



## Request for Proposals (RFP)

### Feasibility Study and Preservation Planning for Climate Resilience at the Conference House, Staten Island

Historic House Trust of New York City, Inc.



**RFP Summary:** The Historic House Trust of New York City seeks proposals from qualified architectural conservation firms to conduct a feasibility study for proposed solutions to address climate-related preservation challenges at the c. 1680 Conference House, a National Historic Landmark and New York City Landmark located at the southern tip of Staten Island.

**RFP Release Date:** April 1, 2026

**RFP Due Date:** April 30, 2026

**RFP Contact:**

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646-360-0203

**Site Location:**

Conference House  
7455 Hylan Blvd  
Staten Island, NY 10307





# REQUEST FOR PROPOSALS

## Feasibility Study and Preservation Planning for Climate Resilience

### Conference House, Staten Island

## 1. The Opportunity

### 1.1 Summary

The Historic House Trust of New York City seeks proposals from qualified architectural conservation firms to conduct a feasibility study identifying and evaluating solutions to address climate-related preservation challenges at the circa 1680 Conference House, a National Historic Landmark and New York City Landmark located at the southern tip of Staten Island.

The selected firm will work collaboratively with a diverse group of stakeholders to identify existing and potential future threats, assess current building conditions, and develop innovative, sustainable strategies for long-term preservation. The firm should demonstrate familiarity with historic properties in New York City, an understanding of the impacts of climate change—particularly in coastal environments such as Staten Island—and a strong capacity for engaging with community partners.

This project is funded by the National Park Service through its Semiquincentennial grant program.

### 1.2 Background

#### Historical Significance

Built circa 1680 by Captain Christopher Billopp, the Conference House (formerly known as the Billopp House) derives its name from the 1776 Peace Conference held there on September 11, 1776. Representatives of the Second Continental Congress (including Founding Fathers John Adams, Benjamin Franklin, and Edward Rutledge) met with delegates of the British Crown in an effort to negotiate an end to the Revolutionary War. When the British refused to recognize the recently adopted Declaration of Independence, negotiations ceased and the conference concluded without resolution. This pivotal moment reflects the resolve of the emerging nation and represents a significant chapter in the history of the United States' founding.

#### Site Stewardship

Today, the house is owned by NYC Parks, and is operated by the Conference House Association in partnership with the Historic House Trust of New York City. The house opened as a museum in 1927 and has been restored to its mid-18th-century appearance. There are exhibit spaces located on the cellar, first, and second floors of the home in which the Conference House Association mounts rotating exhibits.

#### Needs Statement

Environmental threats including flooding, high winds, fluctuating and elevated humidity levels, and ongoing shoreline erosion pose significant and immediate risks to the Conference House, its historic fabric, and its collections. These conditions have already resulted in issues such as groundwater infiltration, deterioration of plaster and paint, and damage to collection objects, and are expected to intensify as climate change accelerates.

A comprehensive feasibility study is urgently needed to assess these vulnerabilities, identify effective preventive conservation measures, and develop sustainable strategies to mitigate future risks. The findings of this study will inform long-term capital planning efforts and support the preservation of the Conference House as a vital historic and cultural resource.



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### 1.3 Outcome Goals

The purpose of this project is to develop an informed plan to address climate-related challenges affecting the Conference House on Staten Island. The selected consultant will support the following goals:

- Assess Existing Conditions: Evaluate the current condition of the building and its collections, and identify the most significant vulnerabilities related to climate change and environmental exposure.
- Protect Historic Resources: Recommend strategies to preserve the structural integrity of the house and safeguard its historic materials and collections against both current and projected climate-related threats.
- Develop Scalable Solutions: Propose innovative, sustainable, and practical interventions that can serve as a model for other historic properties within the Historic House Trust's network of 23 city-owned sites.
- Inform Capital Planning: Provide a clear framework and supporting documentation to guide future capital investment and strengthen applications for public funding from the City of New York and elected officials.

### 1.4 Award Terms

#### Budget

The Consultant shall be compensated on a lump sum basis for all services and related materials required to satisfactorily complete the Scope of Work. The total contract amount shall not exceed \$50,000.

Payment will be disbursed based on the completion of defined Payment Milestones (see Section 2.2), and shall be made upon submission of invoices to the Historic House Trust. All invoices must be complete and itemized, and will be reviewed prior to approval. Approved invoices shall be payable within fourteen days of receipt.

#### Subconsultants / Allowances

In addition to the lump sum fee, the Consultant may utilize an allowance to engage subconsultants for services necessary to satisfactorily complete the Scope of Work. The total allowance for subconsultant services shall not exceed \$7,500.

This allowance is intended to support the engagement of a Sustainability Consultant (or similar), and may also be used for other specialized consultants as required to fulfill the project objectives. All subconsultants must be appropriately qualified and approved by the Historic House Trust prior to engagement. Reimbursement for subconsultant services will be made upon submission of detailed invoices documenting hourly services performed. All invoices must include a clear description of work completed and are subject to review and approval by the Historic House Trust prior to payment.

#### Contracting Requirements

The Historic House Trust encourages qualified Minority- and Women-Owned Business Enterprises (MWBES) to submit proposals and/or participate as subcontractors on this project.



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#### **Materials**

All materials, equipment, and supplies required to complete the Scope of Work shall be included in the Consultant's base fee. This includes, but is not limited to, environmental monitoring equipment, software, probes, testing devices, and any other tools necessary to conduct assessments and investigations. No additional reimbursement will be provided for these items.

#### **Travel**

The Historic House Trust can provide transportation via an NYC Parks vehicle for consultants traveling to site visits from within the five boroughs of New York City, upon request and subject to availability. All other travel costs, including but not limited to travel originating outside of the five boroughs, shall be included in the Consultant's base fee. Additional travel expenses will not be reimbursed.

#### **Historic House Trust Role**

Historic House Trust administrative staff will coordinate scheduling and logistics for all site visits and will accompany the Consultant team during visits to the Conference House. Historic House Trust conservation staff will serve in an advisory and oversight capacity throughout the project. They will review and approve all major deliverables, including the final feasibility study report. Consultants are expected to submit draft materials for review and incorporate feedback as appropriate. Historic House Trust staff should be consulted regularly throughout the process, including during the development of recommendations and strategies.

#### **Required Approvals**

All preservation work, including archaeology, requires National Park Service review and approval under Section 106 and 110 of the National Historic Preservation Act and NEPA. Plans and specifications must be submitted at 75% completion with the NEPA worksheet, and approximately 90 days should be allowed for compliance review. No physical work may begin until full approval is granted.



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## 2. Scope of Work

The selected architectural conservation firm will be responsible for completing the following tasks:

1. Existing Conditions Assessment: Conduct a comprehensive evaluation of the Conference House, including its structural systems, building materials, environmental conditions, and associated research or supporting documents to identify current vulnerabilities.
2. Subconsultant Coordination: Engage and coordinate with appropriate subconsultants, as needed, to:
  - Evaluate existing climate conditions over a six-month monitoring period
  - Interpret and analyze environmental data
  - Conduct additional site investigations (e.g., archaeology, hydrology, collections care, or other specialized studies as required)
3. Climate Impact Analysis: Assess the effects of climate change and environmental factors (including flooding, humidity fluctuations, high winds, and shoreline erosion) on the building and its collections.
4. Mitigation Strategies: Develop practical, sustainable, and preservation-sensitive recommendations for mitigating identified risks and supporting long-term resilience. Strategies may include, but are not limited to:
  - Installation, modification, or removal of climate control systems
  - Landscape-based solutions, including natural buffers or plantings
  - Other conservation approaches appropriate for a historic masonry structure
5. Stakeholder Collaboration: Coordinate and collaborate with key project stakeholders during site visits anticipated in Spring/Summer 2026, including:
  - a. Historic House Trust conservation staff
  - b. Historic House Trust Board Conservation Committee
  - c. Conference House Association representatives
  - d. NYC Parks representatives
6. Final Deliverables: Prepare and submit a comprehensive feasibility study report that includes clearly prioritized recommendations for both immediate interventions and long-term capital improvements. Present findings to stakeholders upon final product completion.

### 2.1 Services to be Provided

#### Project Timeline

- RFP Release: April 2026
- Consultant Selection & Award: May 2026
- Subconsultant Onboarding: May 2026
- Preliminary Site Visits: June & July 2026
- Monitoring Window: June - November 2026
- Draft Reports Submitted: January 2027
- Final Reports Submitted: February 2027
- Presentation of Findings: March 2027



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**Deliverables**

1. Site Visits and Coordination: Coordinate with subconsultants and conduct site visits to assess existing conditions (up to five (5) site visits anticipated).
2. Comprehensive Feasibility Study Report: Prepare and submit a detailed report that includes:
  - Summary of assessment findings, including identified vulnerabilities and risks
  - Analysis of climate-related impacts on the building and its collections
  - Recommended climate mitigation and adaptation strategies
  - Implementation strategies for long-term preservation, including prioritization of interventions
3. Stakeholder Presentation: Present the final findings and recommendations to project stakeholders, including those outlined in this RFP.

**2.2 Performance Metrics & Payment Milestones**

The Historic House Trust will establish performance metrics aligned with payment milestones to ensure accountability and collaboration. Metrics will be finalized with the awarded Consultant prior to contract execution and may be adjusted as needed. All payments are contingent upon the Historic House Trust’s review and approval of deliverables. Subconsultant services will be invoiced separately according to agreed-upon allowances and are subject to Historic House Trust approval.

<b>Milestone</b>	<b>%</b>	<b>Description</b>	<b>Fee</b>
Project Preparation	5%	Onboarding of subconsultant team and project plan preparation	
Condition Assessment	10%	Up to five site visits; completion of preliminary assessment of site conditions and potential risk areas; develop plan for continued monitoring; complete research & existing materials review	
Active Climate Monitoring	10%	Work with subconsultant to install equipment and actively monitor site conditions over six months; adjust monitoring strategy as needed	
Intervention Proposal	20%	Present preliminary interventions to mitigate current and future climate impacts; coordinate with Historic House Trust staff on potential solutions	
Draft Feasibility Report	25%	Submit draft feasibility report for review and comment by Historic House Trust staff	
Final Feasibility Report	25%	Submit final feasibility report incorporating stakeholder feedback	
Presentation of Findings	5%	Present project findings and recommendations to Historic House Trust stakeholders	
<b>Totals</b>	<b>100%</b>		



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### 3. Submission Instructions

#### 3.1 Proposal Content

- Cover Sheet: The Proposer shall submit a cover sheet indicating the project name, company name, address, telephone number, and e-mail address of the person, authorized to represent the firm.
- Fee: The Proposer shall submit their proposed Payment Milestones (Section 2.2) with a defined lump sum fee including Consultant and Subconsultant design services required to satisfactorily complete the outlined scope of work.
- Intent/Technical Approach: The Proposer shall provide a written description of their design approach and methodology. The description can include visuals or graphics.
- Identification of Project Team:
  - Key Personnel: The proposal shall identify the Principal in Charge, Project Manager, and Historic Preservation Specialist for this project. Resumes of the proposed personnel detailing experience and technical qualifications should be attached and formatted appropriately for inclusion. The Proposer is advised that if they are awarded the project, they must provide the Key Personnel identified in their project specific proposal. Failure by the successful proposer to provide such Key Personnel will be considered a material breach of the contract and grounds for termination. Subconsultants.
  - Subconsultants: The proposal shall identify subconsultant firms and personnel with associated resumes and qualifications who will be assigned to the project to fulfill the staffing requirements necessary to complete all the work.
- Firm Portfolio: Provide a minimum of two (2) and no more than four (4) projects that your firm has completed successfully in the past five (5) years and a summary statement of the methodology for the cited examples. Provide references for the cited projects, including client name, title, phone number, and e-mail address.

#### 3.2 Submission Instructions

The proposal shall be emailed to [nathalie.diaz@historichousetrust.org](mailto:nathalie.diaz@historichousetrust.org), on or before midnight of the due date. If your presentation is larger than 10MB you may submit it in the form of a sharable link to download it. If compression software is used it must be in\*.zip format. Files larger than 10 MB may be rejected by the email server. Electronic submissions only will be accepted.



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### 4. How We Choose

#### 4.1 Qualifications

##### Minimum Qualifications

- Demonstrated qualification to conduct business in the City of New York
- The firm and any principals must not be debarred or suspended by any federal, state, or local government agency
- The firm’s principal or lead staff assigned to this project must have at least five (5) years of experience in architectural conservation and hold a relevant professional license (e.g., architect, professional engineer, or conservator) appropriate for the scope of work.

##### Standards Compliance

All work performed under this contract, including assessments, recommendations, and proposed interventions, must comply with the Secretary of the Interior’s Standards for the Treatment of Historic Properties. Consultants are expected to ensure that any proposed treatments, mitigation strategies, or recommendations:

- Respect and preserve the historic character and integrity of the Conference House
- Use reversible and minimally invasive methods whenever possible, and avoid damage to historic fabric
- Follow National Park Service guidance and technical documentation
- Employ materials and techniques that are compatible in design, scale, and composition with the historic property.

#### 4.2 Evaluation Criteria

Responding firms will be evaluated based on a combination of the proposed lump sum fee and the basis of the following criteria:

- Staff Experience (30%): The extent to which the project team demonstrates ability to successfully execute a project of a similar nature. The proposed project team has a clear definition of roles and duties.
- Firm Portfolio (30%): The extent to which completed work demonstrates a design philosophy that prioritizes preservation practices and supports input from community stakeholders.
- Technical Approach and Methodology (30%): The extent to which the firm’s proposed project plan demonstrates a thorough understanding of project milestones, timelines, and subcontractor supervision.
- Innovation (10%): The extent to which the firm’s proposed project plan prioritizes innovative solutions-minded approaches to climate change at historic sites.

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### 5. Appendix

Link to share folder with newspaper **articles & historic photos** relating to the Conference House:  
<https://drive.google.com/drive/folders/180XWw0yZoxirFdbw-tgTCynBWqzs6EPK?usp=sharing>

Link to share folder with reference materials relating to current or historic **conditions** at the Conference House:  
<https://drive.google.com/drive/folders/1h3-IUITMWpfskgY1a-rbvbgOsj-SZHbx?usp=sharing>

Site Location: <https://maps.app.goo.gl/uCCGtnhBTiXLpoAh9>

