

## Request for Proposal

### Definitions:

The College Settlement of Philadelphia	The incorporated name of a nonprofit social service agency
College Settlement Camp or College	The name most used for the agency by the public.
Henry J. & Willemina B. Kuhn Day Camp	The incorporated name of a nonprofit social services agency.
Kuhn Day Camp or Kuhn	The name most used for the agency by the public.
Outdoor School in Horsham	The incorporated name of a nonprofit environmental education program
Camp Management Corporation (CMC)	Corporation hired to perform the day-to-day operation of the Camps.
Camps	Reference in this document to the three camps described above.
Farm	Approximately 25 acres of our 235 acres in Horsham.

### History, Mission, Vision, Core Values of the Camps:

*The College Settlement of Philadelphia* was founded in 1889 to provide social, cultural and educational programs for the immigrants of South Philadelphia. The Agency operated a settlement house in Philadelphia at Fourth and Queen Streets.

In 1922 The College Settlement Camp was established in rural Horsham to augment the programs conducted by the Settlement House. Since that time The College Settlement Camp has been providing camping services for children with economic disadvantages in the greater Philadelphia area.

In the fall of 1973, an outdoor school was started to provide facilities, leadership and program direction for a residential and day outdoor education experience for interested schools and groups. The majority of the participants are children from 9 to 10 years of age in the 4<sup>th</sup> or 5<sup>th</sup> grades.

*The Henry J. & Willemina B Kuhn Day Camp* was named by Mabel Kuhn Cornell in honor of her parents. From her father, a varnish manufacturer, she inherited a considerable estate. With her husband, Dr. Walter S. Cornell, she made her home on Drexel Road in Overbrook and attended the Overbrook Presbyterian Church.

They were both members of the Board of Trustees of The College Settlement. The agency wished to acquire a site for a day camp. When land adjoining College became available, the Cornells purchased it and incorporated it as the Henry J. and Willemina B. Kuhn Day Camp in memory of Mrs. Cornell's parents. Kuhn became a separate facility and has been serving children with financial disadvantages since 1950.

During each experience at The College Settlement and Kuhn Day Camps, an attempt is made to strongly reflect the Camps' concern for the environment. It is our desire to have each child have fun at camp while participating in established programming, expanding his/her skill in swimming and outdoor living, gaining increased knowledge of the natural world, developing positive peer relationships, and achieving a sense of accomplishment.

### Purpose of Project

**College Settlement is engaging in this project for three primary reasons. First, we seek to be good stewards of our property. Second, we strive to offer onsite educational programs that meet the needs of our campers. Third, as part of the Horsham community, we recognize that being good neighbors is good public relations and offers us Development opportunities.**

### **Description of Property:**

The farm property, currently in use as a CSA (community supported agriculture) is approximately 22 acres of tillable soil with approximately two acres of flood plain. The entrance is on Mann Road. The address is 685 Mann Road, Horsham, PA 19044. The western branch of the Pennypack Creek flows through the northern corner of the property. The acreage is bounded on the south by College, the north by Mann Road, the east by Davey Landscaping, and the west by private residences. A well and public water are on the property. It is anticipated that the current tenant will remove all present improvements including buildings, fences, and irrigation systems. A map is attached.

### **Description of Project:**

College Settlement has approximately 22 of its 235 acres to offer an established organization to do the following:

1. Operate an organic/natural farming program and be good stewards of the land.
2. Provide an educational program for College and Kuhn campers in conjunction with Camp staff.
3. Provide access during the spring and fall of the school year for Camp staff to conduct educational programs associated with the Outdoor School.
4. Keep the property aesthetically pleasing.
5. Comply with all local, state and federal laws.
6. Be a good neighbor.
7. Partner on mutually agreed upon projects.

### **Farm Limitations:**

1. No sanitary facilities on the farm.
2. A deed restriction which requires a 75 foot setback from Mann Road.

### **Farm Restrictions:**

1. No retail sales on the farm.
2. No farm animals permitted.
3. No food services to be conducted on the farm. Exception: Food grown on the property can be distributed on the property.
4. No overnight or resident facilities permitted.
5. No access to the general public.
6. Any educational programs offered by the organization on farm property must be approved and coordinated with Camp Management staff.

### **Personnel:**

1. Farm will provide a list of personnel, their roles and credentials in the organization.
2. Farm will be responsible for providing Camp Management with background checks on all personnel.
3. Farm boundaries are to be strictly observed by farm personnel and volunteers.
4. All applicable employee laws must be observed.

### **Lease Requirements:**

1. Minimum lease of three years.
2. Rent is expected and is negotiable.
3. At all times during the use of the facility, the lessee at its sole cost and expense, shall carry Commercial General Liability insurance with limits not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate, including Products Liability and Personal Injury, and Automobile coverage including Hired & Non Owned Autos, with limits not less than \$1,000,000 each accident. Such insurance shall name College Settlement of Philadelphia as additional insured. Lessee shall also carry valid Workers Compensation coverage. All insurance required under this section shall be evidenced by an ACORD certificate of insurance providing no less than 30 days advance notice of cancellation or non renewal and shall be delivered at least 2 weeks prior to the use of the facility. All insurance carriers must be acceptable to the Management

(Copy of proposed lease will be provided upon request)

### **Requirements of your response must include:**

The following must be included in the proposal (not to exceed 25 pages):

1. Brief description of your organization's history, mission and core values.
2. Intended use of the land.
3. Complete description of all proposed activities
4. Proposed communications plan for keeping the Camp's Board and staff informed of your activities.
5. Planned use of any volunteers

Attachments :

1. Proof of insurance, including <ask our insurance broker for list>.
2. Description of security plan.
3. Financial statements including tax returns, Form 990, balance sheet, income statement or proposed business plan.
4. Three (3) general references and two (2) professional references, e.g. accounting, legal or banking references.
5. Any additional information you would like to provide.

### **Basis for award of lease:**

RFP's will be reviewed by a committee established by the Board. The committee will review all RFP's and make a recommendation to the Board. The Camps' Board will make the final decision.

**Time Table:**

<b>RFP released:</b>	January 3, 2012
<b>Questions due to Camps:</b>	January 27, 2012 (email to Frank Gerome by 5 pm)
<b>Answers to submitted questions sent to all bidders:</b>	February 3, 2012
<b>RFP responses due:</b>	March 1, 2012 (email 1 copy and mail 6 copies to Frank Gerome)
<b>Finalist presentations will be held:</b>	Between April 9 <sup>th</sup> – April 20 <sup>th</sup> 2012
<b>Expect to award:</b>	May 1, 2012
<b>Commencement of the contract:</b>	January 1, 2013

Any additional questions or requests for further information must be directed to:

**Frank R. Gerome**

Executive Director

Camp Management Corporation

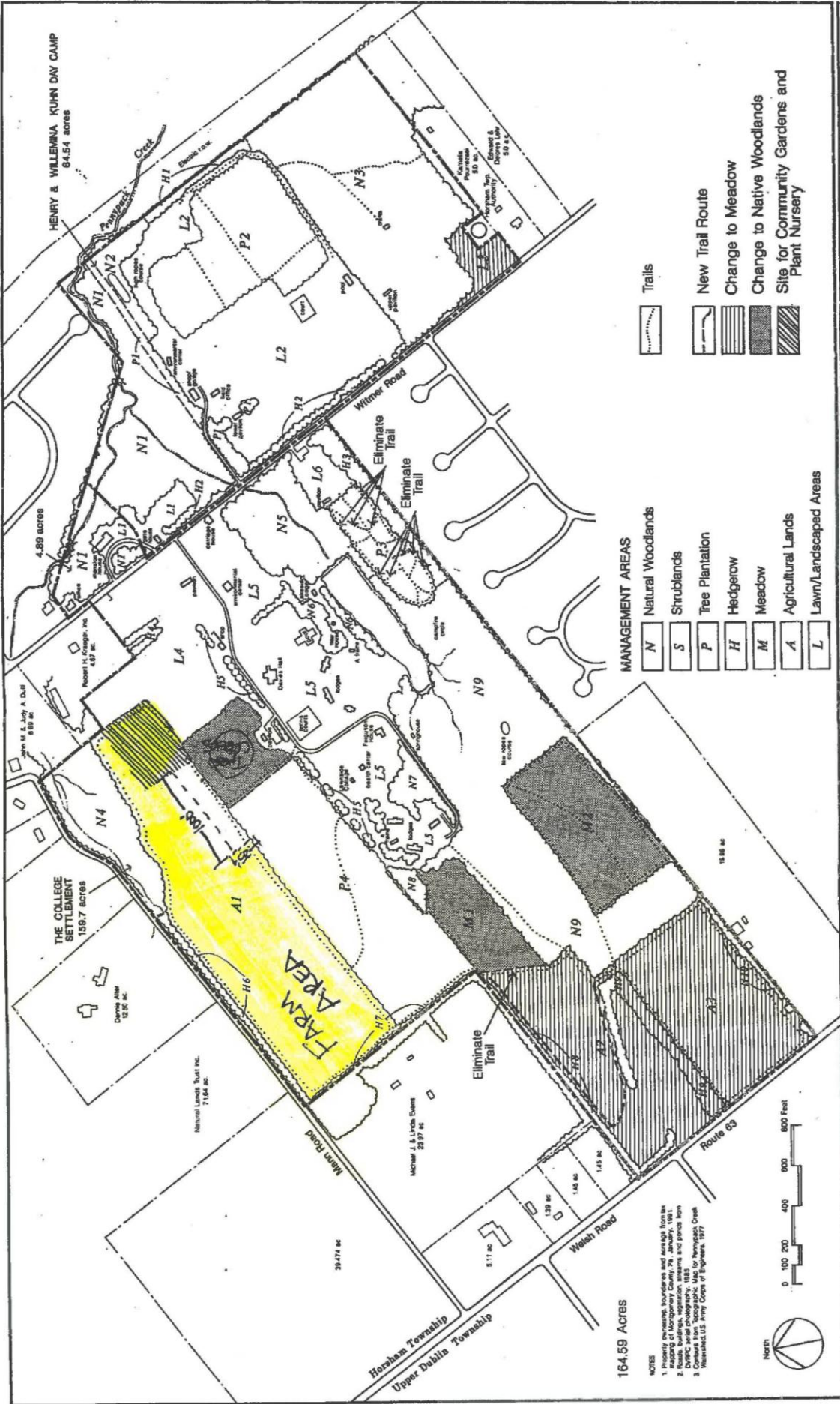
600 Witmer Road

Horsham, PA 19044

215. 542. 7975

[fgerome@campmanagement.org](mailto:fgerome@campmanagement.org)

[www.collegesettlement.org](http://www.collegesettlement.org)



**RECOMMENDED MANAGEMENT CHANGES**

**The College Settlement of Philadelphia  
Henry J. & Willemina B. Kuhn Day Camp**  
HORSHAM TOWNSHIP, MONTGOMERY COUNTY, PA.

**NATURAL LANDS TRUST**  
1000 PENNINGTON CREEK  
PO BOX 1000  
HORSHAM, PA 19044