing sill plate that has been reinforced.

D. BUILDING SYSTEMS EVALUATION:**The Quaker Schoolhouse:**Existing HVAC System:

This single story building with an attic level is primarily heated by a natural gas fired furnace. The unit is manufactured by Rheem and is located in the Basement. The unit appears to be fairly new and is in good working order. The building has no mechanical ventilation. The Basement and the Attic are not heated. There is a portable Hampton Bay dehumidifier in the Basement. The Mechanical Equipment Room has no combustion air intake louver.

HVAC Recommendations:

If the occupancy of the building is going to change, or if there are plans to install new plumbing lines, we recommend that the heating system be upgraded to include heat for the Basement. Mechanical ventilation will be required for any new toilets that are installed.

In order to maintain better relative humidity levels during hot and humid summer days, we recommend the addition of mechanical cooling and/or mechanical ventilation. This will improve comfort and will assist in the preservation of the artifacts. The approximate cost of construction is \$40 to \$50 per square foot.

Existing Plumbing and Fire Protection Systems:

The building is not sprinklered.

There is no toilet in the building and there is no domestic water service. A 1-1/2" natural gas service is located in the Basement.

Plumbing and Fire Protection Recommendations:

If the building occupancy is going to change to include full-time occupancy, we recommend the addition of HC accessible toilets and a janitor's closet, and the provision of domestic water service and a domestic hot water heater. If the use of the building (occasional guided tours) remains the same, these changes are likely unnecessary.

Existing Electrical System:

The existing electrical service is 240/120 volt, single phase, three wire, with a 200 amp main circuit breaker. The panel is a Murray Arrow-Hart and there are eight (8) spaces available. It appears to be in serviceable condition.

There is track mounted accent lighting present for the main level school room. No lighting was present on the upper level. No emergency lighting was observed.

There is a Silent Knight fire alarm system, with detector coverage on all floors. There appears to be no manual fire alarm activation.

Electrical Recommendations:

Basic lighting should be installed on the upper level, along with code required egress lighting and emergency lighting. Manual fire alarm activation should be provided.

E. CODE COMPLIANCE AND HANDICAPPED ACCESSIBILITY

The Quaker Schoolhouse was renovated for a specific purpose relating to heritage tourism (periodic guided tours) and the interpretation of the history of Burlington. The following code assessment is made assuming that the existing use will essentially remain in place. Since the existing conditions of the building require only repairs, this report will use the Basic and Supplemental Requirements of the NJ Rehabilitation Subcode and the NJ Uniform Fire Codes as the guides for required life safety work. For some issues, the International Building Code (IBC) 2009 NJ Edition was used as the reference.



Figure 21: All of the doors at the Quaker Schoolhouse have blue-stone stoops, preventing HC access.

The Quaker Schoolhouse has been used as a limited access museum (Use Group A3) for many years. This means that the building is normally only open for special events or for guided tours. Much of the time the building is empty, which is not an ideal situation. Typically, it is easier and more effective to preserve buildings that are in regular use.

The main level is about 1000 sf and has three potential means of egress (one more than necessary). The second floor only has one means of egress, via a narrow, winding set of stairs. The basement is also accessed by one narrow set of wood stairs, although it also has an exterior bulkhead access (which is not usable as a means of egress but can be used for loading equipment, etc.).

Identified Issues:

- a. Exit Signs: There are no marked means of egress. Although they are obvious, at least one of them (not the main entry) should be marked with an illuminated exit sign.
- b. Emergency Lighting: This should be installed on the interior to provide illumination for egress.
- c. Egress Hardware: All of the doors are equipped with original or reproduction 18th century hardware. At least one of the doors has been bolted shut. Two doors (the main entry and one additional door) should be designated for egress and the hardware adjusted to be made acceptable for egress.
- d. Exterior Illumination at means of egress: This should be provided at both egress doors.
- e. The second floor should not be occupied by the general public unless the stair access is improved. Since this is not likely or desirable from a preservation point of view, it should be posted that the general public should not use that space. In addition, the space should not be used for storage, as this would trigger a possible requirement for a sprinkler system.
- f. The basement should also not be open to the general public. Its use should be restricted to the mechanical systems for the building.

- g. Restrooms: Typically, a building with this kind of use (museum) would require the installation of handicapped accessible restrooms. However, this would negatively impact the character of the main space, or would require tremendous cost for installation in the basement or the second floor, also impacting the character of the space. Since the building is only open for guided tours, this is likely not an issue. However, if the goal is to increase use and occupancy of the building, a strategy for installing restrooms will need to be found.
- h. Handicapped Access: The main level is located several steps above grade. None of the entries are handicapped accessible. A ramp could relatively easily be constructed at the entrance on the right side of the building, which is the least visible from either York or Penn Streets. If access to the second level remains restricted, there is no need to make it accessible, which would be structurally and financially infeasible in any case.

F. Treatment and Use

This section will address how the Quaker Schoolhouse can best be used in the future, and how the important “character-defining” features should be addressed and preserved. The recommendations for the overall treatment of the building, as well as the treatment of specific features, use the Secretary of the Interior’s Standards for the Treatment of Historic Properties as their starting point and guide. These standards are guidelines used by preservationists as a basis for decisions about the best way to address historic resources.

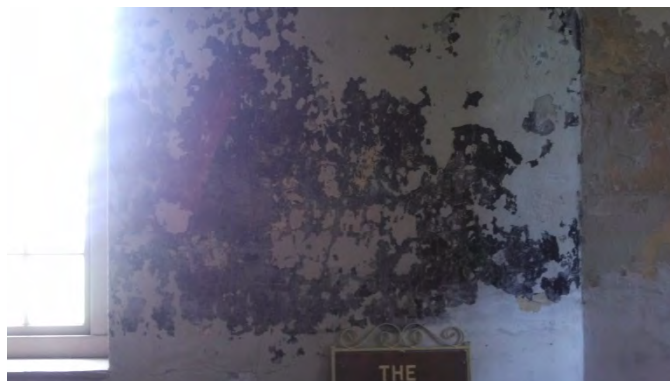


Figure 22: Peeling paint at the Quaker Schoolhouse reveals an earlier "blackboard."

The Secretary of the Interior's Standards and Guidelines (often referred to as "The Standards") are used in the United States to provide professional qualifications and direction on methods and actions when dealing with historic buildings and other historic resources. The "Standards" are administered at the national level by the National Park Service under the Department of the Interior. At the state level, they are administered by the Historic Preservation Office in the NJ Department of Environmental Protection.

The Standards deal with four types of potential treatment: Preservation, Rehabilitation, Restoration and Reconstruction. Each potential treatment has somewhat different implications and is most appropriate for certain resources under certain conditions. The different potential treatments are described in greater detail below and in the Appendix.

The intention of the 1970's restoration of the Quaker Schoolhouse was to restore it to its original, 1790's appearance and then to use it as a kind of museum or exhibit of Burlington's history. This restoration was apparently largely successful, while some of the later changes, including interior paint finishes, etc., were kept intact. Given this situation, and barring any major new research and restoration effort, the building should be kept in its current configuration. At this point, the appropriate treatment for the Schoolhouse is "Preservation," which is described on the National Park Service's website in this way: "... Preservation, places a high premium on the retention of all historic fabric through conservation, maintenance and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made." ⁴ "Preservation" is one of four treatments approved by the Secretary of the Interior. The Secretary of the Interior's Standards for the Treatment of Historic Buildings are listed in greater detail in Appendix A. All new work (repairs, etc.) should meet these standards.

⁴ From the National Park Service Website; "Choosing an Appropriate Treatment for the Historic Building."

The use of “Preservation” as a treatment means that the building’s character- defining features should be preserved through a regular program of maintenance and repair. These character defining features include:

- a. The configuration of the building’s exterior, including:
 - i. The overall massing, including the three story main block and the two story rear block.
 - ii. The existing door and window opening size, location and configuration.
- b. Exterior features, including:
 - i. The windows and doors.
 - ii. The exterior brickwork.
 - iii. Exterior trim.
 - iv. Blue-stone stoops.
 - v. The cedar shake roof, gutter system and downspouts.
- c. The configuration of the building’s interior, including:
 - i. The plan layout, including the existing room, corridor and stair locations and configuration.
 - ii. Ceiling heights.
- d. Interior features, including:
 - i. Interior plaster.
 - ii. Stair treads, risers, balusters and handrails.
 - iii. Interior doors.
 - iv. Interior trim, including door, window and baseboard trim, etc.
 - v. The fireplaces and mantles.
 - vi. The wood flooring.

It should be noted that it would be helpful for the preservation of the Schoolhouse if the building were occupied on a more regular basis since it appears that the building is only opened rarely. This lack of regular use not only makes the building appear vacant (which is a detriment for the neighborhood) and underutilized, but also means that maintenance is more difficult (buildings need regular inspections in order to take care of maintenance and damage in a timely fashion). The building is a wonderful historic asset for the City and ought to be opened on a more regular basis for tours and presentations, etc.

It is conceivable that other uses, including office space for not-for-profit entities or meeting space, could be found. However, these new functions would require major reconfiguration of the interior space and the installation of new systems to accommodate the new programs. If a viable new function were found, the City would need to balance the benefits of having this structure as a museum open for occasional tours against having it more fully occupied.

G. Cost Estimate:**The Quaker Schoolhouse:**

Description	Quantity	Unit	Unit Cost	Immediate	Short Term	Long Term
Brick Repair	20	sf	\$25	0	\$500	0
Window Panes	2	LS	\$100	\$200	0	0
Window Repairs/ Repainting	10	LS	\$750	0	\$7,500	0
Door: Wood Repair	1	LS	\$750	\$750		0
Doors: Painting and Repair/ Hardware upgrades	3	LS	\$1,000	0	\$3,000	0
Roof	1500	sf	\$50	0	0	\$75,000
Reinstall Downspouts	2	LS	\$200	\$400		
Shutters: Replace missing shutters on first floor	4 pair	LS	\$900	0	\$3,600	0
Shutters: Repair severely damaged	2	LS	\$400	0	0	0
Shutters: Repaint shutters	8 pair	LS	\$200	0	\$1,600	0
Exterior Trim: Repair and repaint	300	lf	\$21	0	\$6,300	0
Floors	1	LS	0	0	0	\$5,000
Plaster repair: Walls	2,680	sf	\$20	\$1,500	\$53,600	0
Plaster repair: Ceilings	800	sf	\$20	\$1,000	\$16,000	0
Interior Trim: Painting, etc.		LS	0	0	0	\$5,000
Bulkhead repair, including steps	1	LS	\$1,000	\$1,000	0	0
Exterior fence: Paint/ repair	1	LS	\$10,000	0	\$10,000	0
HC Access Ramp	1	LS	\$22,000	\$22,000	0	0
Exit Signs/ Emergency Lights	3	each	\$500	0	\$1,500	0
Emergency Lighting	3	each	\$400	0	\$1,300	0
Exterior Lighting	3	each	\$600	0	\$1,800	0
Lighting on Upper Floor	1	LS	\$1,500	0	\$1,500	0
HVAC improvements	5000	sf	\$45	0	0	\$225,000
Sub-total	-	-	-	\$26,850	\$97,200	\$235,000
Contingency/ General Conditions, etc.	-	-	15%	\$4,028	\$14,580	\$32,250
Total	-	-	-	\$30,878	\$111,780	\$270,250

IV. THE HOSKINS HOUSE

A. Developmental History:

The Hoskins House, located at 202 High Street, is a good example of a late 18th century brick rowhouse from the south of New Jersey. Reflecting architectural influences from Philadelphia, it has been reconstructed on the exterior in the Federal style.

The house was originally built in 1796 or 1797 by John Hoskins, Jr. and Joshua Raper Smith. John Hoskins, Jr., a builder and contractor, was the son of an early member of Burlington government. In 1795, along with other local Quakers, he founded the Endeavor fire company. In 1797, he contracted to demolish the old brick market, and used the bricks to build this house. Upon completing the house, Hoskins promptly sold it, never occupying it himself, but to this day it is known as the Hoskins House.⁵ It then had a number of subsequent uses, including a store.

Prior to purchase by the City in 1979 it had been owned by the Jensen family for many years and used as a barbershop with an apartment above. As can be seen in Figure 23, the front of the house had been heavily altered to reflect its retail uses. The City contracted with John Milner and Associates in 1983 to restore the house to its presumed original appearance.⁶

The restored Federal structure is now used by the City of Burlington Historical Society as a “house museum.” It is furnished with a range of antiques and exhibits, some relating to the history of the house and the City of Burlington. There have been several archaeological digs on the site as well.



Fig. 23: Hoskins House prior to restoration (photo located in Hoskins House).

⁵ Historic Burlington City Blog, posted 1997

⁶ Gordon, Kate; McCabe and Associates, Inc.; Property Report for the NJ Historic Preservation Office.

B. ARCHITECTURAL DESCRIPTION AND ASSESSMENT

An assessment of the existing conditions of a variety of character-defining features is provided in this section for the Hoskins House, along with recommendations for how to address any identified deficiencies. These recommendations then include a “priority.” Priorities range from “immediate” (conditions that should be addressed within the next six months); to “short term” (conditions that should be addressed within the next two to five years); to “long term” (conditions that will likely need to be addressed within the next ten to twenty years).



Figure 24: The Hoskins House on High Street in Burlington, NJ.

I. Overall Description: The Hoskins

House is a 2 ½ story, three bay, side-gabled brick house with a side hall entrance on the right. There is a single arched dormer at the front roof, and one at the rear. The entrance is enhanced with a prominent Federal-style surround with paneled pilasters and a pediment broken at the base to accommodate the semi-circular fan light over the door (not original to the house, this surround was part of the 1983 restoration). The door is a replacement, six raised panel door. There is a marble front stoop with decorative steel handrails (also replacement). The first floor windows are replacement, wood, double hung 9 over 6 and the second floor has 6 over 6 wood windows. The single gable fronted dormer at the roof has paneled pilasters on either side of the 9 over 6, arched, double hung wood window.

The house shares a party wall with its neighbor on the left. The Sanborn maps indicate that the right wall was also once a party wall but the building on that lot was demolished. There is now a new brick wall on that side, a planter and a small, brick paved courtyard.

There is a two story rear wing (see figure 25), also constructed of brick. This wing is only two bays wide, forming a small courtyard at the rear of the 2 ½ story main block. It has a shed roof that slopes toward the interior of the site and an exterior chimney at the rear corner. Like the front of the house, the rear of the house also has double hung, wood windows, primarily 9 over 6. There is also a rear shed addition (figure 25), sheathed in clapboard, which contains the restroom and janitor's closet. The addition is only one story and slopes to the rear. The rear wings have two doors, one of which is not in use, and one which serves as a second means of egress.

The main level is configured with a side entry hall leading to the main stairs to the upper floors, as well as a corridor to the rear rooms (see figure 26). There is a second stair to the second floor from the rear of this corridor. The first room on the left is the parlor (figure 35).

Directly behind the parlor, and also accessed by the hall, is the dining room. These two rooms, along with the entry hall, comprise the main, 2 ½ story main block of the house. On the first floor, the corridor then leads to the kitchen, with a corner cooking fireplace. This room occupies the entire width of the two story brick wing. Behind the kitchen are the janitor's closet and restroom, housed in the one story wood frame shed addition.

The second floor is configured in a similar fashion to the first, except that the front room, entered from the stair hall, occupies the entire width of the front of the house. This is furnished as the primary bedroom. Behind this room, and opening off of the stair hall, is a smaller bedroom, with a window facing to the rear courtyard (figure 36). The two story rear wing contains another bedroom, located a step or two below the level of the second floor of the main block.

The third floor has sloped ceilings with front a rear dormers. There are two small rooms, currently used for storage.



Figure 25: Rear of the Hoskins House.



Figure 26: Entry Hall and main stairs of the Hoskins House.

2. Exterior Conditions:

- a. Brick: The overall condition of the exterior brick is good. The front façade is apparently largely a reconstruction of the original configuration and appearance. The building had been extensively altered to house retail and commercial functions. The side elevation of the main block (facing Pearl Street), has been covered with a new brick wall, likely to protect a former interior party wall. This wall is in good overall condition. There is a low wall that creates a planter along the side of the house. Several bricks are loose, and the entire planter needs to be repointed (see figure 41). In addition, this planter may be creating a rising damp issue (see figure 37; this shows the condition of the interior plaster walls on the first floor). New flashing and waterproofing should be added to the face of the exterior wall of the house to prevent future damage.



Figure 27: Rear of Hoskins House showing damaged brick.



Figure 28: Damaged clapboard at rear addition of Hoskins House.

The brick on the two story brick wing is in fair to good condition. In general, the brick on the rear of the house is original. It was repaired and repointed during the 1980's restoration. There are some areas that show the need for repointing (50 sf); some of the softer brick has spalled and needs to be repaired (50 sf, figure 27).

Priority: Brick repair, immediate; brick repointing, short term; repairs to the planter, immediate; addressing the flashing and waterproofing issues of the planter, immediate.

- b. Clapboard: The overall condition of the clapboard on the rear shed addition is fair. There is some rot and damage apparent (10sf) and the entire surface needs to be prepared and repainted (figure 28).

Priority: Clapboard repair and repainting, immediate.

- c. Windows: The overall condition of the windows is fair to good. In general, the windows need to be repainted and reglazed. There are several that require more detailed repairs to damaged sill and frames.

Priority: Window repair, reglazing and repainting, immediate.



Figure 29: Image of rear windows and trim in relatively good condition.

- d. Trim: The overall condition of the exterior trim is poor to good. All needs to be prepared and repainted. There are five window sills located at the rear and side of the building that are in extremely poor condition and that need to be replaced (see figure 30).

Priority: Sill repair/ replacement, immediate; trim preparation and repainting, short term.



Figure 30: Typical sill at the Hoskins House in poor condition.

- e. Doors: The overall condition of the exterior doors is fair to good. The main entry door is in good condition. The rear doors are in worse condition (see figure 31), with some damage to the door and trim. All exterior doors require preparation and repainting.

Priority: Door preparation and repainting, short term.



Figure 31: Rear entry showing trim and door damage, as well as step that must be addressed for HC accessibility.

- f. Roof: The overall condition of the roof is good. There are no reported leaks and no visible damage or wear.

Priority: Roof repair/ replacement, long term.

- g. Shutters: The overall condition of the shutters is fair to poor. Some of the windows are missing shutters, although shutter hardware is apparent. One shutter in the front and three in the rear are extremely poor condition and need extensive repair or replacement (they are not original to the house). One additional shutter is in relatively poor condition. All need repair and repainting.

Priority: Shutter repair/ replacement, immediate.

- h. Other Issues: The front steps are marble with a decorative steel handrail. These were apparently installed during the last major renovation. The steel handrails have rusted and the posts have, in many cases, shattered or cracked the marble stoops (figure 33). The railings should be repaired and reset in a medium (e.g. lead) that will allow the steel to expand and contract without breaking the stone. The marble steps should be repaired/ replaced as required.

Priority: Repair of front steps and railing, immediate.



Figure 32: Front elevation showing damaged shutters.

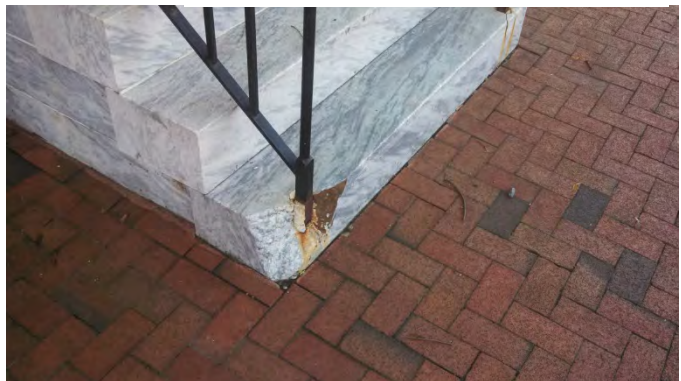


Figure 33: Front steps of Hoskins House damaged by rusted handrail.

3. Interior Conditions:

- a. Floor: The overall condition of the floors is good (see figure 34). The first, second and third floors have wide board pine floors that are in good condition. They are random width, and only a few locations require repair. The floor in the basement is concrete and is in good condition.



Figure 34: Typical condition of the floors in the Hoskins House.

Priority: Wood floor repair, long term.

- b. Walls: The overall condition of the plaster walls is fair. The plasterwork on all three floors exhibits normal, minor stress cracks from age and changes in ambient temperature and humidity (figures 35-38, etc.). There is a fair amount of peeling paint in various locations, due to the same causes (age and changes in ambient temperature and humidity). In addition, there are locations where the plaster has been water damaged, particularly on the first floor in the entry hall. This appears to be the result of leaking and rising damp associated with the planter constructed along the exterior wall. Prior to plaster repair, the water issues associated with the planter should be addressed. The basement walls are rubble stone (in general) and exhibit some on-going damage in some locations from water damage to the mortar joints.



Figure 35: Walls and ceiling in front parlor showing only minor cracks and peeling.



Figure 36: Somewhat more plaster damage in the second bedroom on the second floor of the Hoskins House.

Priority: General plaster repair and repainting, short term; repointing of mortar joints in basement, short term; repair to damaged plaster in front hall, immediate (see fig. 34).

- c. Ceilings: The overall condition of the ceilings is good to fair (see figures 35, 36 and 38). The ceiling plasterwork on the first and second floors exhibits normal, minor stress cracks from age and changes in ambient temperature and humidity. There is a fair amount of peeling paint, particularly on the first floor. In addition, there are locations where the plaster has been water damaged, particularly on the upper floors, although it does not appear that there are any on-going roof leaks.

Priority: General plaster repair and repainting to the ceilings, short term.

- d. Trim: The overall condition of the interior trim is good. At some point, there are minor repairs and repainting that should be done.

Priority: Interior trim repair and repainting, long term.



Figure 37: Relatively severe plaster damage in the entry hall, first floor of the Hoskins House.



Figure 38: Damaged plaster wall and ceiling in front bedroom on the second floor of the Hoskins House.

- e. Other Issues: There is a sloped access door to the basement which appears to be leaking. The area beneath the door is wet and the wood steps have deteriorated.

Priority: Flashing and waterproofing of access door, repair of access steps, repointing of basement walls, immediate (see figure 39).

4. Additional comments:

- a. Exterior planter: As mentioned above, the configuration and detailing of this planter appears to be problematic. It is likely that water is leaking into the basement and the side wall of the house. This issue should be further explored; if necessary, new flashing and waterproofing should be installed immediately.

Priority: Repairs to planter, including flashing and waterproofing of side wall of the Hoskins House, immediate.

- b. Interior artifacts: Because the building is not fully climate or humidity controlled, the artifacts stored and exhibited on the interior of the building are likely to be prone to accelerated deterioration. Any upgrade of the building's HVAC system should address humidity control as well as temperature.

Priority: Providing humidity control, short term.



Figure 39: Image of steps to bulkhead, damaged by water infiltration.



Figure 40: Exterior bulkhead at the Hoskins House requiring repair to prevent water infiltration to basement.



Figure 41: Side planter at the Hoskins House, showing damaged brick and condition at side wall of the house.

C. STRUCTURAL EVALUATION:

Like the Quaker Schoolhouse, the Hoskins House has had an extensive interior and exterior restoration, which included structural stabilization and the addition of structure in the basement to increase the load capacity of the first floor.

The Hoskins House has a standard row house structure, with wood joists spanning from party wall to party wall.

The roof structure of the main block spans the opposite way, spanning from the front wall to the rear wall of the main block. The structure of the rear, two story wing spans, like the floors below, from side to side. The width of the main block is 22'; the rear block is 12'.



Figure 42: Image of structural reinforcing and "sistering" of damaged floor joists in the basement of the Hoskins House.

The first floor framing can be seen from the basement. About 6' of the 22' span is reduced by existing bearing walls. In addition, new framing, beams and columns are apparent in the front-most portion of the house, as well as sistering of some damaged beams. These structural repairs and reinforcing permit the first floor to accommodate relatively large occupancies. The second and third floors have not been similarly reinforced, so occupancy on those floors should be strictly limited.

There is no evidence of structural movement, cracking or failure in the Hoskins House. The building appears to be handling the loads for which it was designed, as well as for which it has been used over the past decades.

D. BUILDING SYSTEMS EVALUATION

The Hoskins House:

Existing HVAC System:

The building is primarily heated with hydronic finned tube radiators. A natural gas fired Weil McLain Gold CGA boiler generates heating hot water. The boiler is located in the Basement. A 1/25 HP Taco pump circulates water throughout the building. The heating hot water supply and return piping are not insulated. There is no combustion air intake louver in the Boiler Room. The Basement is not provided with mechanical ventilation. The gas/electric Meter Room is conditioned by a portable floor mounted dehumidifier.

Most of the rooms in the upper floors are cooled by split AC units. Two (2) Fujitsu multi-zone condensing units (nominal 2 tons each) are located on grade at the left side of the building. These were installed quite recently. It appears that three (3) exterior rooms, two (2) at the Second Floor and one (1) at the Third Floor, are not provided with heat.

HVAC Recommendations:

We recommend that all rooms be provided with hydronic or electric heat. It is preferred to use hydronic heat since the building has a natural gas service. However, the existing hydronic heating system must be upgraded to accommodate additional perimeter finned tube radiators. The approximate cost of upgrading the hydronic heating system is fifty thousand dollars (\$50,000.00).

Existing Plumbing and Fire Protection Systems:

The building is not sprinklered.

There is only one private restroom with a floor mounted toilet on the First Floor of the building. There is no hand sink in the restroom but there is a very old service sink in an adjacent location. The building has a 3/4" city water service which is located in the Basement. Domestic hot water is generated by an electric heater. The 2 kW water heater is located in the Basement along the front of the building.

Plumbing and Fire Protection Recommendations:

If the building is occupied, we recommend renovating the toilet to include a hand sink.

Existing Electrical System:

The existing electrical service is 240/120 volt, single phase, three wire, with a 200 amp main circuit breaker. The service is of the nature anticipated for a residential service. Markings on the panel indicate the vintage to be either 1975 or 1979. It is in good condition and, due to the nature

of electrical equipment and its long life expectancy, poses no cause for immediate concern. The panel contains plentiful space for additional circuits as the need may arise.

Fixed lighting is very limited due to the structure's use as a historic residence/museum.

There is a Gemini security system and Fire-Lite fire alarm system. Detector coverage does not appear complete.

Electrical Recommendations:

Since the building does not have a sprinkler system, it may be prudent to expand smoke/heat detector coverage to maximize protection of the structure and its historic contents.

E. CODE COMPLIANCE AND HANDICAPPED ACCESSIBILITY EVALUATION:

The Hoskins House was renovated for a specific purpose relating to heritage tourism (periodic guided tours) and the interpretation of the history of Burlington. The following code assessment is made assuming that the existing use will essentially remain in place. Since the existing conditions of the building require only repairs, this report will use the Basic and Supplemental Requirements of the NJ Rehabilitation Subcode and the NJ Uniform Fire Codes as the guides for required life safety work. For some issues, the International Building Code (IBC) 2009 NJ Edition was used as the reference.



Figure 43: Possible location of HC accessible ramp at rear of the Hoskins House.

The Hoskins House has been used as a limited access museum (Use Group A3) for many years. This means that the building is normally only open for special events or for guided tours. Much of the time the building is empty, which is not ideal. Typically, it is easier and more effective to preserve buildings that are in regular use.

The first two floors are approximately 1000 sf each, and the third floor is about 700 sf. The first floor has two potential means of egress. The second floor also two, via the main existing, historic stairs and the back stairs. The third floor has access only from one set of stairs. The basement is also accessed by one narrow set of wood stairs, although it also has an exterior bulkhead access (which is not usable as a means of egress but can be used for loading equipment, etc.).

Identified Issues:

- a. Egress Doors: The rear door on the first floor is bolted shut and not available for egress. This should be made operable.
- b. Exit Signs: There are no marked means of egress. Although they are obvious, at least one of them (not the main entry) should be marked with an illuminated exit sign.
- c. Emergency Lighting: This should be installed on the interior to provide illumination for egress.
- d. Egress Hardware: The doors are equipped with original or reproduction 18th century hardware. The rear door has been bolted shut. Both doors (the main entry and one other door) should be designated for egress and the hardware adjusted to be made acceptable for egress.
- e. Exterior Illumination at means of egress: This should be provided at both egress doors.
- f. Occupancy of the second floor: Per the IBC NJ 2009, certain use groups are permitted to have occupancy of a second floor with only one exit. Unfortunately, a museum use is not one of the permitted ones. However, if the occupancy of the second floor is strictly limited, the

local fire official will likely continue to permit limited access to view the exhibits. This is particularly likely if other life safety measures are undertaken.

- g. The access to the third floor is physically constrained by the steep and narrow stairs. Technically, per the building codes, occupancy should not be permitted at all. However, if the current policy of not permitting access to the general public is continued, the fire official may permit limited access by the Historical Society. Storage should be strictly limited.
 - h. The basement should also not be open to the general public. Its use should be restricted to the mechanical systems for the building.
 - i. Restrooms: There is a restroom in the rear shed addition on the first floor. However, it is not handicapped accessible. Reconfiguration to make this space accessible should be explored.
 - j. Handicapped Access: The main level is located several steps above grade. Neither of the entries is handicapped accessible. A ramp could relatively easily be constructed at the rear entrance, which is not visible from most public ways. Handicapped access to the second and third floors is not feasible, architecturally or financially.
- .

F. TREATMENT AND USE

This section will address how the Hoskins House can best be used in the future, and how its important “character-defining” features should be addressed. The recommendations for the overall treatment of the building, as well as the treatment of specific features, use the Secretary of the Interior’s Standards for the Treatment of Historic Properties as their starting point and guide. These standards are guidelines used by preservationists as a basis for decisions about the best way to address historic resources.



Figure 44: Front parlor of the Hoskins House.

The Secretary of the Interior's Standards and Guidelines (often referred to as "The Standards") are used in the United States to provide professional qualifications and direction on methods and actions when dealing with historic buildings and other historic resources. The "Standards" are administered at the national level by the National Park Service under the Department of the Interior. At the state level, they are administered by the Historic Preservation Office in the NJ Department of Environmental Protection.

The Standards deal with four types of potential treatment: Preservation, Rehabilitation, Restoration and Reconstruction. Each potential treatment has somewhat different implications and is most appropriate for certain resources under certain conditions. The different potential treatments are described in greater detail below and in the Appendix.

Like the Schoolhouse, the intention of the restoration of the Hoskins House was to re-create it to its original, 1790's appearance and to use it as a museum of Burlington's history. Presumably, the restoration was largely successful, with a fair amount of reconstruction, at least on the front façade, as well as interior molding details, some reconfiguration of the floor plan, etc. In addition, some of the later changes to the building were also likely incorporated. At this point, the appropriate treatment for the Hoskins House is “Preservation”. This is one of the four treatments for historic buildings approved by the Secretary of the Interior and is described in this way: “... Preservation, places a high premium on the retention of all historic fabric through conservation, maintenance and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made.”⁷ The Secretary of the Interior’s Standards for the Treatment of Historic Buildings are listed in greater detail in Appendix A. All new work (repairs, etc.) should meet these standards.

⁷ From the National Park Service Website; “Choosing an Appropriate Treatment for the Historic Building.”

The use of “Preservation” as a treatment means that the building’s character- defining features should be preserved through a regular program of maintenance and repair. These character defining features include:

- a. The configuration of the building’s exterior, including:
 - i. The overall massing, including the three story main block and the two story rear block.
 - ii. The existing door and window opening size, location and configuration.
- b. Exterior features, including:
 - i. The windows and doors.
 - ii. The exterior brickwork.
 - iii. Exterior trim
 - iv. Marble front steps
- c. The configuration of the building’s interior, including:
 - i. The plan layout, including the existing room, corridor and stair locations and configuration.
 - ii. Ceiling heights.
- d. Interior features, including:
 - i. Interior plaster.
 - ii. Stair treads, risers, balusters and handrails.
 - iii. Interior doors.
 - iv. Interior trim, including door, window and baseboard trim, etc.
 - v. The fireplaces and mantles.
 - vi. The wood flooring.

It should be noted that it would be helpful for the preservation of the Hoskins House if the building could be used on a more regular basis since it appears that the building is infrequently opened. This lack of regular use not only makes the house appear vacant (which is a detriment to the City’s commercial district) and underutilized, but also means that maintenance is more difficult (buildings need regular inspections in order to address maintenance and damage in a timely fashion). The building is a wonderful historic asset for the City and ought to be opened on a more regular basis for tours and other presentations. It is conceivable that other uses, including office space for not-for-profit entities or as a residence, could be found. However, some of these new functions would require major reconfiguration of the interior space and the installation of new systems to accommodate the new programs. If a viable new function were found, the City would need to balance the benefits of having this structure as a house museum against having it more fully occupied.

G. Cost Estimate:**The Hoskins House:**

Description	Quantity	Unit	Unit Cost	Immediate	Short Term	Long Term
Brick Repair	50	sf	\$25	\$1,250	0	0
Brick Repointing	500	sf	\$10	0	\$5,000	0
Planter repair and waterproofing	1	LS	\$10,000	\$10,000	0	0
Window Repairs	17	LS	\$750	\$12,750	0	0
Window sill repair, typical	12	LS	\$150	\$1,800	0	0
Window sill repair, major	5	LS	\$400	\$2,000	0	0
Clapboard repair and repainting	300	sf	\$25	\$7,500	0	0
Doors: Painting and Repair/ Hardware Upgrade	2	LS	\$1,000	0	\$2,000	0
Roof	1400	sf	\$50	0	0	\$70,000
Shutters: Repair and repaint	15	LS	\$400	0	\$6,000	0
Shutters: Replace	2	LS	\$900	\$1,800	0	0
Exterior Trim: Repair and repaint	400	lf	\$21	\$500	\$8,400	0
Floors	1	LS	0	0	0	\$5,000
Plaster repair: Walls	4000	sf	\$20	\$1,500	\$80,000	0
Plaster repair: Ceilings	2,900	sf	\$20	\$1,000	\$58,000	0
Interior Trim: Painting, etc.		LS	0	0	0	\$5,000
Bulkhead and steps repair	1	LS	\$1,500	\$1,500	0	0
Front Stoop Repair	1	LS	\$1,500	\$1,500	0	0
HC Access Ramp	1	LS	\$15,000	\$15,000	0	0
Upgrade HVAC system	1	LS	\$50,000	0	0	\$50,000
Exit Signs/ Emergency Lights	3	each	\$500	0	\$1,500	0
Emergency Lighting	3	each	\$400	0	\$1,300	0
Exterior Lighting	3	each	\$600	0	\$1,800	0
Lighting on Upper Floor	1	LS	\$1,500	0	\$1,500	0
Upgrade to smoke detection and fire alarm system	1	LS	\$10,000	0	\$10,000	0
Sub-total	-	-	-	\$58,100	\$175,500	\$130,000
Contingency/ General Conditions, etc.	-	-	15%	\$8,715	\$26,325	\$19,500
Total	-	-	-	\$66,815	\$201,825	\$149,500

IV. LYCEUM HALL

A. Developmental History:

Lyceum Hall (Burlington Old City Hall), located at 432 High Street, was built in 1839 and is the most prominent Classical Revival building in the City. Originally constructed as a public lecture hall, theater and cultural center, it was used from 1851 until 1991 as the Burlington City Hall. Several building and renovation campaigns are evident, both on the interior and exterior of the building. The most important renovation and alteration project took place around 1910 and was designed by architect Henry Armitt Brown. Much of the interior character reflects the

building's municipal use from this renovation, with typical "pebble-glass" doors, transoms and wood trim. In addition, the exterior of the building was heavily altered, adding the more elaborate decorative scheme that we see today. The recipient of a major grant from the NJ Historic Trust in 1995, the Lyceum was renovated and once again serves as an arts and culture center for Burlington City.

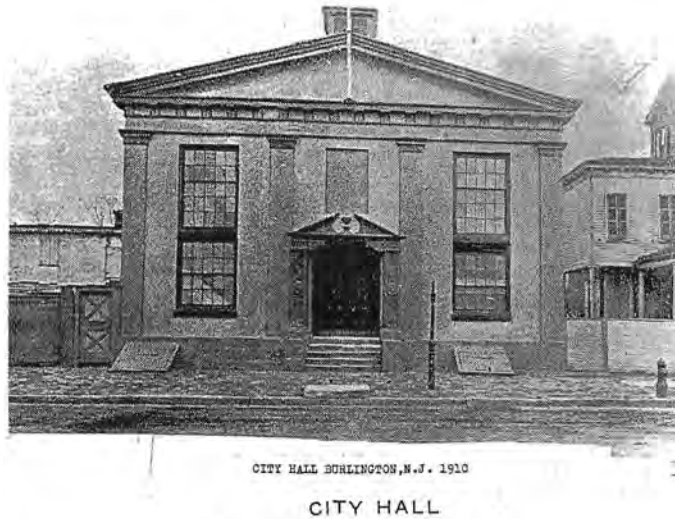


Figure 45: Historic photo of Lyceum Hall (City Hall) prior to its 1910 renovation. Photo is from the collection of C. Pierce, City of Burlington.

B. ARCHITECTURAL DESCRIPTION AND ASSESSMENT

An assessment of the existing conditions of a variety of character-defining features is provided in this section for Lyceum Hall, along with recommendations for how to address any identified deficiencies. These recommendations then include a “priority.” Priorities range from “immediate” (conditions that should be addressed within the next six months); to “short term” (conditions that should be addressed within the next two to five years); to “long term” (conditions that will likely need to be addressed within the next ten to twenty years).

- I. Overall Description: Lyceum Hall (Old City Hall) is a large, two story structure of stucco covered brick. The façade is dominated by a full-height projecting, pedimented portico with four Ionic columns supporting a full entablature. Within the entablature, the frieze is decorated with projecting “bulls-eyes” above each of the columns, and there is a dentate cornice. The pediment also has a dentate cornice and the tympanum is divided by molding into three panels. On the second story of the portico, each bay is filled by a round arched window with a hood molding with a keystone. The two outer bays on the ground floor are also filled with windows. These are double hung with three vertical lights per sash with some ornamental grillwork on the upper portion of each upper sash. These windows are topped by drip caps with keystones. The center bay is dominated by the recessed front door which has two leaves opening onto a broad stone step. There is a cornice over the door supported by brackets. Above is a panel with the motto “Don’t Give Up The Ship.” The steps are flanked at the sidewalk level by lamps on cast iron supports.



Figure 46: Lyceum Hall on High Street in Burlington.



Figure 47: Main stair of Lyceum Hall.

These rest on plinths that are an extension of the building's water table.

The frieze continues on the side walls of the front of the building, and the corners are supported by square pilasters with simple capitals that may be survivors from the original Greek Revival façade (see figures 45 and 46), which had been extensively altered during the 1910 renovation. Like the columns in the portico, there are bulls-eyes in the frieze above the pilasters. The frieze continues onto the first bay of the side walls of the building. This first bay is taller and wider than the central portion of the building, and the roof behind the portico is topped by a parapet. The windows in the side wall of the first bay are similar to those on the main façade, although they lack the hood moldings and drip caps.



Figure 48: Pressed tin ceiling in first floor corridor of Lyceum Hall.

Facing the side, the building is divided into three clear sections. The front part has already been described above. The central portion of the building has a gable roof. It is two stories tall with seven bays of two over two double hung windows on each floor. These windows have stone sills and lintels. There is an external masonry chimney on the right side wall between the third and fourth bays.

The rear portion of the building is again taller and wider than the central block. It is two stories high and three bays deep, with a gabled roof. There is an iron fire escape leading to the central bay of the second floor on the right side. The windows in this rear portion are also double hung, but are 6 over 6.⁸

The interior of the building is organized with a central corridor on both floors. On the first floor, this corridor leads from the main entry directly to an egress door at the rear and has pressed tin ceilings (figure 48). On either side of the corridor are offices; restrooms; a new elevator; an open, monumental stair (figure 47); and a newer, enclosed fire stair (figure 60). The second floor is similarly organized, with a central corridor leading from a large, ceremonial room at the front (used for art classes) to a large room at the rear (used as a performance space). Again, the rooms on either side are used as offices, storage, restrooms, etc.

⁸ Gordon, Kate; Principal with McCabe and Associates, Inc.; Property Report for the NJ Historic Preservation Office.

The interior appears to have been heavily altered to create Burlington's municipal offices during the 1910 renovation; more recent preservation work has also been completed. The walls and ceilings are a combination of drywall and plaster. The floors are tongue-and-groove (T&G) pine and other woods. The main stairs are also pine, with a relatively elaborate stained wood handrail. The front room on the second floor has an elaborate plaster cornice, but most of the rooms have little trim, except around the doors and windows, and the floor base. Doors to the offices typically have a "pebble" glass panel (see figure 61), with the room number embossed on the glass. The building was extensively renovated in 2003, funded in part by an earlier grant from the NJ Historic Trust. It was at this point that a new municipal building was constructed, and Lyceum Hall once again began to be used as an arts and performance space.

2. Exterior Conditions:

- a. Stucco: The overall condition of the exterior stucco is good. There is some cracking apparent in some locations, and there are other areas where there is some peeling paint. There is one area along the exterior chimney where water leakage has caused the stucco to delaminate from the brick substrate.

Priority: Stucco patching and repair at chimney, immediate; overall stucco patching and repainting, short term.



Figure 49: Image of cornice showing typical condition of exterior trim and minor damage/ discoloration of stucco.

- b. Brick chimney: This is damaged and leaking at the top, with loose bricks and some spalling.

Priority: Repair and repoint chimney, immediate.



Figure 50: Water damage at brick chimney.



Figure 51: Damage at the top of the chimney at Lyceum Hall.

- c. Windows: The overall condition of the windows is good (figure 52). In general, the windows need to be repainted and re-glazed. There are several (four) that require more detailed repairs to damaged sill and frames.

Priority: Window repair, re-glazing and repainting, short term.



Figure 52: Front window at Lyceum Hall showing typical condition (repainting and re-glazing required).

- d. Trim: The overall condition of the exterior trim is fair good. All needs to be prepared and repainted. There is about ten linear feet of fascia and other trim that needs to be repaired due to rot (see figure 53).

Priority: Trim repair, immediate; trim preparation and repainting, short term.

- e. Doors: The overall condition of the exterior doors is good.

Priority: Door preparation and repainting, long term.

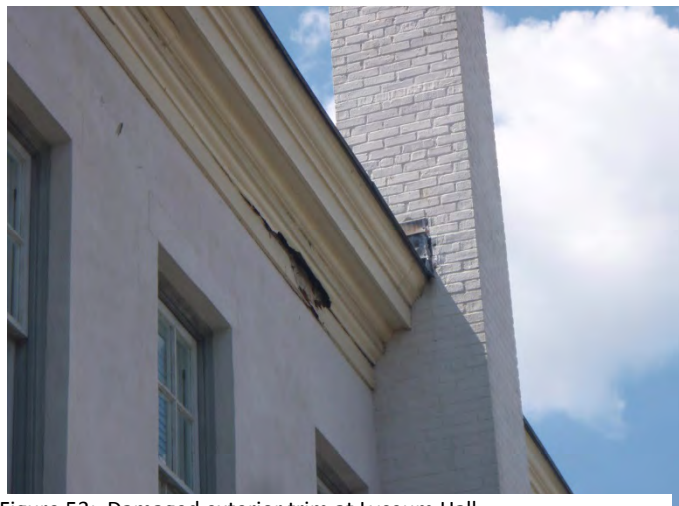


Figure 53: Damaged exterior trim at Lyceum Hall.

- f. Roof: The overall condition of the roof is poor to fair. There is reported leaking in a number of locations, particularly along the edges of the roof. When inspected, a number of open seams were visible in the recessed gutters (see figure 54). In addition, there was damage visible to some of the fiberglass/ asphalt shingles (figure 55).

Priority: Roof repair, immediate.

3. Interior Conditions:

- a. Floor: The overall condition of the floors is good. The wood floors on the first and second floor are in good condition with no issues observed. The floor in the basement is concrete and is in good condition. There is some damage to VCT (vinyl composition floor tile) in the second floor kitchen (figure 56).

Priority: Wood floor repair, long term; VCT repair, short term.



Figure 54: Leaking seam in recessed gutter showing inappropriate repair with asphalt.



Figure 55: Hole in asphalt shingle roof at Lyceum Hall.



Figure 56: Damaged kitchen floor on the second floor of Lyceum Hall.

- b. Walls: The overall condition of the walls is good. The drywall and plaster on both levels is in good condition. It was noted during a tour of the building that some of the plaster had to be recently repaired due to on-going roof leaks. Some water leaking is evident in the basement; this has caused some of the mortar to fail in the rubble walls.

Priority: General plaster repair and repainting, long-term.
Repointing of basement walls, short term.

- c. Ceilings: The overall condition of the ceilings is good. The ceiling drywall and plaster is in good condition. Some peeling of paint was noted, particularly in the large front room on the second floor. The tin ceilings are in good condition. The ACT (acoustic tile) ceilings are in good condition; several tiles should be replaced where some leaking has occurred.

Priority: General plaster repair and repainting, long term.

- d. Trim: The overall condition of the interior trim is good. At some point, there are minor repairs and repainting that should be done.

Priority: Interior trim repair and repainting, long term.



Figure 57: Minor damage to basement walls. Water leaking should be resolved when the chimney is capped.



Figure 58: Minor peeling paint at decorative cornice in 2nd floor front room.

C. STRUCTURAL EVALUATION

Lyceum Hall has had an extensive interior and exterior restoration, which included structural stabilization and the addition of structure in the basement and the first floor to increase the load capacity of the building.

Lyceum Hall is a two story brick masonry building with a full basement. Roughly rectangular in plan, it is approximately 40 to 44 feet wide and 135 feet deep. The building was apparently constructed over several separate campaigns. It is evident that the older portions of the building appear to have been totally reframed during an earlier renovation and expansion campaign.



Figure 59: Image of structural reinforcing in the basement of Lyceum Hall.

In the older portions of the building (toward the front), the floor joists and roof rafters span in the north-south direction (side to side) from the exterior walls to the double-loaded corridor walls that run down the center of the building. At the basement level, the corridor walls are supported by wood beams bearing on brick piers. The framing is unusual in that the joists do not bear on the exterior masonry walls, but are carried on wood beams that span between masonry piers that project from the masonry walls. In the basement, these piers are concrete, in the upper floors they are brick. This floor framing has subsequently been reinforced (during the most recent renovations) with a new frame wall along the exterior walls, which help to reduce the floor spans and reinforce the floor structure.

In the rear addition, the floor joists span from front to back over two lines of interior beams to what had been the rear wall of the earlier portion of the building. The beams supporting the first-floor joists are triple 3 x 12's support on brick piers or steel columns.

In the front portion of the building, the roof rafters span side to side, across two lines of beams supported on studs. The studs in turn are supported on two beams in line with the corridor walls below.⁹

The renovation work completed in 2006, which was partly funded by the NJ Historic Trust, included extensive structural stabilization and reinforcement. At that time, the building was checked and designed to accommodate its new office and assembly functions. There is no evidence of structural movement, cracking or failure in the Lyceum. The building appears to be handling the loads for which it was designed.

⁹ Ortega, Richard, PE; Structural Report for the HSR completed for Burlington's Old City Hall; 1997

D. BUILDING SYSTEMS EVALUATION

Lyceum Hall

Existing HVAC System:

Lyceum Hall is primarily heated, ventilated and cooled by split type residential air-to-air heat pumps. The First Floor is served by four (4) ceiling mounted Air Handling Units manufactured by York. There are three (3) nominal 2-1/2 ton units and one (1) 2 ton unit. Conditioned air is circulated to each occupied room by floor and wall mounted grilles. The associated condensing units are mounted on grade at the back of the building. It appears that minimal outside air is drawn from outside wall louvers and connected to the return ductwork of the AHU's. Each unit is fitted with a condensate pump. All AHU's and CU's were installed in 2009 and they appear to be in good working condition. A very old Kewanee Type C boiler is abandoned in place in the pit of the Basement.

The Theater at the Second Floor is air conditioned by two (2) nominal 5 ton split heat pump units. Conditioned air is supplied to the space with very long flexible ductwork and round diffusers. The AHU's are located in the Attic and are sitting on 4"x4" wood beams. It appears that the bases of the units are not anchored to the wood beams. It also appears that minimal outside air is drawn in from a roof mounted gravity ventilator. The Theater has eight foot high windows at the east, south and west exposures. We were informed by building management personnel that this theater holds up to 125 people. We were also told that during summer occupied hours, the installed equipment cannot maintain cooling set-point.

The Lyceum at the Second Floor is air conditioned by two (2) nominal 4 ton split heat pump units. These AHU's are also located in the Attic and are also floor mounted. The units appear to be in good working condition.

It was not apparent that the Attic is provided with code required natural or mechanical ventilation.

HVAC Recommendations:

We recommend that a heating and cooling load calculation based on ASHRAE be performed to determine if the installed equipment is adequate or undersized.

Further investigation is in order to determine if Attic and Theater are provided with code required ventilation.

We understand that there are still discussions with the previous design engineers and contractor to upgrade and improve the HVAC system so that it functions properly.

Existing Plumbing and Fire Protection Systems:

The building has a 2" city water service. The domestic water meter is located in the Basement. The building has four (4) toilets total, (1) men's and (1) women's public toilet at each floor. It appears that all toilets are ADA compliant. Domestic hot water is generated by an electric 4.1 kW water heater made by Eemax. The hand sinks were not provided with hot water mixing valves. It was reported during our field visit by the maintenance personnel that the end users are complaining that the water out of the faucet in the First Floor Women's Toilet is too hot. The 4" main sanitary line leaves the Basement towards High Street.

The building (including the Basement and Attic) is fully sprinklered. A 6" city water fire service enters the building in the basement. A reduced pressure zone principal backflow preventer is at the service entrance just upstream of the sprinkler system riser. The relief port of the backflow preventer discharges to a 5 gallon pail. The pressure gauge on the sprinkler riser read 55 psi at the time of our visit. The fire department Siamese connection is located on the right side of the building.

Plumbing and Fire Protection Recommendations:

Investigation is required to determine the cause of excessive hot water temperature in the Women's Toilet in the First Floor.

We recommend a properly designed drainage system be provided for the relief drain port of the sprinkler system backflow preventer.

Existing Electrical System:

Electrical service is provided by a GE Spectra Series main distribution panel. Service is 208/120 volts, three phase, four wire, 800 amps. The MDP contains an 800 amp main circuit breaker, and it feeds the elevator and three (3) branch circuit panels on each of the first and second floors. Each floor has a heating panel and two (2) general lighting and power panels.

The service is new and in good condition, it was apparently installed in 2009 at the same time as the HVAC systems. There is no emergency generator, unit battery packs are used for egress lighting. A manual fire alarm system with limited detector coverage is also present.

Lighting in corridors and public areas is adequate, but in line with the historic nature of the space. Occupied areas have sufficient lighting, predominately fluorescent. The basement has plentiful fluorescent lighting. The Theater has down lights and track mounted accent lights appropriate for the space, although it was not apparent if it is enough for all uses of the room. Lighting in the Lyceum Room is accomplished by decorative chandeliers and track mounted accent lights. It is obviously not adequate for the current use, as the tenant has rigged homemade trellises to mount additional lighting for the artwork easels.

Electrical Recommendations:

It is recommended to install additional permanent lighting as required for the art studio function of the Lyceum Room.

Also, the damaged decorative fixtures in front of the building should be repaired.

E. CODE COMPLIANCE & HANDICAPPED ACCESSIBILITY EVALUATIONS

Lyceum Hall was recently renovated and restored for a specific group of purposes, specifically to house the offices of local arts related groups and to host performances and classes. The following code assessment is made assuming that the existing use will essentially remain in place. Since the existing conditions of the building require only repairs, this report will use the Basic and Supplemental Requirements of the NJ Rehabilitation Subcode and the NJ Uniform Fire Codes as the guides for required life safety work. For some issues, the International Building Code (IBC) 2009 NJ Edition was used as the reference.

Although in some senses Lyceum Hall has new uses (offices, gallery and performance space for arts organizations), its use group classification per building code has not changed: B (office) with certain spaces having A (assembly) functions. The results of the renovation, in terms of code compliance, are obvious throughout the building. These include exit signs; emergency lighting; a new enclosed means of egress stair; a fire suppression system (sprinklers); a fire alarm system (sound and strobe); exterior illumination of the means of egress; handicapped accessible ramp at the rear; elevator providing handicapped access on the interior; handicapped accessible restrooms, etc. Based on how recently the renovation was completed and on our observations, there are no known code issues in Lyceum Hall.

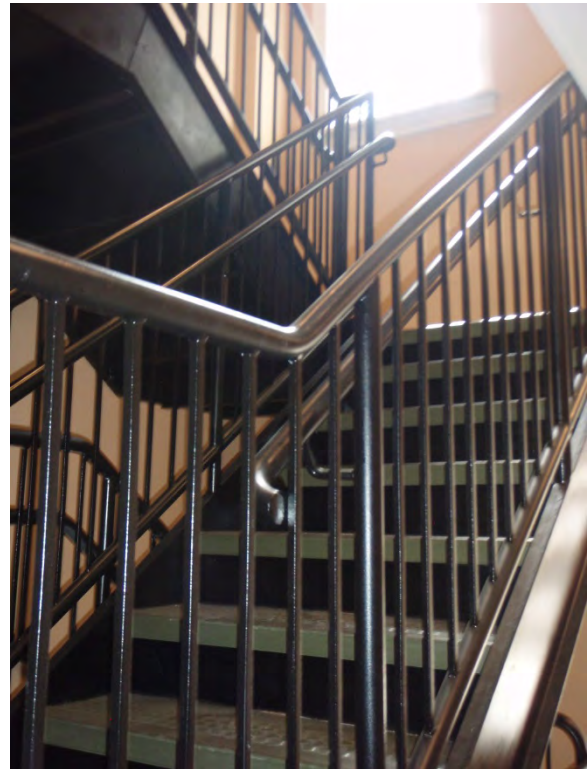


Figure 60: Photo of the fire egress stair that was relatively recently installed in Lyceum Hall.

F. TREATMENT AND USE

This section will address how Lyceum Hall can best be used in the future, and how its important “character-defining” features should be addressed and preserved. The recommendations for the overall treatment of the building, as well as the treatment of specific features, use the Secretary of the Interior’s Standards for the Treatment of Historic Properties as their starting point and guide. These standards are guidelines used by preservationists as a basis for decisions about the best way to address historic resources.

The Secretary of the Interior's Standards and Guidelines (often referred to as "The Standards") are used in the United States to provide professional qualifications and direction on methods and actions when dealing with historic buildings and other historic resources. The "Standards" are administered at the national level by the National Park Service under the Department of the Interior. At the state level, they are administered by the Historic Preservation Office in the NJ Department of Environmental Protection.

The Standards deal with four types of potential treatment: Preservation, Rehabilitation, Restoration and Reconstruction. Each potential treatment has somewhat different implications and is most appropriate for certain resources under certain conditions. The different potential treatments are described in greater detail below and in the Appendix.

Lyceum Hall has undergone a major renovation using the “Rehabilitation” standards from the Secretary of the Interiors Standards. At this point, since the major work is complete, the building’s character-defining features should be preserved through a regular program of maintenance and repair. Items noted in the Conditions Assessment should be addressed. All work should meet the Secretary of the Interior’s Standards for the Treatment of Historic Properties (Preservation), as listed in Appendix A. The character defining features that should be preserved include:

1. The configuration of the building’s exterior, including:
 - a. The overall massing of the building which shows the original front block, a middle connecting block and the newer, rear block.
 - b. The existing door and window opening size, location and configuration.
2. Exterior features, including:
 - a. The windows and doors.



Figure 61: Typical "pebble glass" door at Lyceum Hall.

- b. The exterior detailing including pilasters, moldings, trim, slogan, etc.
- c. Exterior trim (cornice, etc.).
- d. Masonry front steps.
- e. Historic lighting.
- 3. The configuration of the building's interior, including:
 - a. The plan layout, including the existing room, corridor and stair locations and configuration.
 - b. Ceiling heights.
- 4. Interior features, including:
 - a. Interior plaster, including decorative plaster trim and cornices.
 - b. Stair treads, risers, balusters and handrails at the historic, main stair.
 - c. Historic interior doors.
 - d. Interior trim, including door, window and baseboard trim, etc., where original.
 - e. The wood flooring, where extant.

Unlike some of the other buildings in this study, Lyceum Hall is well-utilized with several not-for-profit tenants (including Art Pride New Jersey), regular arts classes and programming and a building manager. This means that the building is regularly occupied and maintained, and that it will continue to be an asset for the City of Burlington.

G. COST ESTIMATES:**Lyceum Hall:**

Description	Quantity	Unit	Unit Cost	Immediate	Short Term	Long Term
Stucco Repair at Chimney	20	sf	\$20	\$400	0	0
Chimney Repair	2	LS	\$100	\$200	0	0
Stucco Repair/ Repainting	10,400	sf	\$4	0	\$41,600	0
Window Repairs/ Repainting	54	LS	\$650	0	\$35,100	0
Doors: Painting and Repair	4	LS	\$500	0	\$2,000	0
Roof Flashing Repairs	1	LS	\$15,000	\$15,000	0	0
Roof Repairs	7000	sf	\$5	\$35,000	0	0
Exterior Trim: Repair and repaint	800	lf	\$21	0	\$16,800	0
Floor Repair	400	sf	\$4	\$1,600	0	0
Repair to front, historic lights.	2	LS	\$250	\$500	0	0
Repointing basement wall	25	sf	\$10	0	\$250	0
Sub-total	-	-	-	\$52,700	\$95,750	0
Contingency/ General Conditions, etc.	-	-	15%	\$7,905	\$14,363	0
Total	-	-	-	\$60,605	\$110,113	0

Note: HVAC repairs and upgrades are currently being addressed.

VI. CARRIAGE HOUSE

A. Developmental History:

The Carriage House, c. 1876, is a part of the nineteenth-century home of the Woolman family which was prominent in West Jersey business affairs. The Woolmans amassed a large fortune and were able to afford a luxurious home. The Carriage House was where the family horses and coaches were kept while not in use. More recently, and likely the reason for its remarkable preservation of original detail, it was used as a home and a shop. The horse stalls were actually used to display goods (antiques). The owner of the building did not alter the original configuration, preferring to keep the features of the storage and stabling

functions as a backdrop for her goods. Thus, when purchased by the City, the building was remarkably intact. It is now used by the City of Burlington Historical Society as their Headquarters, and had been the City's Tourism Office and Visitors Center. The Carriage House is occasionally open for views of its authentic interior stables and lofts during special event days.



Figure 62: Carriage House interior prior to restoration, when it was used as an antique shop. The original stable separation walls are apparent. Photo is located in the Carriage House.

B. ARCHITECTURAL DESCRIPTION AND ASSESSMENT

An assessment of the existing conditions of a variety of character-defining features is provided in this section for the Carriage House, along with recommendations for how to address any identified deficiencies. These recommendations then include a “priority.” Priorities range from “immediate” (conditions that should be addressed within the next six months); to “short term” (conditions that should be addressed within the next two to five years); to “long term” (conditions that will likely need to be addressed within the next ten to twenty years).



Figure 63: The Carriage House on Smith's Alley in Burlington, NJ.

- I. Overall Description: The Carriage House is a tall, two story, brick building consisting of a central block flanked by shorter side wings. A deeply corbelled cornice tops the walls; there are concealed gutters within a shallow parapet along the top of the brick exterior walls. The brickwork is set in a running bond. The central block is the tallest and is deeper than it is wide. It has a hipped roof topped with a decorative cupola. The cupola has a lantern with two open pointed arches on each face. Above this is a pyramidal roof in two sections, with the upper section being steeper. The roof is sheathed with architectural dimensional asphalt shingles. It terminates in a weathervane. The main façade of the central block has a single, large bay with a tall pair of sliding, vertical plank doors with decorative stick work and two lights in the arched top. It is sheltered by a deep shed roofed canopy supported on iron brackets. Above this is a smaller hay door (no longer operational because of the canopy), made of planked panels within an arched surround. On each of the side walls in front of the wings, there is a window on each floor with an arched top. The ground floor windows are 2 over 2, double hung wood sashes, and the upper windows are 8 over 8 light wood frame casements. The windows are flanked by paneled shutters on pintles. At the rear of the main block there are two more 2 over 2 wood sash windows with shutters on the second floor. Below this is a shed-roofed frame extension, with a central door flanked by narrow, 2 over 2 wood sash windows.

The right wing (when viewed from Smith Lane, the front), has two bays on the ground floor, with a window to the left and a door to the right. The second floor has a single, centered window. The side wall is two bays deep with windows on both floors and an enclosed chimney rising from the center of the left wall. The rear wall is identical to the front wall, except that the door is on the right, closest to the main block of the building. The left wing has a door at the ground level and a centered window on the second floor. The side wall has three, small high windows, a configuration that reflects the three interior horse stalls. The door at the rear of this wing is enclosed by a shed roofed frame vestibule that abuts the frame extension to the main block. There is also a window on the second floor of this wing. All of

the windows on the wings, except as noted, are 2 over 2 sash with paneled shutters on pintles.¹⁰

The interior of the Carriage House is quite extraordinary. Much of the center and left bays on both floors are substantially original, with the original carriage storage space, stables and hay and tack storage above.

The first floor of the central block was where the carriages entered and were stored (figure 66). The floor is wide board planks, the walls are generally brick and the ceiling is T&G stained and varnished wood. The rear of this space opens to several small workrooms, located within the rear shed addition. These rooms have wood floors and paneled wood walls and ceilings. There is a new wood stair to the second floor. The shadow of the original, much steeper stair is still apparent on the brick wall.

The first floor of the left wing is perhaps the most extraordinary (figure 65). It contains the original stables, along with feeding bins and all of the original partitions, drainage covers, etc. Most of the beaded board paneling, walls, doors, etc., are original. Only the wood floors have been replaced (they are now pressure treated planks).

The first floor of the right wing has been renovated for offices. There are two main rooms, as well as an accessible restroom. The floors in these rooms are T&G pine. The walls and



Figure 64: Rear of the Carriage House.



Figure 65: Original stalls in the Carriage House.



Figure 66: Carriages stored on the first floor.

¹⁰ Gordon, Kate; Principal with McCabe and Associates, Inc.; Property Report for the NJ Historic Preservation Office.

ceilings are drywall. Built-in cabinets and shelving have been installed. The space is used for offices by the Burlington City Historical Society.

The second floor of the central block has wood floors, exposed wood structure for the ceiling and brick walls. This room is set up for meetings and houses a range of Burlington artifacts in several cases. The second floor of the left wing is finished in a similar fashion and is used for storage. The second floor of the right wing is a single space with an ACT ceiling, T&G pine floor and press-board paneling. This space appears to have been renovated in the 1960's.

2. Exterior Conditions:

- a. Brick: The overall condition of the exterior brick is fair. All sides of the building exhibit some water damage, spalled and damaged brick and missing mortar. Certain areas require particular attention, including two corners where leaking downspouts have damaged and discolored the brick (figure 67). The brick over and around the entry door to the wing on the right also exhibits some damage where a shed roof and flashing was removed (figure 68). The entire exterior would benefit from repointing and repair.

Priority: Brick repair and repointing, short term.

- b. Wood Siding: The overall condition of the wood siding on the rear shed



Figure 67: Brick damage and staining at the front left corner of the Carriage House.



Figure 68: Damaged brick and missing mortar over the main entry of the Carriage House.



Figure 69: Water damage at base of siding at rear addition.

addition is good to fair. There is some rot and damage apparent (rosf) and the entire surface needs to be prepared and repainted (figure 69). The shed roof does not have a gutter, which causes water to splash at the bottom of the addition, causing discoloration and rot.



Figure 70: Image showing damage to window trim and brick, at front of Carriage House.

Priority: Clapboard repair and repainting, immediate.

- c. Windows: The overall condition of the windows is poor to fair. In general, the windows need to be repainted and reglazed. There are several (three) that are no longer operable and that require more detailed repairs.

Priority: Window repair, reglazing and repainting, immediate.

- d. Trim: The overall condition of the exterior trim is fair to good. All needs to be prepared and repainted.

Priority: Trim preparation and repainting, short term.

- e. Doors: The overall condition of the exterior doors is fair to good. All of the exterior doors require repainting.

Priority: Door preparation and repainting, short term.

- f. Roof: The overall condition of the roof is poor. There are a number of reported and apparent leaks. In addition, the configuration of the roof is leading to water dripping over the edge of the small parapet, causing damage to brick in certain areas. The lack of a gutter at the rear shed addition is causing damage to the wood siding below.



Figure 71: Low-slope roof portions of the Carriage House are particularly poorly detailed, allowing water to drip over the edges and damage brick.

Priority: Roof repair/ replacement, immediate.

- g. Shutters: The overall condition of the shutters is fair to poor. Some of the windows are missing shutters, although shutter hardware is apparent. Several shutters are in extremely poor condition and need extensive repair or replacement.

Priority: Shutter repair, immediate; shutter replacement, long term.

- h. Exterior Grading: In heavy rains, the current exterior grade configuration encourages water to enter under the front door.

Priority: Adjust grading and drainage, immediate.

- i. Window Wells: The exterior window well was covered with wood paneling, apparently to prevent water infiltration into the basement. The cover has failed. Plant growth can be seen in the well and water is entering the basement. This is also causing damage to the basement window. The window well cover should be repaired.

Priority: Repair of window well cover, immediate.



Figure 72: Damaged window well which allows water infiltration into basement.

3. Interior Conditions:

- a. Floor: The overall condition of the floors is good, with some exceptions. The first floor and second floor offices in the right wing have T&G flooring, approximately 2" wide, which may be of later vintage than the rest of the building. Most of this is in good condition, except where there has been some water staining near the front entry door. The remainder of the building has wide board pine floors that are in good condition. They are random width, and only a few locations require repair. The board flooring in the stable area was replaced at some point with new, pressure treated plank flooring. The floor in the basement is concrete and is in good condition, with some exceptions where there has been some water damage, or the concrete floor was never installed.

Priority: Wood floor repair, long term, except near the main entry, short term;
concrete floor repair in basement, short term.



Figure 73: Water damage on flooring near main entry to the Carriage House.



Figure 74: New flooring in the stable area.

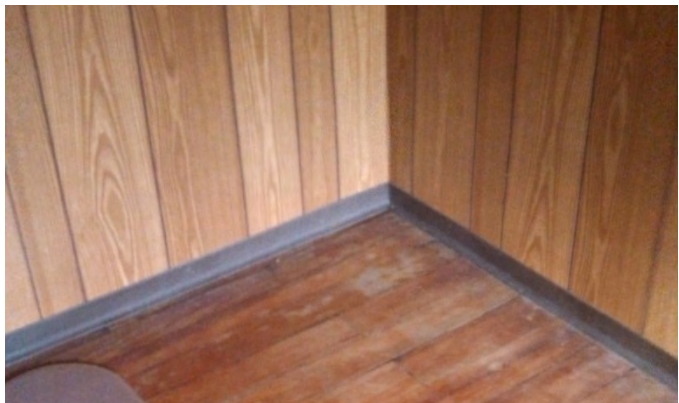


Figure 75: Flooring and faux paneling on the second floor, over the main entry.

- b. Walls: The overall condition of the walls is fair to good. The plaster and drywall in the first floor office areas are in good condition. The original wood paneling in the first floor stable areas is also in good condition (figure 77). The brick walls in the first floor stable area and on the second floor of the stable areas is in fair condition, with some water damage and loose bricks apparent, and some cracking apparent on the first floor. At some point, the City can consider removing the 1960's faux paneling in the second floor office to assess the condition of the walls in this area. There are some loose bricks at the interior of windows on the second floor (figure 76).



Figure 76: Loose brick at windows on second floor. Note window sash requiring repair and repainting.



Figure 77: Beaded board paneling on the first floor in good condition.

Priority: Repair and repainting of drywall and plaster in the office areas, long term; repair and refinishing of wood paneling in the stable areas, long term; repair of brickwork on the first and second floors, immediate; renovation of second floor office area to remove existing faux wood paneling, long term.



Figure 78: Exposed rafters above the stable area.

Ceilings: The overall condition of the ceilings is fair to good. The plaster and drywall in the first floor office areas are in good condition. The original wood paneling in the first floor stable areas is also in good condition. The exposed structure and sheathing on the second floor is also in generally good condition (figure 78). At some point, the City can

consider removing the 1960's acoustic panels in the second floor office to assess the condition of the ceiling in this area. In addition, some of the panels are water stained.

Priority: Repair and repainting of drywall and plaster in the office areas, long term; repair and refinishing of wood ceilings in the stable areas, long term; repair of ceilings on the second floor, long term; renovation of second floor office area to remove existing ACT, long term.

- f. Trim: The overall condition of the interior trim is good. At some point, there are minor repairs and repainting that should be done. However, the interior of some windows, particularly on the second floor, is in poor condition.

Priority: Interior trim repair and repainting, long term.

C. STRUCTURAL ASSESSMENT

The Carriage House has had relatively extensive interior and exterior repairs and renovations, which included structural stabilization and the addition of structure in the basement to increase the load capacity of the main level.

Like most of the other buildings in this study, the Carriage House is a masonry load-bearing structure with

wood joists that carry the floor loads. The central block is about 18' wide and the two side blocks are about 15' wide. The wood joists and roof structures span these distances.

There is relatively extensive dry-rot and insect damage evident in the floor framing supporting the first floor. However, this damage does not appear to be recent, and there has been extensive sistering of damaged joists and installation of new framing, columns and beams to reduce spans and reinforce the structure. This work has improved the load-bearing capacity of the first level significantly.

There is no evidence of structural movement, cracking or failure in the Carriage House. However, there is some cracking apparent on the interior walls on the first floor of the central block. These should be repaired and monitored to make sure there is no additional movement. Overall, the building appears to be handling the loads for which it was designed.



Figure 79: Sistering and structural reinforcement in the basement of the Carriage House.

D. BUILDING SYSTEM EVALUATION

The Carriage House:

Existing HVAC System:

The main two story portion of the Carriage House is heated and cooled by a natural gas fired Rheem furnace with a direct expansion cooling coil which is located in the Basement. The furnace appears to be old and in a state of disrepair. There is a large hole at the bottom of the 4" diameter flue as it enters the brick chimney. The combustion/ventilation air opening of the Mechanical Equipment Room in the Basement has no louver. The discharge air plenum of the unit is not insulated and is sweating. The supply ducts in the Basement are not insulated. There is considerable air leakage at the unit discharge plenum. There is no mechanical ventilation in the main building. The toilet has a ceiling mounted combination light and fan. The exhaust fan is very noisy. The old Horse Stall area has no heating and no mechanical ventilation.

HVAC Recommendations:

If the building's use becomes more intensive, we recommend that the entire building be provided with a new HVAC system. The approximate cost of construction is \$40 to \$50 per square foot.

Existing Plumbing and Fire Protection Systems:

The building is not sprinklered.

The building has a 3/4" city water and 1-1/4" natural gas service in the Basement. The toilet has one (1) floor mounted toilet and one (1) sink. The toilet is not ADA compliant. An electric domestic water mounted heater inside a cabinet above the sink generates domestic hot water.

Plumbing and Fire Protection System Recommendations:

It should be confirmed that the restroom is ADA compliant.

Existing Electrical System:

The existing electrical service is a "Push-Matic" 240/120 volt, single phase, three wire, with a 100 amp main circuit breaker. It is residential in configuration. There is only one open space visible, although the schedule indicates there may be existing spares available.

Fixed lighting is very limited in nature. The carriage garage area does have track mounted lighting. However the office spaces, which have been fitted with hung ceilings, have no overhead lighting.

Electrical Recommendations:

Since the service is only 100 amps, and the panel is of the “Push-Matic” style, an upgrade should be planned to accommodate any large scale renovations, such as the addition of new air conditioning.

Consideration could be given to additional lighting, particularly in the less historically sensitive areas. Life safety issues, including egress lighting and fire alarm system, should be studied further and improved/installed.

E. CODE COMPLIANCE & HANDICAPPED ACCESSIBILITY EVALUATION

The Carriage House has had a number of renovations and upgrades so that it can be used for specific, heritage tourism functions, specifically office space for the Historical Society and guided tours. The following code assessment is made assuming that the existing use will essentially remain in place. Since the existing conditions of the building require only repairs, this report will use the Basic and

Supplemental Requirements of the NJ Rehabilitation Subcode and the NJ Uniform Fire Codes as the guides for required life safety work. For some issues, the International Building Code (IBC) 2009 NJ Edition was used as the reference.

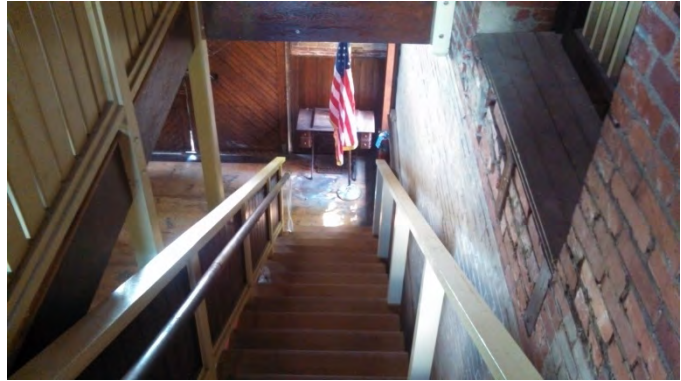


Figure 80: Access stair that was constructed to connect the stable level and the upper level of the Carriage House.

The Carriage House has been used as a limited access museum for many years, as well as offices for the Burlington City Historical Society. This means that the building is normally only open for special events or for guided tours, with limited occupancy by the Society. If the building can be characterized as having a B (business/ office) use, the code issues in the building are greatly simplified. This ought to be discussed with the local fire official.

The main level is about 1,700 sf and has three (possibly four) potential means of egress (only two are required). The sliding doors where the carriages once entered cannot be considered an exit. The second floor is about the same size as the first, and has two means of egress, neither of which is enclosed. The basement is accessed by one narrow set of wooden stairs.

Identified Issues:

- a. Exit Signs: There are no marked means of egress. Although some egress doors are obvious, they should be marked with illuminated exit signs. Egress signs should also be placed in appropriate locations on the second floor.
- b. Emergency Lighting: This should be installed on the interior to provide illumination for egress.
- c. Egress Hardware: All of the doors are equipped with original or reproduction 18th century hardware. At least one of the doors has been bolted shut. Two doors (the main entry and one other door) should be designated for egress and the hardware adjusted to be made acceptable for egress.
- d. Exterior Illumination at means of egress: This should be provided at both egress doors.
- e. If the building is considered to have a business/ office use, the second floor can be occupied by up to 29 people, and the fact that the stairs to the second floor are not enclosed with fire rated assemblies is not an issue. This should be clarified with the local fire official. In any case, the second floor should not be occupied by the general public unless the stair access is improved and at least one stair enclosed. Since this is not likely,

it should be posted that the general public should not use that space. In addition, the use of the second floor for storage should be limited, as this would trigger a possible requirement for a sprinkler system.

- f. The basement should also not be open to the general public. Its use should be restricted to the housing of the mechanical systems for the building.
- g. Restrooms: This building has a single, handicapped accessible, unisex restroom. Per code, this is not sufficient for its use groups. However, given the limited use of the building it is sufficient in practice.
- h. Handicapped Access: The main level is located essentially at grade. If access to the second level remains restricted, there is no need to make it accessible, which would be structurally and financially infeasible in any case.

F. Treatment and Use

This section will address how the Carriage House can best be used in the future, and how its important “character-defining” features should be addressed and preserved. The recommendations for the overall treatment of the building, as well as the treatment of specific features, use the Secretary of the Interior’s Standards for the Treatment of Historic Properties as their starting point and guide. These standards are guidelines used by preservationists as a basis for decisions about the best way to address historic resources.

The Secretary of the Interior’s Standards and Guidelines (often referred to as “The Standards”) are used in the United States to provide professional qualifications and direction on methods and actions when dealing with historic buildings and other historic resources. The “Standards” are administered at the national level by the National Park Service under the Department of the Interior. At the state level, they are administered by the Historic Preservation Office in the NJ Department of Environmental Protection.

The Standards deal with four types of potential treatment: Preservation, Rehabilitation, Restoration and Reconstruction. Each potential treatment has somewhat different implications and is most appropriate for certain resources under certain conditions. The different potential treatments are described in greater detail below and in the Appendix.

Like the Schoolhouse and the Hoskins House, the intention of the restoration of the Carriage House was to restore it to its original appearance, while providing exhibit space and office space for the Historical Society. This was largely successful, with much of the stable, barn and carriage areas beautifully preserved. In addition, some of the later changes to the building were also likely incorporated. At this point, the appropriate treatment for the Carriage House is “Preservation”: “... Preservation, places a high premium on the retention of all historic fabric through conservation, maintenance and repair. It reflects a building’s continuum over time, through successive occupancies, and the respectful changes and alterations that are made.”¹¹ This means that the building’s character-defining features should be preserved through a regular program of maintenance and repair. All repair work, etc., should meet the requirements of the Secretary of the Interior’s Standards for the Treatment of Historic Properties, as listed in Appendix A. The many remarkable character-defining features that should be preserved include:

- i. The configuration of the building’s exterior, including:
 - a. The overall massing, including the clear division of three blocks and the frame addition at the rear.

¹¹ From the National Park Service Website; “Choosing an Appropriate Treatment for the Historic Building.”

- b. The existing door and window opening size, location and configuration, including the sliding doors for carriage entry.
2. Exterior features, including:
 - a. The windows and doors.
 - b. The exterior brickwork.
 - c. Exterior trim
 - d. The rear frame addition.
3. The configuration of the building's interior, including:
 - a. The plan layout, including the existing room and stair locations and configuration.
 - b. Ceiling heights.
4. Interior features, including:
 - a. All of the stable features, including stable dividers, feeders, floor drains, etc.
 - b. Interior plaster.
 - c. Interior wall and ceiling paneling (except where not original).
 - d. Exposed brickwork and wood structure.
 - e. Stair treads, risers, balusters and handrails, where original.
 - f. Interior doors.
 - g. Interior trim, including door, window and baseboard trim, etc.
 - h. The wood flooring.



Figure 81: Paneling and stable details in the Carriage House.

It should be noted that it would be helpful for the preservation of the Carriage House if it could be opened on a more regular basis since it appears that the building is only opened rarely. This not only makes it appear vacant (which is a detriment for City's commercial district) and underutilized, but also means that maintenance is more difficult (buildings need regular inspections to make to take care of maintenance and damage). The building is a wonderful historic asset for the City and ought to be opened on a more regular basis.

G. COST ESTIMATE:**The Carriage House:**

Description	Quantity	Unit	Unit Cost	Immediate	Short Term	Long Term
Brick Repair	200	sf	\$20	\$4,000	\$400	0
Brick Repointing	3,200	sf	\$10	0	\$32,000	0
Window Repairs	18	LS	\$750	\$6,750	\$6,750	0
Doors: Painting and Repair	5	LS	\$600	0	\$3,000	0
Roof replacement (flat)	600	sf	\$10	\$6,000	0	0
New gutters, downspouts	1	LS	\$5,000	\$5,000	0	0
Exterior Trim: Repair and repaint	100	lf	\$21	0	\$2,100	0
Floors	1	LS	0	0	0	\$5,000
Interior Trim: Painting, etc.	1	LS	0	0	0	\$5,000
Window Well Repair	1	LS	\$400	\$400	0	0
Clean up and repointing in basement	1	LS	\$2,500	0	\$2,500	0
HVAC	3,400	sf	\$45	0	0	\$153,000
Exit Signs/ Emergency Lights	5	each	\$500	0	\$2,500	0
Emergency Lighting	6	each	\$400	0	\$2,400	0
Exterior Lighting	4	each	\$600	0	\$2,400	0
Lighting on Upper Floor	1	LS	\$2,500	0	\$2,500	0
Upgrade to smoke detection and fire alarm system	1	LS	\$15,000	0	\$15,000	0
Sub-total	-	-	-	\$22,150	\$71,550	\$163,000
Contingency/ General Conditions, etc.	-	-	15%	\$3,323	\$10,733	\$24,450
Total	-	-	-	\$25,473	\$82,283	\$187,450

VII. THE WILLIAM R. ALLEN SCHOOL

A. Developmental History:

The William R. Allen School is one of the only African American school buildings remaining in the City of Burlington and is a crucial reminder of this part of New Jersey's history; the building also has tremendous potential for re-use. Constructed in 1900 with later additions in 1914 and 1924, it received a grant in 2000 from the NJ Historic Trust to stabilize and restore the exterior of the building. The William R. Allen School was Burlington City's third school built for the education of black children, and now stands as the City's only artifact of that period of educational segregation.



Figure 82: West Elevation of the William R. Allen School. This is part of the original building, c. 1910.

The Quaker founders of Burlington were acutely aware of the need for education, and established a school in 1792. Leaders within the local black community shared the Quakers' belief that education was an important part of social equality. Public education in the City started in 1805, and the first segregated classes for black children were held in the home of a black woman in 1812. A small wood-frame building was constructed on Wood Street and housed the black school at the end of the Civil War, but was too small to adequately serve the student population.

Although the Quakers had long been known for their egalitarian view of race, a Quaker businessman's act of generosity in 1868 actually furthered segregation. He and another local businessman donated a parcel of land on East Federal Street for the construction of a schoolhouse for black children. The large wood-frame Federal Street School, completed in 1870, was the only City school not funded by the trust fund overseen by the Board of Island Managers, instead drawing its support from a special school tax. The school was also the subject of an 1884 action by the New Jersey Supreme Court, which ruled that the four children of a local black man, Reverend Jeremiah H. Pierce, must be admitted to the City's white schools under the New Jersey School Law of 1881. Throughout the late 1800's, a few black students did attend white schools in the City, but most were still sent to the Federal Street School, on the grounds that it was located in their neighborhood. By 1894, newspapers reported that there were once again no black students in the City's white schools.

Plans for a new two-classroom brick building were made in 1899, and the new school was finished in 1900. It was named for William R. Allen, a strongly Unionist mayor of the City during the Civil War and well-known local businessman. In 1914, a third classroom was added to accommodate a growing student body. Over the next ten years, the Great Migration brought many

black families to Burlington from southern states, and the school could no longer house all the children. In 1923, a room in the basement of the Bethel A.M.E. Church on Pearl Street was rented and used as a fourth classroom, and in 1924, an addition doubled the size of the Allen School.

Enrollment continued to grow, and in 1934, the City relocated white students from the nearby James Fenimore Cooper School and distributed the black students between the two facilities. In 1940, the New Jersey State Constitution forbade segregation in schools, but the City's practice of enrolling children in schools in their own neighborhoods meant that most black children still attended the Cooper and Allen schools, and that white children attended the schools located near their homes. The 1954 Supreme Court decision in *Brown v. Board of Education* led to an attempt at city-wide integration, but the Allen School remained all-black until it was closed in the 1960's.¹²

In 1997 The City of Burlington received two grants for the renovation of the Allen School: A \$400,000 Small Cities Block Grant, and a \$354,260 Historic Restoration Grant. In 2001, the City of Burlington received two additional grants: A \$400,000 Special Legislative grant and a \$200,010 NJ Historic Trust Grant. The Small Cities and Special Legislative grants were based on the use of the Allen School as a home for Heureka's disease prevention, health promotion and senior day care activities.

In 2003 the City used the last of the grant funding resulting in a complete restoration of the building shell, construction of an exterior ramp for ADA access, and reconstruction of the main corridor floor. The interior work, including all mechanical and electrical systems, still remains to be done. The City of Burlington then proceeded with negotiations to use the site as an "Adult Day Care Center." However, these negotiations broke down and the building currently remains vacant.

¹² Historic Burlington Blog, entered 2000

B. ARCHITECTURAL DESCRIPTION AND ASSESSMENT

An assessment of the existing conditions of a variety of character-defining features is provided in this section for the William R. Allen School, along with recommendations for how to address any identified deficiencies. These recommendations then include a “priority.” Priorities range from “immediate” (conditions that should be addressed within the next six months); to “short term” (conditions that should be addressed within the next two to five years); to “long term” (conditions that will likely need to be addressed within the next ten to twenty years).

- I. Overall Description: The William R. Allen School is a relatively typical early 20th century colonial revival brick schoolhouse common in urban areas of New Jersey. The original section of the school (the section to the right of the main entry) replaced an earlier (1870) wood frame schoolhouse built on land donated to the City for the



Figure 83: Front of the William R. Allen School on Mitchell Avenue in Burlington, NJ. The original building is to the right.

sole use of educating African-American children. The building is a unified block with gable roofs with an extended appendage to the rear which contains two classrooms. The main block is one story, approximately 126' by 58'. The original building was constructed in 1900, with a classroom addition in 1914 (at the rear of the original building). A major expansion doubled the size of the building in 1924 (to the left and rear of the original structure). In general, the building has brick exterior walls, a rubble stone foundation, standing seam metal roof and wood, double-hung windows. There is a basement with partial windows allowing light to enter.

The façade along Mitchell Avenue consists of a central gabled entrance. The double front doors have wood panels. The entrance has a wood surround with Doric pilasters and entablature. The entrance doors are flanked with double hung windows on either side and a small window above. The front façade is almost symmetrical, with a single window, three grouped windows and then a single window flanking either side of the main entry. There are small windows close to the ground that allow light into the basement.

The right façade is also symmetrical, with a gable end. The center of this elevation has three grouped windows, flanked by one window on each side. Centered above the windows is a brownstone plaque which reads “William R. Allen School.” Above the plaque, centered in the gable, is a round window surrounded by brick headers. This portion of the building apparently reflects the earliest construction. The left façade, facing a City park, is similar to the right façade, although it doesn’t have a plaque and the window in the gable is square.

The rear of the building has several wings that extend into the rear lot. These reflect various building campaigns and are similar in configuration to the other elevations, although not symmetrical. A pressure-treated wood ramp and deck were constructed to provide handicapped accessibility.

The building has a relatively new standing seam metal roof, along with round metal downspouts and half-round gutters.

The building is accessed from Mitchell Avenue's main entrance that leads to a set of steps to the main floor. There is a central, double-loaded corridor leading to classrooms in both directions. The symmetrical plan has two classrooms flanking the main entry. The corridor then ends at two more classrooms forming the ends of the building. The rear of the building also has two classrooms, as well as two stairs leading to the exterior and to the lower level, and two sets of restrooms. There is a small office, accessed by a narrow stair in the front entry, above the main entry. This was likely the principal's office.



Figure 84: Rear of the William R. Allen School.

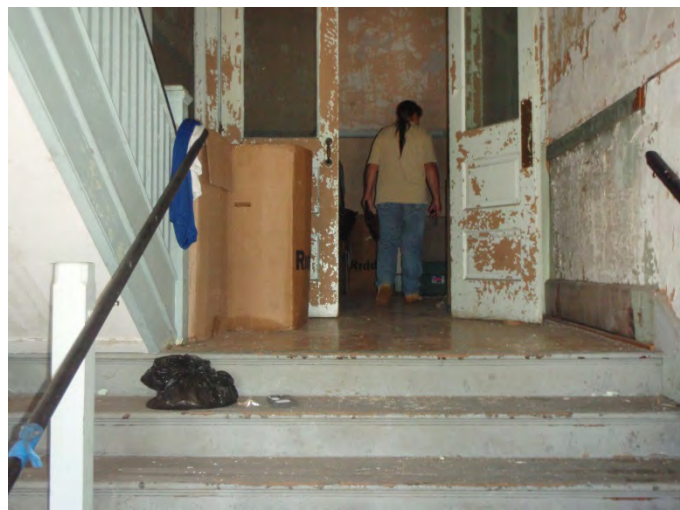


Figure 85: Front entry vestibule of the William R. Allen School.

The lower level has one large central space, likely used as cafeteria/ auditorium/ gymnasium. It has a relatively low ceiling, with small windows. There are several other rooms on three sides of this space, which served as a kitchen, storage, office and utility spaces. The floor is concrete and the walls and ceiling are plaster.

The building generally has simple appointments, with two-inch T&G wood flooring (oak and maple), plaster walls and ceilings, and simple painted wood trim. Door openings sometimes have more elaborate "colonial" trim, and have multi-lite transoms. The restrooms have rustic ceramic tile floors, and plaster walls and ceilings.

2. Exterior Conditions:

- a. Brick: The overall condition of the exterior brick is good, with minor areas of spalling and damage (50 sf total, figure 86). The building appears to have been completely cleaned and repointed as part of the exterior stabilization funded in part by the NJ Historic Trust.

Priority: Brick repair, short term; brick repointing, long term.

- b. Wood Decking and Ramps: The wood decking and ramps are in good overall condition (figure 90). This work was also completed as part of work funded by the NJ Historic Trust.

Priority: Wood deck repairs, long term.

- c. Windows: The overall condition of the windows is good.

Priority: Window repair, reglazing and repainting, long term.

- d. Trim: The overall condition of the exterior trim is fair to good. Some needs to be repainted. There are minor repairs to door trim, particularly at the front entry (figure 87).



Figure 86: Image of brick damage at the William R. Allen School.



Figure 87: Damage to wood trim at front door.

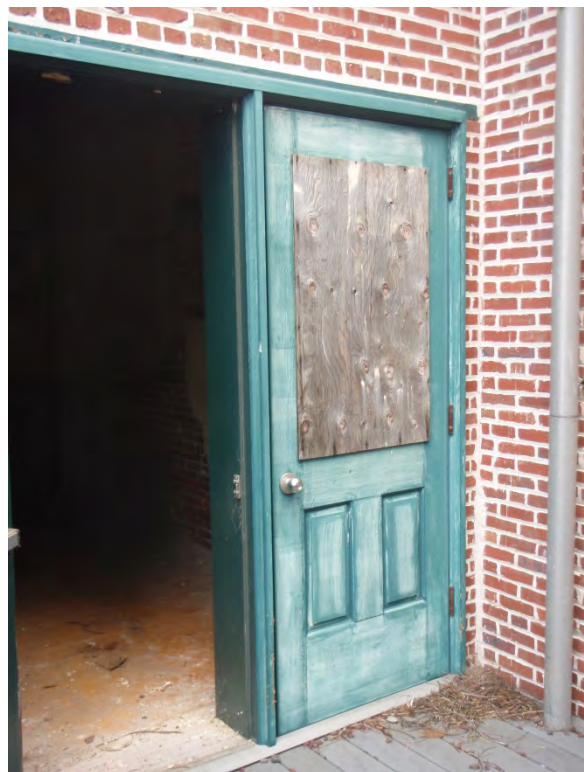


Figure 88: Most of the exterior doors at the Allen School have been vandalized and damaged.

Priority: Trim repair at front entry, short term; Trim preparation and repainting, long term.

- e. Doors: The overall condition of the exterior doors is poor. Most of the exterior doors have been damaged by vandalism, with broken glass, damaged wood and damaged hardware (figure 88).

Priority: Door repair, preparation and repainting, immediate.

- f. Roof: The overall condition of the roof is good. There are no reported leaks and no visible damage or wear. On the other hand, most of the downspouts are damaged and several pieces are missing.

Priority: Downspout repair/ replacement, immediate; roof repair/ replacement, long term.

- g. Plant growth: Ivy has started to grow on parts of the exterior, and small, “weed” trees are now growing at several locations close to the building, in particular between the handicapped ramp and the rear of the school. In order to prevent damage to the exterior masonry and the ramp, all of this plant growth should be removed (see figure 90).

Priority: Ivy and tree removal, immediate.



Figure 89: Several of the downspouts have been damaged or are missing.

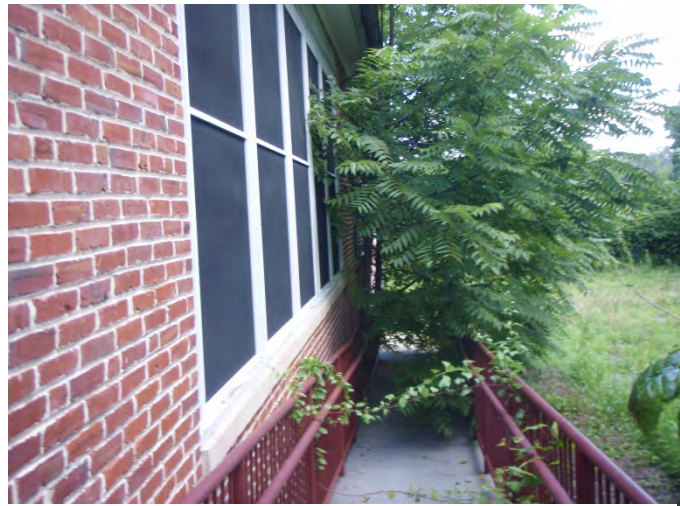


Figure 90: Trees growing between HC ramp and the school building.

3. Interior Conditions:

- a. Floors: The overall condition of the floors varies from poor to good. There are places where water infiltration has severely damaged the floors, causing buckling and rot (figure 91). In general the tile and concrete floors are in fair to good condition.

Priority: Depends on long term use.



Figure 91: Floor and plaster conditions at the William R. Allen School.

- b. Walls: The overall condition of the walls is poor to fair. There is extensive water damage, cracked plaster and peeling paint (figures 92 and 93).

Priority: Depends on long term use. Plaster should be tested for presence of asbestos.



Figure 92: Classroom in relatively good condition.

- c. Ceilings: The overall condition of the ceilings is poor to fair. There is extensive water damage, cracked plaster and peeling paint (see figures 92 and 93).

Priority: Depends on long term use. Plaster should be tested for presence of asbestos.



Figure 93: Classroom with collapsed ceiling.

- d. Trim: The overall condition of the interior trim is fair. Some areas

the trim has been
damaged or removed.

Priority: Depends on
long term use.



Figure 94: View of large room in basement of the William R. Allen School.



Figure 95: Main corridor of the first floor of the William R. Allen School.

C. STRUCTURAL EVALUATION:

All of the City-owned, historic structures addressed in this report have seen extensive renovations. Four (the Quaker Schoolhouse, the Hoskins House, Lyceum Hall and the Carriage House) have had both exterior and interior renovations, which included structural stabilization. Only the William R. Allen School has not yet had a major interior renovation, although exterior stabilization, along with some interior stabilization has occurred.



Figure 96: Repaired bearing wall at the William R. Allen School.

Like the other buildings in this study, the William R. Allen School also has a masonry bearing wall on the exterior, with bearing walls on the interior and some steel columns and beams. The floors, ceiling and roof are supported by a wood frame structure, much of which is concealed. The corridor walls, aligning with lines of round steel columns and beams in the lower level, act as bearing walls, supporting the wood floor and ceiling joists. Some structural repair and reinforcement was completed when the exterior of the building was stabilized after receiving funds from the NJ Historic Trust in 2000. Work included the construction of new CMU (concrete masonry unit) bearing walls between the corridor and one classroom, and one of the stairs and the same classroom.

Now that water infiltration has been stopped, there is no evidence of continued deterioration, structural movement, cracking or failure in the William R. Allen School. The building appears to be handling the loads for which it was designed. When the building is renovated for a new use, the structural capacity of the building will need to be thoroughly checked. However, a number of potential uses, including residential, have lower required bearing capacity than the original educational use.

D. BUILDING SYSTEMS EVALUATION BUILDING SYSTEMS EVALUATION

The William R. Allen School:

Existing HVAC System:

The building is currently unoccupied and the interior is in a state of disrepair. The existing heating systems are not operational and they appear to have been neglected for a long period of time. The heating system consists of a Smith steam boiler and perimeter cast iron radiators. At the time of our field visit, the Boiler Room was flooded with water. There is no mechanical ventilation in the building.

HVAC Recommendations:

If the building will be occupied, an all-new HVAC system is in order. Depending on the type of occupancy, we estimate that the new HVAC system will cost from \$40 to \$50 per square foot.

Existing Plumbing and Fire Protection Systems:

The building is not sprinklered.

There used to be a 2" natural gas and 2" city water service in the Basement. The abandoned Men's Room has three (3) urinals, one (1) shower stall, two (2) toilets and one (1) service sink. The abandoned Women's Room has five (5) toilets, two (2) lavatories and one (1) shower stall. The Basement has a kitchen with a three compartment sink, grease interceptor, and a gas fired stove and domestic water heater.

Plumbing and Fire Protection System Recommendations:

If the building will be occupied, the toilets will require complete renovation and new city water, gas and sanitary services will be required. Depending on the proposed new use of the building, it is possible that a new sprinkler system should be installed. In addition, all required detection and fire alarm systems will need to be installed.

Existing Electrical System:

The existing abandoned electrical service consists of a Square D 200 amp disconnect switch and a Bulldog "Push-Matic" panel in poor condition. Most of the school does not have functional light fixtures, however there are some fluorescents in the basement in poor condition.

Electrical Recommendations:

In terms of the electrical system, any future use of the building should be considered a total "gut" and complete fit-out as required to accommodate whatever the new use may be.

E. CODE COMPLIANCE & HANDICAPPED ACCESSIBILITY EVALUATION

The first four buildings being assessed are (nominally) occupied and in use. They were renovated for specific purposes relating to heritage tourism and the interpretation of the history of Burlington. Their code assessments are made assuming that the existing uses will essentially remain in place. The discussion of the William R. Allen School looks at the implications of various potential new uses and will therefore have a different discussion. That being said, the codes used for any assessment of a new use will include the Basic and Supplemental Requirements of the NJ Rehabilitation Subcode and the NJ Uniform Fire Codes as the guides for required life safety work. For some issues, the International Building Code (IBC) 2009 NJ Edition was used as the reference.

The code review for the William R. Allen School is quite different from that of the other buildings. In its current configuration, it is not habitable. In order to permit occupancy, even for its original, educational use, significant renovation work will need to be completed, which includes many life safety issues. That being said, the building is structurally stable and generally water-tight. The most recent exterior restoration/building envelope stabilization project also provided handicapped accessibility to the first floor. Since the building footprint is about 7,500 sf (the basement has almost the same square footage), if the basement were to be occupied, the building is large enough to require the installation of an elevator to provide handicapped accessibility to the basement.



Figure 97: The HC access ramp constructed at the rear of the William R. Allen School.



Figure 98: Existing egress stairs that connect the basement and first floors to the exterior.

On the other hand, the building is relatively small and is free standing, with no other structures nearby. It has sufficient means of egress (three for the first floor and two for the basement) and opportunities to provide fire rated enclosures for the two stairs to the basement. This simplifies certain code conditions and means that there is a wide range of potential uses for the building that won't require special or unusually expensive code considerations. These potential uses include educational, office, residential, etc. Each of these uses is well suited to the building, and each has its own particular code requirements.

F. Treatment and Use

This section will address how the William R. Allen School can best be used in the future, and how its important “character-defining” features should be addressed and preserved. The recommendations for the overall treatment of the building, as well as the treatment of specific features, use the Secretary of the Interior’s Standards for the Treatment of Historic Properties as their starting point and guide. These standards are guidelines used by preservationists as a basis for decisions about the best way to address historic resources.

The Secretary of the Interior’s Standards and Guidelines (often referred to as “The Standards”) are used in the United States to provide professional qualifications and direction on methods and actions when dealing with historic buildings and other historic resources. The “Standards” are administered at the national level by the National Park Service under the Department of the Interior. At the state level, they are administered by the Historic Preservation Office in the NJ Department of Environmental Protection.

The Standards deal with four types of potential treatment: Preservation, Rehabilitation, Restoration and Reconstruction. Each potential treatment has somewhat different implications and is most appropriate for certain resources under certain conditions. The different potential treatments are described in greater detail below and in the Appendix.

The William R. Allen School still requires major work, particularly on the interior. Because this will require major repairs and, in some cases, replacement of interior finishes and features, and because the likely new use for the building will not be educational, the proposed treatment for the building is “Rehabilitation.” This is another of the treatments for historic buildings recommended by the Secretary of the Interior. It is described in this way: “Rehabilitation ... emphasizes the retention and repair of historic materials, but more latitude is provided for replacement because it is assumed the property is more deteriorated prior to work. (Both the Preservation and Rehabilitation standards focus attention on the preservation of those materials, features, finishes, spaces, and spatial relationships that, together, give a property its historic character.)”¹³

All rehabilitation work in the School should meet the Secretary of the Interior’s Standards for the Treatment of Historic Properties (see Appendix A). The School’s important character defining features include:

¹³ From the National Park Service Website; “Choosing an Appropriate Treatment for the Historic Building.”

- a. The configuration of the building's exterior, including:
 - i. The overall massing of the building which shows the original front block, a middle connecting block and the newer, rear block.
 - ii. The existing door and window opening size, location and configuration.
- b. Exterior features, including:
 - i. The windows and doors.
 - ii. The exterior brickwork.
 - iii. Exterior trim (cornice, door surrounds, etc.).
 - iv. Masonry front steps.
 - v. The standing seam metal roof, gutters and downspouts.
- c. The configuration of the building's interior, including:
 - i. The plan layout, including the existing room, corridor and stair locations and configuration.
 - ii. Ceiling heights.
- d. Interior features, including:
 - i. Interior plaster if possible
 - ii. Stair treads, risers, balusters and handrails at the stairs.
 - iii. Historic interior doors.
 - iv. Interior trim, including door, window and baseboard trim, etc., where original.
 - v. The wood flooring, where possible.



Figure 99: Trim and molding details in the William R. Allen School.

It is extremely important for a new use for the William R. Allen School to be found as quickly as possible. Although the exterior of the building has been stabilized, the building continues to have maintenance and vandalism issues. Until there is a regular use, the building will continue to be in danger of continued deterioration. Luckily, the configuration of the building makes it eminently appropriate for a wide range of new uses. As mentioned in the Code Compliance Evaluation section of this report, educational, commercial/ office and residential uses would all be appropriate for the configuration and character of the William R. Allen School. Private uses (i.e. uses not owned by the City or a not-for-profit) may conflict with the easement that the NJ Historic

Trust holds for the next few years on the building. This constraint, however, should not delay the City's prompt search for appropriate new uses for the building.

G. COST ESTIMATES:**The William R. Allen School**

Description	Quantity	Unit	Unit Cost	Immediate	Short Term	Long Term
Brick Repair	50	sf	\$20	0	\$1000	0
Doors: Painting and Repair	4	LS	\$1,200	\$4,800	0	0
New downspouts	1	LS	\$1,000	\$1,000	0	0
Exterior Trim: Repair and repaint	100	lf	\$21	0	\$2,100	0
Sub-total	-	-	-	\$22,150	\$69,050	\$163,000
Contingency/ General Conditions, etc.	-	-	15%	\$3,323	\$10,358	\$24,450
Total	-	-	-	\$25,473	\$79,408	\$187,450

Estimate for overall renovation of the building for a new use:

The building footprint is 7,500 sf, approximately 15,000 sf total.

Range of rehabilitation costs: \$125 to \$200 per square foot, or \$1,875,000 to \$3,000,000, depending on the proposed use or uses.

APPENDIX A: The Secretary of the Interior's Standards for the Treatment of Historic Properties

Preservation:

Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

Standards for Preservation:

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Rehabilitation:

Rehabilitation is defined as the act or process of making 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.

Standards for Rehabilitation:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

APPENDIX B: Request for Proposal

City of Burlington

**525 High Street
Burlington, NJ 08016**

**2013 Request for Proposal
for Professional Services for a**

GENERAL CONDITIONS OF PROPERTIES REPORT

Date Packet Available: May 24, 2013

RFP Due Date: June 12, 2013, 10:30 AM

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City of Burlington

PUBLIC NOTICE
SEEKING REQUESTS FOR PROPOSALS

NOTICE IS HEREBY GIVEN Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., that sealed Requests for Proposals for professional services (RFP's) will be received by the City of Burlington, County of Burlington, State of New Jersey on Wednesday, June 12, 2013 at 10:30 AM at the City of Burlington City Hall, 525 High Street, Burlington, NJ 08016, in the Council Chambers, at which time and place the Request for Proposals will be opened and read in public for:

Professional Architect with LEED Certification that also meets the minimum qualification standards included within the Secretary of the Interior's Professional Qualification Standards for Historic Architecture to complete a general "Conditions of Properties Report" for five (5) City-owned properties, as described in the Scope of Services. This pre-development report will be used to determine which properties require further study, and as a basis for developing specific targets for financial and fund raising plans for the properties. Additional team expertise may include Structural Engineering, Mechanical Engineering and Cost Estimation.

The complete RFP package setting forth the scope of services sought and all proposal requirements may be obtained from the City of Burlington website at www.burlingtonNJ.us or by contacting Robin Snodgrass, Management Assistant at 525 High Street, Burlington, NJ 08016; phone number 609-386-0200, ext. 110.

This project is funded through a grant from the State of New Jersey Department of Environmental Protection, Natural & Historic Resources, Historic Preservation Office and the project must be completed by August 31, 2013.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq.

Cindy Crivaro, RMC
Municipal Clerk

Publication date:

I. **SCOPE OF SERVICES** – next 3 pages containing:

- a. Introduction and Project Goal
- b. Coordination
- c. Work Product
- d. Product Deliverables
- e. Schedule

BURLINGTON CITY
(Name of Grantee)
AND
THE STATE OF NEW JERSEY
BY AND FOR
THE DEPARTMENT OF ENVIRONMENTAL PROTECTION

GRANT IDENTIFIER: HE13-001

SCOPE OF SERVICES

The Scope of Services for this agreement comprises Attachment D-2, Grantee's Proposal; any project requirements delineated in Attachment D-1, Project Requirements; and any modifications, amendments, and additions to the Grantee's proposal discussed in this Attachment D. In case of conflict among the provisions of Attachments D, D-1, and D-2, the order of priority shall be: (1) Attachment D-1, (2) Attachment D, (3) Attachment D-2. This Attachment D comprises [1] pages, including this page.

Scope of Work

A. Introduction and Project Goal:

The City of Burlington was founded in 1677. Burlington Island was the site of the first European settlement in New Jersey and the City of Burlington was the first New World Development of William Penn, eight years before Philadelphia. The City of Burlington is a historic community that has existed for over three centuries experiencing practically all periods of transportation and land development in the United States. The City of Burlington was settled as a port City in the late 17th and 18 centuries. It rapidly industrialized during the 19th and 20th centuries and added suburban housing and highway commercial development in the second half of the 20th century.

This "pre-development" project will provide immediate benefits to the City of Burlington and wider community. The New Jersey State Historic Preservation Office and National Park Service recognize the City of Burlington has areas, buildings and landscapes of State and National importance. The City provides historic walking tours to tourists, residents and school students from the tourism office located at the intersection of High Street and Broad Street. The five (5) City owned properties involved with this project are integral educational assets that are part of the City's walking tours. The five City owned properties involved in this project are as follows: 1) Hoskins House; 2) Quaker Schoolhouse; 3) The Allen School; 4) The Lyceum Hall; & 5) The Carriage House.

The revitalization of the City of Burlington is an essential part of the award winning municipal master plan and is part of the State Plan to direct growth & investment to historic communities such as Burlington.

The goal of this "pre-development" project is to provide an overall General Condition of Properties Report with a separated subsection for each of the five (5) properties that 1) describes the property condition, 2) identifies problem areas, 3) prioritizes emergency, near-term, mid-term and long-term interventions and 4) includes estimated budgets for repairs. Monthly status reports on the project shall be presented by the consultant awarded the project to the City of Burlington Historic Preservation Commission at their regularly scheduled meeting. The pre-development report/s will be used to determine which properties require further study and as a basis for developing specific targets for financial and fund raising plans for the properties.

It is expected the project will be completed within a budget of \$24,850.00 by a multi-disciplined team including an professional architect (with LEED certification) that also meets the minimum qualification standards included within the Secretary of the Interior's Professional Qualification Standards for Historic Architecture (http://www.cr.nps.gov/local-law/arch_stnds_9.htm). Additional team expertise shall include structural engineering; mechanical engineering (mechanics, electrical, plumbing systems); and cost estimation.

B. Coordination:

Robin Snodgrass (Management Assistant, City of Burlington Mayor's Office) and David Ballard (Housing and Community Development Director) will be the project leads for the City of Burlington. Robin and Dave will coordinate project grant administration with Ken MacMillan the City's Chief Financial Officer and the selected project consultant.

The project consultant will be required to present monthly status reports on the project to the City of Burlington Historic Preservation Commission at their regularly scheduled meeting. Historic Preservation Commission meeting minutes will be distributed to City Management, Community Development Office and Chief Financial Officer.

C. Work Product:

One (1) General Conditions Property Report that includes individual separated sections for each of the five (5) properties as follows: 1) Hoskins House, located at 202 High Street; 2) Quaker Schoolhouse, located at 231 York Street; 3) The William R. Allen School, located on Mitchell Avenue; 4) Lyceum Hall, located at 432 High Street; & 5) The Carriage House, located at 23 Smith's Lane.

The overall General Condition of Properties Report at a minimum will include: Cover Page; Paginated Table of Contents; Executive Summary; Preliminary Condition Assessment (interior & exterior building systems) to identify issues the need to be addressed (for each of the 5 properties); Code Compliance Evaluation (for each of the 5 properties); Recommended Prioritized Scope of Repairs (conditions requiring emergency, near-term, mid-term and long-term interventions) (for each of the 5 properties); & Preliminary Estimated Budgets for each of the 5 properties that will assist in the preparation of improvement plans.

The property reports may be used in the future as a basis for the preparation of Historic Structure Reports (HSRs) and Preservation Plans for properties that require them, or need existing reports updated. As noted below, at a minimum, sections 1-3; 6-8 and 10 should be completed as part of this project. Sections 4-5 should be included by title and may be reserved for inclusion as a future plan update. The existing planning documents already completed by the City and available from the Historic Preservation Commission Secretary are expected to contain some of the items needed to complete sections 4-5. The NJ Historic Preservation Office Historic Structure Reports (HSRs) and Preservation Plan Preparation Guide <http://www.state.nj.us/dep/hpo/4sustain/preparehsr.pdf> should be used to guide the report format.

D. Product Deliverables

The general format of the final Overall Condition of Properties Report should be as follows:

1. Cover Page
2. Paginated Table of Contents
3. Executive Summary: Including name and location, overall description, date(s) of construction, statement of significance, purpose and scope of the report, recommended treatment approach.
4. Developmental History for each property: Historical Background and Context History of Property (minimum of three pages, not including graphics).
5. Architectural Description of each property: Narrative description of interior and exterior; identification of character defining features, recent photographs (minimum of three pages, not including graphics).
6. Structural Evaluation: Review of the condition of the structure in terms of its current stability and appropriateness for proposed uses.
7. Building Systems Evaluation: assess existing building systems (including HVAC, plumbing, electrical and fire safety systems) to determine their condition, develop a set of prioritized recommendations (minimum of one page, not including graphics).
8. Code Compliance Evaluation: Evaluation of building access and safety compliance with current code requirements (minimum of one page, not including graphics).
9. Treatment and Use, including preservation philosophy; proposed and recommended use; recommended treatments; statement of potential impacts of recommendations (minimum of three pages, not including graphics).
10. Cost Estimate: Once the prioritized recommendations have been completed, the cost estimator will prepare an estimate for the proposed work. This will be broken down into the recommended prioritized phases.

Appendices:

- Maintenance Plan: Including a list of routine and cyclical maintenance items, list of cyclical inspections, list of cleaning materials and a sample checklist (optional pending budget)
- Bibliography
- RFP
- Project Team vitae

Each of the five property reports will be presented twice during the work period: draft and final. The reports will be 8 ½"x11" format, full-color, typewritten with photographs, maps, and other graphics as applicable.

Draft report submission: One digital copy in pdf format will be provided on CD to the City of Burlington Administrator. One digital copy in pdf format will be provided on CD to the New Jersey Historic Preservation Office.

Final report submission: One (1) original final report in a 3-ring binder, a minimum of fifteen (15) paper copies, and three (3) digital copies of the final report shall be submitted to the City of Burlington Administrator. The digital format shall be provided in both MS Word and Adobe pdf format. One (1) digital copy and two (2) hard copies of the final report shall be provided to the New Jersey Historic Preservation Office.

E. Schedule:

The project will be started and underway within 5 days of the notice to proceed. The project is anticipated to be approximately fifty to seventy-five percent (50%-75%) complete within 8-12 weeks of authorization to proceed. The project is anticipated to be one hundred percent (100%) complete within 12-16 weeks of the authorization to proceed.

3/15/2013: Grantee shall engage a qualified professional or firm to perform the survey work.

7/15/2013: Grantee shall submit an Interim Expenditure Report and request for reimbursement.

9/01/2013: Grantee must submit Final Expenditure Report and final Reimbursement Request and all project deliverables.

II. PROPOSAL SUBMISSION INFORMATION

a. Due Date, Time and Address

Sealed Requests for Proposals (RFP's) shall be received by the City of Burlington, on the following date, time, and address:

Submission Date & Time: Wednesday, June 12, 2013 by 10:30 AM
Submit one (1) original, three (3) bound copies
of the proposal and one (1) unbound copy for further copying (if
necessary)

Submission Address: David Ballard, Administrator
City of Burlington
City Hall
525 High Street
Burlington, NJ 08016

Proposals must be received in a sealed envelope designated "RFP for General Conditions of Properties Report" and must be mailed or hand delivered to the submission address above. Only those RFP responses received within the submission date and time deadline will be considered. There will be a public reading of the names and prices of the respective proposals at 10:30 AM on Wednesday, June 12, 2013, in the Council Chambers at City Hall, City of Burlington, NJ.

It is the bidder's responsibility that RFP's are presented to the owner at the time and at the place designated. RFP may be hand delivered or mailed; however, the owner disclaims any responsibility for bids forwarded by regular or overnight mail. Bids received after the designated time and date will be returned unopened.

Sealed RFP's forwarded to the owner before the time of opening of RFP's may be withdrawn upon written application of the bidder who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the RFP. Once RFP's have been opened, they shall remain firm for a period of sixty (60) calendar days.

All prices and amounts must be written in ink or preferably machine-printed. RFP's containing any conditions, omissions, unexplained erasures or alterations, items not called for in the RFP proposal form, attachment of additive information not required by the specifications, or irregularities of any kind, may be rejected by the owner. Any changes, whiteouts, strikeouts, etc. in the RFP must be initialed in ink by the person signing the bid.

b. Contact Information

Respondents are expected to examine the RFP with care and observe all specified requirements. Any questions about meeting the intent of the RFP are to be directed to the City prior to the submission deadline as follows: Robin Snodgrass, Management Assistant, phone: 609-386-0200, ext. 110

c. Content Format

Proposals should include the following minimum information:

1. Cover Page
Proposal shall include a cover page identifying the project, respondent's firm, subcontracting firms(s) if applicable, name of the respondents primary contact, address telephone number, Fax number and e-mail address
2. Table of Contents
Proposal shall include a table of contents, listing the titles and page numbers for each major item contained in the proposal
3. Executive Summary
Proposal shall include a summary of the key points, highlights, and pricing contained in the response
4. Company overview
The respondent shall provide a brief history of the firm, including year established and number of years the firm has been offering this type of services. The respondent shall also provide at least two summaries of past experiences and projects of a similar size and scope. Please include the applicable client name and address.

The respondent shall briefly describe any current projects or pending projects. The descriptions shall include the location of the current project, client contact address and telephone number, project schedule, and percent complete of each project.
5. Proposed Plan to Achieve Objective
Proposal shall include an outline or brief explanation of the respondent will achieve the objectives stated in Section I (Scope of Services) of this RFP.
6. Staffing and Qualifications
Proposal shall include a section describing the organizational structure that the respondent believes is necessary to accomplish the scope of work in a timely, efficient and professional manner, including availability to accommodate required meetings.
7. Compensation Proposal
Proposal shall include a section containing the fee proposal for services. The fee proposal should clearly indicate the services associate with the fees and reflect the full scope of services requested. *See Scope of Work A. Introduction and Project Goals for budget parameters.
8. Compliance with existing Laws and Policies
Proposal must demonstrate compliance with existing laws and policies. Completion of all required forms in the correct format.
9. Number of Copies
Submit one (1) original and three (3) bound copies plus one (1) unbound copy

III. EVALUATION CRITERIA for RFP

- a. Assessment of the Contractor's ability to deliver the indicated service in accordance with the specifications set out in this RFP.
- b. Compliance with existing Laws and Policies, and completion of all required responses in the correct format.
- c. Availability of personnel and resources within the firm with the required expertise and experience for the specific approach proposed.
- d. Experience with and knowledge and familiarity of the Municipality and the subject matters of the Scope of Work as they relate to the Municipality.
- e. Ability to perform the scope of work in a timely, efficient and professional manner.
- f. Availability to accommodate required meetings.
- g. Ability to provide services in a timely manner
- h. Other factors shown by the candidate to be beneficial to the Municipality or which the Municipality determines to be relevant.
- i. Compensation Proposal.

IV. CONTRACT TERMS AND CONDITIONS

The following provisions shall be applicable to this RFP and be made a part of the Respondents response. These provisions, as well as the contents of the successful Respondents proposal, as accepted by the City of Burlington will become part of any contract awarded as a result of this RFP

a. Consultant Services

Consultant shall be available and shall provide to the City of Burlington professional consulting services in the area of historical Historic Architecture to complete a general "Conditions of Properties Report" for five (5) City-owned properties, as described in the Scope of Services. This pre-development report will be used to determine which properties require further study, and as a basis for developing specific targets for financial and fund raising plans for the properties. Additional team expertise may include Structural Engineering, Mechanical Engineering and Cost Estimation.

Consultant shall not perform any additional work or services outside the scope of services without first obtaining written approval from the City of Burlington

b. Independent Contractor

Nothing herein shall be construed to create an employer-employee relationship between the city of Burlington and the respondent. Respondent is an independent contractor and not an employee of the City of Burlington or any of its subsidiaries or affiliates. The respondent will not represent to be or hold himself or herself out as an employee of the city of Burlington. Each party under this agreement shall be solely responsible for its own financial obligations. Neither party shall have the right to create any obligations, expressed or implied, on the behalf of the other.

c. Ownership of Material

All data, technical information, materials gathered oriented, developed, prepared, used or obtained in the performance of the contract shall be and remains the property of the city of Burlington and shall be delivered to the City of Burlington upon 30 days notice by the City of Burlington, subject to the condition that all financial obligations of the City of Burlington to respondent have been fully and completely discharged.

d. Contract Term

This contract will run until **August 31, 2013.**

e. Binding Effect, Assignment

This agreement shall be binding upon and shall insure to the benefit of respondent and the City of Burlington and to the successors and assigns of the City of Burlington. The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the contract or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporations without the prior written consent of the City of Burlington. City of Burlington will consider the successful respondent identified as the prime contractor to be the sole point of contact with regard to all contract matters. The prime contractor will be required to assume sole responsibility for delivery of all services.

f. Compliance with Laws

Respondent shall provide the City of Burlington with consulting services in all aspects of the Scope of Services to which the resulting contract applies. Any agreement entered into between the successful respondent and the City of Burlington must be in accordance with and subject to compliance by both parties with the Local Public contracts Law of New Jersey and the specific

provisions of NJSA 40A:11-5(a) thereof pertaining to professional services. The successful respondent must agree to comply with the non-discrimination and all other laws and regulations applicable to the performance of service there under. The successful respondent will be required to sign and acknowledge such certificates as may be required by this RFP.

g. Insurance

The consultant shall maintain during the life of the contract, insurance policies of the type and with the minimum limits indicated below and in a form satisfactory to the municipality. The consultant shall provide a certified copy of the policies and/or certificates of insurance satisfactory to the City of Burlington prior to commencement of work. Consultant must maintain Workers' Compensation insurance in accordance with laws of the State of New Jersey. The consultant shall also have and maintain Employers Liability Insurance.

Commercial General Liability Insurance coverage, written on an occurrence basis must not be altered by any endorsements limiting coverage. Limits of liability shall not be less than \$1,000,000.00. City of Burlington must be named as additional insured.

h. Business Registration Certificate

In compliance with PL 2004, c.57, all business organizations and individuals that do business with a municipality must register and obtain "Business Registration Certificate" issued by the NJ Department of Treasury, Division of Revenue. The law defines a "Business Organization" as an individual, partnership, association, joint stock company, trust, corporation or other legal business entity or successor thereof. N.J.S.A. 52:32-44 requires that each bidder (contractor) submit proof of business registration with the bid proposal. Proof of registration shall be a copy of the bidder's Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609) 292-9292.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency.

The Statutes states that failure to submit the Business Registration Certificate is mandatory cause for the bid to be rejected.

i. Mandatory Affirmative Action Certification

Contractor shall submit to the City of Burlington, one of the following three (3) documents:

A photocopy of a valid letter that the Contractor is operating under an existing Federal approved or sanctioned affirmative action program (good for one year from the date of the letter); or

A photocopy of a Certificate of Employee Information Report approval, issued in accordance with NJAC 17:27-4; or

A photocopy of an Employee Information Report – Form AA302 provided by the Division and distributed to the City of Burlington to be completed by the Contractor in accordance with NJAC 17:24-4

j. Americans with Disabilities Act of 1990

The Federal Americans with Disabilities Act of 1990 requires bid specifications and contracts to contain language that prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities.

k. Stockholder Disclosure

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any materials or supplies, unless, prior to the receipt of the bid or accompanying the bid of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or more of its stock of any class, or of all individual partners in the partnership who own a ten (10) percent or greater interest therein. Form of Statement shall be completed and attached to the bid proposal.

The Attorney General has concluded that the provisions of N.J.S.A. 52:25-24.2, in referring to corporations and partnerships, are intended to apply to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

Bidders are required to disclose whether they are a partnership, corporation or sole proprietorship. The Stockholder Disclosure Certification form shall be completed, signed and notarized. Failure of the bidder to submit the required information is cause for automatic rejection of the bid.

l. Debarred, Suspended and Disqualified Bidder Provision

Respondent shall submit with its RFP, a sworn statement which is part of this RFP, signed by an officer or partner of the Respondent's firm, indicating whether or not the Respondent is, at the time of the proposal included on the State Treasurer's List of Debarred, Suspended, or Disqualified Bidders.

Failure to submit the Debarred, Suspended and Disqualified Bidder Provision is cause for the bid to be rejected.

m. Non-Collusion Affidavit

The Non-Collusion Affidavit, which is part of this RFP shall be properly executed and submitted with the RFP response.

Failure to submit the Non-Collusion Affidavit is cause for the bid to be rejected.

n. Political Contribution Disclosure Requirement

Disclosure of Contributions to New Jersey Election Law Enforcement Commission (ELEC)

N.J.S.A. 19:44A-20.27 establishes a new disclosure requirement for business entities. It requires that, when a business entity has received in any calendar year \$50,000 or more in public contracts with public entities, it must file an annual report with the Election Law Enforcement Commission (ELEC). The report shall disclose any contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind:

- To a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or,
- To a political party committee, legislative leadership committee, political committee or continuing political committee.

All business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

V. APPENDIX A

City of Burlington

DOCUMENTS CHECKLIST

Please initial on the lines below for each document/section attesting to the fact that you have read and/or included these documents with your RFP response. Please include this checklist with your RFP response.

CHECKLIST

**Initial each
entry, and
if required
submit the
item**

☐	Subcontractor Certification	
☐	RFP Information Form	
☐	Debarred, Suspended & Disqualified Affidavit	
☐	Mandatory Affirmative Action Compliance Notice and Language	
☐	Americans with Disabilities Act of 1990 Language	
☐	Stockholder Disclosure Certification	
☐	Non-Collusion Affidavit	
☐	Disclosure of Investments Act in Iran	
☐	MacBride Principles Certification Form	
☐	W-9	
☐	All RFP Contents, as outlined are included	
☐	I have Reviewed and Understand all Contract Terms and Conditions	
☐	Proof of Business Registration is included	
☐	I understand I will need to provide a Certificate of Insurance as required after award of a contract	

**GRANT AGREEMENT
BETWEEN
BURLINGTON CITY
(Name of Grantee)
AND
THE STATE OF NEW JERSEY
BY AND FOR
THE DEPARTMENT OF ENVIRONMENTAL PROTECTION
GRANT IDENTIFIER: HE13-002
SUBCONTRACTOR CERTIFICATION**

As a condition of the State's consent to the subcontract entered into between _____ (the "subcontractor") and

BURLINGTON CITY (the "Grantee") (such subcontract, the "subcontract") for work in furtherance of the grant agreement with the State of New Jersey (the "State") captioned above (the "grant agreement") and in consideration of any payment or benefit the subcontractor may receive for its performance of the subcontract, the subcontractor agrees that the following terms, provisions, and conditions ("terms") shall be additional terms of the subcontract, shall inure to the benefit of the State, and shall not be modified in any way without the written agreement of the State:

1. With respect to all services and goods the subcontractor provides pursuant to the subcontract or in furtherance of the grant agreement, the subcontractor shall comply with, and shall be bound by, all terms of the grant agreement (excepting only (a) those terms, if any, requiring the provision of goods or services not required by the subcontract, (b) the following Sections of the General Terms and Conditions of the grant agreement: IV, IX, X, XI, XIII, XV, XVI, XVII, and XXII, and (c) Attachments B, B-1, B-2, C, and G) as though it were the Grantee and as though all such terms were explicit terms of the subcontract for the benefit of the State as third party beneficiary. The subcontractor acknowledges that the Grantee has given it a complete copy of the grant agreement and that it is familiar with all of the grant agreement's terms.
2. The subcontractor acknowledges and accepts that it is an independent principal working for the Grantee and has no relationship with the State in connection with the grant agreement as its agent, servant, employee, grantee, contractor, or otherwise.
3. The subcontractor shall make no claim or demand against the State, its officers, its agents, its servants, or its employees (the "State or its agents") (a) which arises out of or in connection with, or which is based on, (i) the subcontract or the grant agreement, (ii) any services or goods the subcontractor provides pursuant to the subcontract or in furtherance of the grant agreement, or (iii) the relationship between the subcontractor and the Grantee in connection with the subcontract or (b) which would not exist if the subcontract did not exist.
4. The subcontractor shall defend, indemnify, protect, and save harmless the State, its officers, its agents, its servants, and its employees from and against any damage, claim, demand, liability, judgment, loss, expense, or cost (collectively, "damage") arising, or claimed to arise, from, in connection with, or as a result of, the subcontractor's performance, attempted performance, or failure to perform in connection with the subcontract (collectively, "performance"), regardless of whether such performance was undertaken by the subcontractor, its officers, its directors, its agents, its servants, its employees, its subcontractors, or any other person at its request, subject to its direction, or on its behalf. As nonrestrictive examples only, this indemnification shall apply, but shall not be limited, to (a) any settlement by the State of any claim or judgment against the State or its agents, provided the subcontractor had the opportunity to participate in the settlement negotiation, and (b) all attorneys' fees, litigation costs, and other expenses of any nature, incurred by the State in connection with any damage. The subcontractor (a) shall immediately notify the State of any damage for which it or the State might be liable and (b) shall, at its sole expense, (i) appear, defend, and pay all charges for attorneys, all costs, and all other expenses incurred in connection with any damage and (ii) promptly satisfy and discharge any judgment rendered against the State or its agents, or any settlement entered into by the State, for any damage. The subcontractor shall not assert any defense which would be available to the State but not to the subcontractor, whether arising pursuant to the New Jersey Tort Claims Act or otherwise, without having first obtained the written approval of the New Jersey Division of Law. This agreement to indemnify shall continue in full force and effect after the termination or expiration of the subcontract and the grant agreement. The subcontractor does not hereby agree to indemnify the State against damage to the extent it results from the State's tortious action or inaction for which it would be liable under the New Jersey Tort Claims Act. As soon as practicable after it receives a claim for damage made against it, the State shall notify the subcontractor in writing and shall have a copy of such claim forwarded to the subcontractor.

Date: _____, _____
(print name of subcontractor)

by: _____
(signature)

ATTEST:

(print name)

(print title)

(signature of another officer of subcontractor,
if corp. or org.; otherwise, person as witness)

(number and street)

(print name and title)

(municipality, state, and zip code)

(telephone number)

CERTIFICATION*

I, _____, _____, of
(print name) (print title)

(print subcontractor's name)
Subcontractor Certification on behalf of the subcontractor was duly authorized to do so.

ATTEST:

(signature of subcontractor's secretary or equivalent)

(signature of another officer of subcontractor,
if corp. or org.; otherwise, person as witness)

(print name)

(print name)

(print title)

(print title)

Date: _____



***This certification must be completed if the subcontractor is an organization, rather than a sole proprietorship.**

RFP INFORMATION FORM

(Contract Title and Bid Number, if applicable)

(Description of goods/services being bid)

The undersigned proposes to furnish and deliver the above goods/services pursuant to the bid specification and made part hereof:

Amount in words

\$ _____
Amount in numbers

Company Name

Federal I.D. # or Social Security #

Address

Signature of Authorized Agent

Type or Print Name

Title: _____

Telephone Number

Date

Fax Number

E-mail address

STATE OF NEW JERSEY)
)
COUNTY OF BURLINGTON)

ss:

20

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

A blank Affirmative Action Employee Information Report (AA302) is included in this packet.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**INSTRUCTIONS FOR COMPLETING THE
EMPLOYEE INFORMATION REPORT (FORM AA302)**

IMPORTANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM UNLESS YOU ARE RENEWING A CERTIFICATE THAT IS DUE FOR EXPIRATION. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.

ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

ITEM 3 - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

ITEM 5 - Enter the physical location of the company. Include City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

ITEM 7 - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

ITEM 8 - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the establishment being awarded the contract.

ITEM 10 - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code. This is not applicable if you are renewing a current Certificate.

ITEM 11 - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. **DO NOT attach an EEO-1 Report.**

Racial/Ethnic Groups will be defined:

Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Islands and Samoa.

Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

ITEM 14 - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

ITEM 15 - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

ITEM 16 - Print or type the name of the person completing the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN A COPY FOR THE VENDOR'S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDED THE CONTRACT IF THIS IS YOUR FIRST REPORT; AND FORWARD ONE COPY WITH A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY(FEE IS NON-REFUNDABLE) TO:

NJ Department of the Treasury
Division of Public Contracts
Equal Employment Opportunity Compliance
P.O. Box 206

Trenton, New Jersey 08625-0206

Telephone No. (609) 292-5473

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the City of Burlington, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 *U.S.C. §12101* et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall Be Included with Bid Submission

Name of Business _____

☐

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐

Partnership

☐

Corporation

☐

Sole Proprietorship

☐

Limited Partnership

☐

Limited Liability Corporation

☐

Limited Liability Partnership

☐

Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name:

Home Address:

Name:

Home Address:

Name:

Home Address:

Name:

Home Address:

Name:

Home Address:

Name:

Home Address:

Subscribed and sworn before me this ____ day
of _____, 2 ____.

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)

(Corporate Seal)

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY)
)
COUNTY OF BURLINGTON) **ss:**

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____ of full age,
being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid entitled

_____, and that I executed the said proposal with
(title of bid proposal)
full authority to do so and that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the City of Burlington relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Signature

(Type or print name)

Subscribed and sworn to before me this _____ day of _____, 2013.

Notary public of

My Commission expires _____

(Seal)

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: _____

Bidder/Offeror: _____

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

- ☐ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR

- ☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____ Relationship to Bidder/Offeror _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date _____

Bidder/Offeror Contact Name _____ Contact Phone Number _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

State of New Jersey
Division of Purchase & Property
MacBride Principles Certification Form

Bidder's Requirement: To provide a certification in compliance with MacBride Principles and Northern Ireland Act of 1989.

Pursuant to Public Law 1995, c. 134, a responsible bidder selected by the Director of the Division of Purchase and Property, pursuant to N.J.S.A. 52:34-12, or the Director of the Division of Building and Construction, pursuant to N.J.S.A. 52:32-2, must complete the certification below by checking one of the two representations listed and signing where indicated. If a bidder who would otherwise be awarded a purchase, contract or agreement does not complete the certification, then the Directors may determine, in accordance with applicable law and rules, that it is in the best interest of the State to award the purchase, contract or agreement to another bidder who has completed the certification and has submitted a bid within five (5) percent of the most advantageous bid. If the Directors find contractors to be in violation of the principles which are the subject of this law, they shall take such action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I certify, pursuant to N.J.S.A. 52:34-12.2 that the entity for which I am authorized to bid:

- ☐ has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein through the operation of offices, plants, factories, or similar facilities, either directly or indirectly, through intermediaries, subsidiaries or affiliated companies over which it maintains effective control; or
- ☐ will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.8 and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance with those principles.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

			-			-			
--	--	--	---	--	--	---	--	--	--

Employer identification number

		-							
--	--	---	--	--	--	--	--	--	--

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

***Note.** Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

VI. SAMPLE DOCUMENTS FOR INFORMATIONAL PURPOSES

Sample Notice to Proceed
Sample Business Registration Certificate
Sample Contract Document

City of Burlington
City Hall
525 High Street
Burlington, NJ 08016

NOTICE TO PROCEED

DATE: (Sample)

TO: (Sample)

FROM:

CONTRACT FOR: (Sample)

You are hereby notified that the contract time under the above contract will commence to run on _____, 2013. By that date you are to start performing your obligations under the contract documents. In accordance with the Scope of Services of the project, the date of final completion is August 31, 2013.

Before you may start any work, please provide the City of Burlington with the required Certificates of Insurance, if you have not already done so.

Should you have any questions, please contact: _____.

BUSINESS REGISTRATION CERTIFICATE

In compliance with P.L. 2004, c. 57, starting September 1, 2004, all business organizations and individuals that do business with the Borough of Haddonfield are required to be registered with the State of New Jersey and provide proof of that registration to the Borough.

The Statute states that failure to submit the Business Registration Certificate is mandatory cause for the bid to be rejected.

Please take the time now to apply for the certificate and include a copy with the Bid packet.

There is no charge to obtain a certificate. Businesses can obtain a certificate by calling (609) 292-1730 or at www.nj.gov/njbgs. Individuals performing personal services can obtain a certificate by calling (609)292-1730 or at www.nj.gov/treasury/revenue/pdforms/rega.pdf.

The Business Registration Certificate should not be confused with the Public Works Contractor Registration Act required for construction contracts or the Certificate of Authority.

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 200
TRENTON, NJ 08646-0200

TAXPAYER NAME: _____ TRADE NAME: _____
TAXPAYER IDENTIFICATION #: _____ SEQUENCE NUMBER: _____
ADDRESS: _____ ISSUANCE DATE: _____
EFFECTIVE DATE: _____

FORM-BRC(08-01) This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

CONTRACT DOCUMENT

Page 1 of 2.

Contract: BC- _____
Amount of Contract: \$ _____
Payment Terms: Per Agreement
Scope of Contract: _____
Dates of Contract: _____ (date) to _____ (date)
Name of Contractor: _____
(herein referred to as "Contractor")
Address: _____

Phone: _____
Fax: _____

THIS AGREEMENT, made the _____ day of _____ 2013
between the City of Burlington and the above-mentioned Contractor.

WITNESSETH, that the said Contractor for and in consideration of the payments hereinafter specified and agreed to be made by the City and subject to the City's annually appropriating sufficient funds for the performance of the contract, hereby covenants and agrees to furnish and deliver all the materials to do and perform all work and labor required in the scope of services above mentioned. The performance shall be in strict conformance with all requirements contained in the Request for Proposal specifications and which are made a part of this Agreement as fully and to the same effect as if the aforementioned Request for Proposal specifications had been set forth at length in the body of this Agreement.

The Contractor agree(s) to make payments of all proper charges for labor and materials required in the aforementioned work and indemnify and save harmless the City, its officers, agents and servants, each and every one of them, against and from all suits and costs of every name and description and from all damages to which the City or any of its officers, agents or servants may be part, by reason of injury to the person or property of others resulting from carelessness in the performance of said work or through the negligence of the Contractor in the aforesaid work, or through any act or omission on the part of the Contractor, or its agent or agents.

It is also agreed and understood that the acceptance of the final payment by the Contractor shall be considered as a release in full of all claims against the governing body, out of, or by reason of, the work done and materials furnished under this contract.

In consideration of the premises the City agrees to pay the Contractor for said work, when completed in accordance with the Request for Proposal specifications for the actual quantity of authorized work done under each item scheduled in the proposal at the respective prices bid or quoted therefore by the contractor which payment according to estimated quantities will amount to the sum indicated and payment shall be made for the actual quantity of work completed or at delivery and acceptance of purchased item(s).

CONTRACT DOCUMENT

Page 2 of 2.

The Agreement is to be binding upon the City, its successors and/or assigns and upon the Contractor and of its successors and/or assigns.

IN WITNESS WHEREOF, the City has caused this instrument to be signed by James A. Fazzone, Ed.D., Mayor of the City of Burlington, County of Burlington, State of New Jersey and the Contractor has set its hand to this Agreement which shall be effective the day and year first above written.

James A. Fazzone, Ed.D.
Mayor

Witness:

_____ signature
_____ print name

_____ signature
CONTRACTOR REPRESENTATIVE
_____ print name

Witness:

_____ signature
_____ print name

APPENDIX C: Team Resumes

JOHN D. S. HATCH, AIA, LEED AP

Principal

EDUCATION

University of Pennsylvania
Certificate in Historic Preservation

University of Virginia
Master of Architecture

Istituto Universitario d'Architettura
Venice, Italy ; UVA Venice Program

Princeton University
Bachelor of Arts

PROFESSIONAL LICENSES

Registered Architect
State of New Jersey

Member
American Institute of Architects

LEED Accredited Professional
USGBC

PROFESSIONAL ACTIVITIES

Trenton Landmarks Commission
1989-Present; Chair, 1992-1995

Board Member, Passage Theatre
1990-Present; Chair, 1997-1998, 2003-Present

Preservation New Jersey
Board of Trustees, 2003-Present
President 2008-2009

New Jersey Historic Trust
Board of Trustees, 2003-Present



1



2



3



4

In his more than 20 years with Clarke Caton Hintz, John Hatch has managed the design and construction of an array of architecturally significant buildings. These include the restoration of Morven, the former governor's mansion in Princeton, the Roebing Complex Re-development, and the restoration of the Hunterdon County Courthouse. In addition to his historic work, he has managed a large number of school projects and studies, and a wide variety of other projects, including a number of College and University projects, several senior citizen housing projects, the Somerset Ballpark, and commercial and civic projects. All of his projects address issues of context, civic life and sustainability. In addition to his design work, John has written and lectured about such topics as historic preservation, sustainability and urban redevelopment.

PROFESSIONAL EXPERIENCE

Princeton Univ. 200 Elm Drive (1)
Princeton, NJ

Historic Hunterdon County
Courthouse (2)
Flemington, NJ

Historic Morven (3)
Princeton, NJ

Roebing Complex (4)
Trenton, NJ

Roebing Mansion Restoration
Trenton, NJ

Trenton Masonic Temple
Trenton, NJ

Trenton Central High School
Trenton, NJ

Pellettier Homes
Trenton, NJ

Trenton Makes Arts Complex,
Trenton, NJ

Cracker Factory/Everett Corner
Trenton, NJ

Hunterdon County Hall of Records
Flemington, NJ

Golden Swan
Trenton, NJ

N. Pemberton Railroad Station
Pemberton, NJ

Millington School House
Long Hill, NJ

Samuel Fleming House
Flemington, NJ

Garretson Farm
Fair Lawn, NJ

Webb Memorial Chapel
Madison, NJ

Tunis Cooper Historic Site
Bergenfield, NJ

Trenton Public Library
Trenton, NJ

Museum of Contemporary Science
Trenton, NJ

Mill Hill Historic District
Trenton, NJ

Ocean City Historic Preservation
Commission
Ocean City, NJ

Flemington Historic Preservation
Commission
Flemington, NJ

City of Burlington Historic
Preservation Commission
Burlington, NJ





FRANK TINDALL, P.E.
PRINCIPAL
ELECTRICAL ENGINEER

Power Distribution

Lighting

UPS

*Regulated Power
Supplies*

*Building Life Safety
and Fire Alarm
Systems*

PROFESSIONAL LICENSES AND CERTIFICATES

Licensed Professional Engineer

New Jersey	1994
Pennsylvania	2003
Delaware	2004

EDUCATION

1988, Bachelor of Science, Electrical Engineering
Carnegie Mellon University

AFFILIATIONS

National Fire Protection Association (NFPA)

EXPERIENCE

20 Years, Kelter & Gilligo

Mr. Tindall is a Principal of Kelter & Gilligo. He joined the firm as an engineer in training in 1988.

His project experience includes both new construction and renovation work for educational, corporate, health care, laboratory, and industrial facilities. He performs and oversees field surveys, systems design, layouts, construction administration, and project closeouts.

Mr. Tindall is also in charge of design production for the Electrical Department and implementing quality control measures. His areas of design expertise are power distribution, lighting, UPS, regulated power supplies, and building life safety and fire alarm systems.



N. MARC LORUSSO **PRINCIPAL**

MECHANICAL ENGINEER / LEED AP

Mechanical Systems

*Building
Management
Systems*

*Life Cycle
And Energy
Cost Analysis*

Commissioning

EDUCATION

1988 - 1992	Thomas Edison State College
1978 - 1982	New Jersey Institute of Technology
1974 - 1978	Kean College of New Jersey

ACCREDITATIONS

LEED Accredited Professional

AFFILIATIONS

American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE)
U.S. Green Building Council (USGBC)
International Code Council (ICC)

EXPERIENCE

27 Years, Kelter & Gilligo
5 Years, Other Firms

Mr. Lorusso is a Principal of Kelter of Gilligo and has been at the forefront of the firm's design efforts since 1981. He was promoted to Mechanical Department Head in 1987 while the Firm was a branch office of Kallen and Lemelson of New York and has served in that capacity ever since. He also serves as Project Manager or Project Mechanical Engineer on the Firm's major commissions.

Mr. Lorusso is a Leadership in Energy and Environmental Design (LEED) accredited professional. LEED was developed by the U.S. Green Building Council (USGBC) to establish national standards for the design of high-performance, sustainable buildings. He is a member of the USGBC, which is the nation's foremost coalition of leaders in the building industry promoting buildings that are environmentally responsible, profitable, and healthy places to live and work.

Mr. Lorusso will oversee a project from proposal stage through commissioning, with special attention to early planning and conceptual design. He will follow the design through construction and start-up. His strengths are HVAC systems evaluation and selection, life cycle and energy cost analysis, systems start-up and troubleshooting.

Areas of design expertise include laboratory and GMP production facilities, educational buildings, health care, corporate offices and central plants. His special abilities include automatic temperature control, building management systems, water, and air balancing procedures.



ROLANDO SANIDAD
ASSOCIATE PRINCIPAL
MECHANICAL ENGINEER

HVAC Systems

*Building
Management
Systems*

*Building Load
Calculations*

*Construction
Administration*

*Due Diligence
Surveys & Reports*

EDUCATION

1982, Bachelor of Science, Civil Engineering
Manuel L. Quezon University

1986, Certificate in HVAC Systems and Equipment
New York University

AFFILIATIONS

American Society of Heating, Refrigerating, and Air-Conditioning
Engineers (ASHRAE)

EXPERIENCE

14 years, Kelter & Gilligo
11 years, Other Firms

Mr. Sanidad serves as Project Manager and Lead Mechanical Project Engineer for Kelter & Gilligo. He leads the project design team from design development to construction. He performs project inter-discipline coordination. He develops project mechanical specifications and sequence of operations for project mechanical systems and equipment. Mr. Sanidad conducts site surveys for renovation projects, attends construction meetings, performs field observations during project construction, and prepares punch list items. He also oversees the department's production and quality control.

Areas of design expertise include educational, healthcare, and laboratory facilities, corporate offices, supermarkets, parking garages, and multiple housing dwellings.