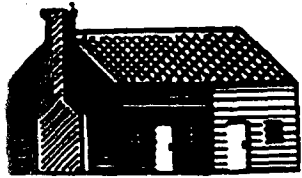


25/15 PENNYFIELD HOUSE
RENOVATION



Historic Medley District, Inc. P.O. Box 232 Poolesville, Md. 20837

Proposal for the Leasing and Restoration

of

**Pennyfield House
and
Pennyfield Lockhouse**

by Historic Medley District, Inc.



**John Poole House
Box 232
Poolesville, MD 20837
301-972-8588**

August 23, 1997

Introduction by Perry Kephart, Executive Director of Historic Medley District, Inc.

The document that follows this introduction has been prepared using information that was assembled in an unusually perfunctory fashion. I first viewed the interior of Pennyfield House in early 1997. With me on the visit was Dean Brenneman, an architect who specializes in historic preservation projects. Both of us were of the opinion that the house provided an interesting opportunity for preservation workshops and given its proximity to Potomac, MD, a potential for fundraising activities and thus the possibility of recouping the money that would be expended for rehabilitation. We inspected the foundations and found them in as terrible shape as described in the RFP, but Mr. Brenneman felt that they could be replaced, hopefully with a more flood tolerant design.

The Board of Directors of Historic Medley District (including a structural engineer and a building inspector) walked through Pennyfield House several weeks later and inspected the wreckage that Pennyfield House has become. A number of them had seen the house in the late 1970's and early 1980's and were dismayed at the Demolition by Neglect that has occurred. They voted to submit a proposal to rehabilitate the house and the lockhouse. With so little time to put together the house project, and since we only looked in the door of the lockhouse and have not studied it, we have included it in the lease proposal, but have not developed a clear plan for its restoration or for bringing it back into use.

The Board of Directors also directed me to establish a "Friends of Pennyfield" in the Potomac area to help with financing the restoration, but more importantly, to act as a neighborhood watch for Pennyfield as this project is outside of the Medley District. Once it was established that the house could be jacked up and the foundations replaced, getting funding and developing a constituency became the main focus of my work this summer.

HMD is confident that the Pennyfield House can be successfully rehabilitated and occupied. With the assistance of historic preservation contractors, architects and engineers with whom we have worked for many years, and with the enthusiasm that we have brought to other similar projects, we know that we can complete this project. our confidence is based not just on our past successes, but on the following points:

1. New tax provisions that are favorable to historic preservation have been enacted on the state and federal level. Including these enhances the economics of the project for our investors.
2. The current focus in Maryland on heritage tourism should add to the appeal of an interesting old building along the C & O Canal. It is our understanding that not just Canal Place in Cumberland, but all of the Canal is considered an important component of heritage tourism along the Potomac River.

A. SUMMARY

Pennyfield House is a two story wood frame house built in 1879 by Charles W. Pennyfield, who served as the lockkeeper for Lock #22. The house was known in the Washington area as a popular fishing camp in the late 19th and early 20th century. Grover Cleveland fished from here and is said to have stayed here on at least one occasion.

Life along the canal is an important segment of Montgomery County history. For all the exceptional natural beauty and wealth of plant, bird and animal life along the canal, loss of the buildings that comprise the settlements along the waterway has diminished the value of the canal as a cultural resource. The House and the **Pennyfield Lockhouse** as the last vestiges of a once busy fishing camp should be preserved at Pennyfield.

Historic Medley District, Inc. (HMD) is a non-profit (501(c)3) preservation organization that has been restoring old buildings in Montgomery County for the last 23 years. In order to secure the future of this important historic resource and to bring the property back into adaptive use, we propose to:

1. Lease Pennyfield, including the house and lockhouse and approximately one-half acre from the National Park Service for an extended period of time at terms to be worked out between NPS and HMD. We propose a lease at the cost of \$1.00 a year, payable in advance with an option to renew every thirty years for a total of 90 years, as long as the two buildings are not swept downstream, a contingency for which some arrangement should be included in the lease. A contingency for dissolution of the HMD corporation should also be in the lease.
2. Restore the house and the lockhouse using both paid and volunteer specialists and laborers. The house project would be funded by \$230,000 provided for that purpose by friends of Pennyfield. The lockhouse project has not been defined and the amount of funding that will be needed (in the area of \$80,000 - \$100,000) has not been determined. The funds would be placed in an escrow account supervised by HMD and NPS with oversight conducted by them or by an agreed upon authority.
3. Bring the house back into use as the site for catered, tented parties including weddings and anniversaries for six months of the year. Off-season the house would be subleased on a seasonal basis to private individuals.

The assignment of the stewardship and restoration of Pennyfield House and Lockhouse to Historic Medley District, Inc. is a simple and pragmatic solution to what has been a complicated situation. Supervision of a project requiring specialized technical and aesthetic background and training will be undertaken by a group that has substantial expertise in-house or on call, an experienced volunteer work force, and a long record of successful restoration projects.

Finally, HMD's experienced supervision and the use of enthusiastic volunteers will stretch the available funds substantially farther, thus increasing the amount of restoration which can be achieved on a fixed allocation of funds. HMD has mastered the art of cost-plus restoration through its previous projects, saving limited dollars through the use of dozens of seasoned volunteers.

B. BACKGROUND

During the last two decades, Historic Medley District, Inc. has completed five major restoration projects and acted as consultant to both public and private owners for numerous others. Our membership has grown to about 195, all of whom join with the expectation of working, either hands-on or with their expertise, on bringing old buildings back into use. The work done by our members includes research, planning, construction, demolition, testimony, engineering, graphic and architectural drawing, archeology, and substantial amounts of scrubbing, scraping, and sweeping.

HMD currently operates two museums, the John Poole House General Store Museum with the Stock Arboretum and the Seneca Schoolhouse Museum. Over 4,000 third and fourth graders are taught in the Schoolhouse each year, while a thousand or more visitors benefit from our docent-led tours of the John Poole House and the Seneca Schoolhouse Museum. This is outlined in the resume in the appendix.

The five major restoration projects include:

1. **The John Poole House**, ca. 1793, the first building in Poolesville, was the first undertaking of HMD. The funding came from state and county grants and private donations (including \$5,000.00 from Miss Kitty Poole). The six-room structure, which included the two room log store built by John Poole, Jr. in 1793, was purchased in 1976 from a developer and restored. It is still owned by HMD. The log store is now the John Poole General Store Museum, filled with a carefully researched inventory of tools, dry goods, farm produce, and other merchandise, as well as a postal service. The other rooms of the house contain an antique cooking equipment collection encompassing four centuries, a Civil War artifacts collection, a museum shop for fundraising, a restroom and the HMD office. The .83 acre grounds are now the Edward Stock Arboretum, which is an increasing collection of plants and trees indigenous to this area before 1850.

2. **The Old Chiswell Place** (built by an uncle of Edward Chiswell) was donated to HMD, Inc. by Roger Spencer in 1977. The site included a main house and a number of log and frame outbuildings. Using a state loan, private loans and donations, volunteer and professional labor, we restored this outstanding brick, frame and log example of both federal and colonial architecture. The property was sold to a private party and the net proceeds were placed in a revolving fund for additional restoration projects. The Old Chiswell Place is on the National Register of Historic Places.

3. **The Seneca Schoolhouse Museum**, situated in a state park, was leased from the state of Maryland in 1981. The ten-year lease was re-newed in 1991 for another ten years. At the beginning of each lease term, HMD, Inc. pays \$10.00 (\$1.00 per year) for the ten years.

With an allocation of funds from the state legislature (through the Department of Natural Resources) for restoration and with volunteer effort, HMD, Inc. researched the school, funded the architectural services, supervised the restoration and furnished the school. The Seneca sandstone structure is now a museum and, since 1981, the site of "A Day In A One Room School," an interpretive field trip enjoyed by 4,000 elementary school children each year who travel back in time to become schoolchildren in 1888 for one day. We also operate a small museum shop as part of fundraising efforts for the Schoolhouse Museum.

4. **Dr. Thomas Poole House** (built by a son of John Poole, Jr.), the impressive brick federal townhouse at the corner of Fisher Avenue and West Willard in downtown Poolesville, was purchased, restored and sold by HMD, Inc. in 1982. A state grant and loan, private loans and donations, and the HMD, Inc. revolving fund provided funds. Manpower and expertise were both professional and volunteer. The house is on the National Register of Historic Places.

5. **The Warfel Store**, a country store built in the early 20th century, is one of the last remnants of the railroad boomtown of Sellman, which once flourished where the Barnesville MARC train station now stands. The store and an acre of ground were purchased from Montgomery County in 1993 shortly before the dilapidated frame building's scheduled demolition. It is now under contract for sale to a private owner who is planning to restore the store for adaptive use as a residence and as a day care facility for the children of MARC commuters. The store is listed in Montgomery County's Master Plan for Historic Preservation.

Our members are eager to move on to another project. **Pennyfield House and Lockhouse** are of great interest to us because of their historical and architectural significance, and because they challenge us in all the areas of restoration and stewardship that we have undertaken successfully in the past.

C. LEASE ARRANGEMENT

HMD would like to continue to be involved in the outcome of **Pennyfield House and Pennyfield Lockhouse** well beyond the initial restoration. A long-term renewable lease arrangement between the National Park Service and HMD would, in our opinion, stabilize the future of the property and provide the best vehicle for a co-operative working relationship.

Features of the proposed arrangement would include:

1. A long-term renewable lease for a term of thirty years for a nominal sum such as \$1.00 a year, payable in advance, with an option to renew after 30 and 60 years for a sum at a discount (to be negotiated) to fair market rental value.

2. Terms of stewardship in the proposed lease such as:

- a. The right to run non-profit operations such as a wedding/events site (with limited public access to the main house to prevent wear and tear to the historic resource and to include minimal access to the second floor to prevent fire and ADA problems.)
- b. The right to sub-lease the property to a private party.
- c. Adequate insurance coverage.
- d. Responsibility for restoration supervision
- e. Division of responsibility for maintenance of the property. Road maintenance, for example, should probably remain a National Park Service responsibility.
- f. Management of archeological work as a normal aspect of restoration. (A separate archeological project has not yet been funded.)

D. RESTORATION

1. Our plan for restoration is to stabilize the structure by:

- a.) Jacking up the main block and replacing the foundation with pilings.
- b.) Replacing the wood shingle roof.
- c.) Contracting for pest control including termites and carpenter ants.
- d.) Continuing to secure the building with plywood until it is habitable and then installing a caretaker during the restoration phase.

2. The second phase includes:

- a.) Repair, painting/refinishing of all interior and exterior wood surfaces and structure including framing, siding, windows and doors, and porches. Where pieces are missing or beyond repair, period replacements will be located at restoration salvage yards such as Old House Parts. Although most of the house was remodeled to circa 1920, we are planning to use the original circa

1880 design as the basis for replacement. All original materials will be retained if they are remotely repairable except in the basement where emphasis will be on structural stability and flood tolerance.

- b.) Use of volunteer workers and use of demonstrations and workshops at every phase of the project except that professionals are expected to do all the work on the roof and in the basement.

3. Our preliminary estimates are approximately \$100.00 per square foot or about \$205,000 with up to \$25,000 additional funds needed to fund the jacking and foundation work or about \$230,000 total. This includes:

- a.) Demolition of the side and rear wings and disposition of the wreckage using dumpsters.
- b.) Construction of a two story 12 x 28 rear addition behind the "pantry" and dining room. This will contain an industrial kitchen, a bath and mudroom on the first floor and another bedroom and bath on the second floor.
- c.) Installation of new HVAC in the attic, with a new delivery system as well as new plumbing and electrical.
- d.) Planning and planting a garden that is an unlikely setting for a fishing camp, but necessary to attract bookings for the fundraising work.

2. HMD has appointed a committee to supervise all aspects of the restoration. It includes:

Perry Kephart, Executive Director of Historic Medley District, Inc., is a historic preservation planner with the Montgomery County Historic Preservation Commission with over twenty years of experience in hands-on preservation work.

Mollie Stock, President of Historic Medley District, Inc., is a landscape architect, now retired.

William Lermond, a civil engineer and long-time member of HMD has worked as a consultant and laborer on a number of HMD's projects.

Kathy Viessmann, a professional conference organizer and events planner.

Mary Ann Kephart, an architectural historian and a founder of HMD, has acted as project administrator for numerous HMD's restoration and other HMD projects.

Dean Brenneman, an architect and preservationist, has worked both professionally and as a volunteer on many restoration projects.

3. Three companies which specialize in historical preservation and restoration, and with whom HMD has a well-established working relationship, were asked to provide HMD with input on the proposed project. They have all indicated an interest in working on Pennyfield House. They include:

Pagenstecher Development Corporation with whom HMD worked successfully on the restoration of the Dr. Thomas Poole House.

Dean Fitzgerald, Inc. which just completed the stabilization and repair of the White-Carlin Barn, the largest bank barn in Montgomery County.

Oak Grove Designs, Inc. which has been working on the properties at Harper's Ferry for the National Park Service and on Montpelier, owned by the National Trust for Historic Preservation.

3. Procedures for funding and oversight of the project. It is important that funds should be on hand before each phase is begun so that the contractors can be paid promptly. Included in the procedures should be frequent status reports to NPS and appropriate site visits and reviews such that adequate oversight can be maintained.

4. HMD would be responsible for all bidding, administration and supervision. We clearly have an incentive to maximize the use of available funding.

5. **Pennyfield House** is on the Montgomery County Master Plan for Historic Preservation as an individual site and as such is subject to review by the Historic Preservation Commission of any proposed changes which may be part of the restoration work, such as the demolition and construction of additions to the house. Normal maintenance and interior work do not require review by HPC.

6. Important to this proposal are the Secretary of Interior's Standards for Historic Preservation Projects with Guidelines for Applying the Standards, and the Montgomery County Code Chapter 24A, Preservation of Historic Resources. As with all of HMD's work, these two documents, along with a substantial amount of historic and architectural research serve as the criteria for our restoration work.

7. Funding and a work plan for restoration of the Lockhouse will be provided separately, but are considered an integral part of the overall success of this project.

E. FUTURE USE

It is our plan to bring **Pennyfield House** back into effective use by establishing a garden and house suitable for rental for catered, tented events such as weddings and anniversaries for six months of the year (spring and fall). During off season, the house would be subleased to private individuals on a seasonal basis. Any brochures or other advertising materials could be reviewed by NPS before publication or distribution.

We are ready to begin. We understand the inevitability of flooding. Our plan is to restructure the underpinnings of the house with the expectation that water will be entering and leaving the site somewhat regularly. With the loss of permeability in the ground along the watershed of the Potomac River, it is not surprising that the flood levels have increased. Hopefully, with more diligent storm water management systems being required by the local governments, this problem will plateau and perhaps diminish.

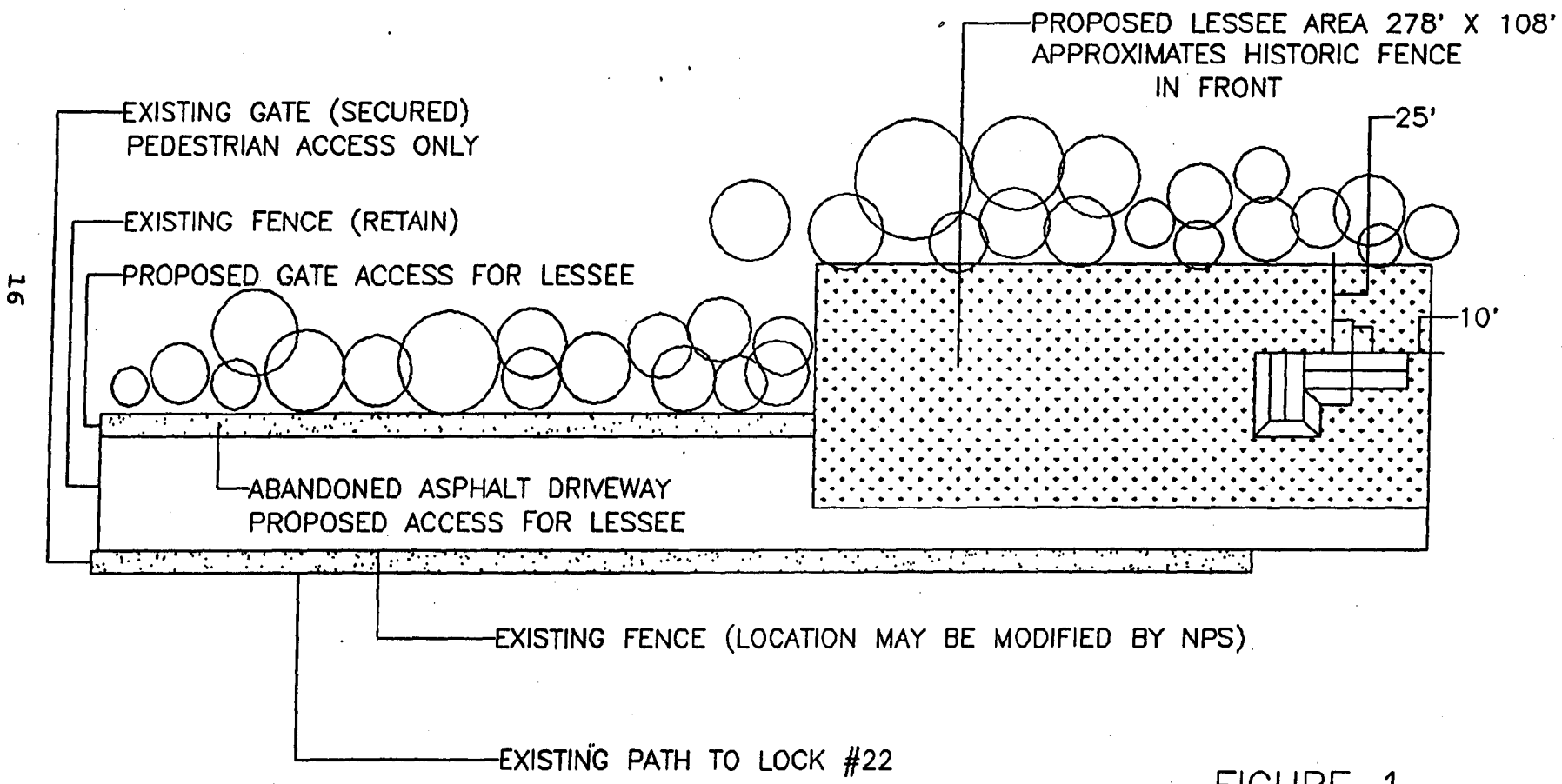


FIGURE 1
 SITE PLAN
 SCALE: 1" = 75'

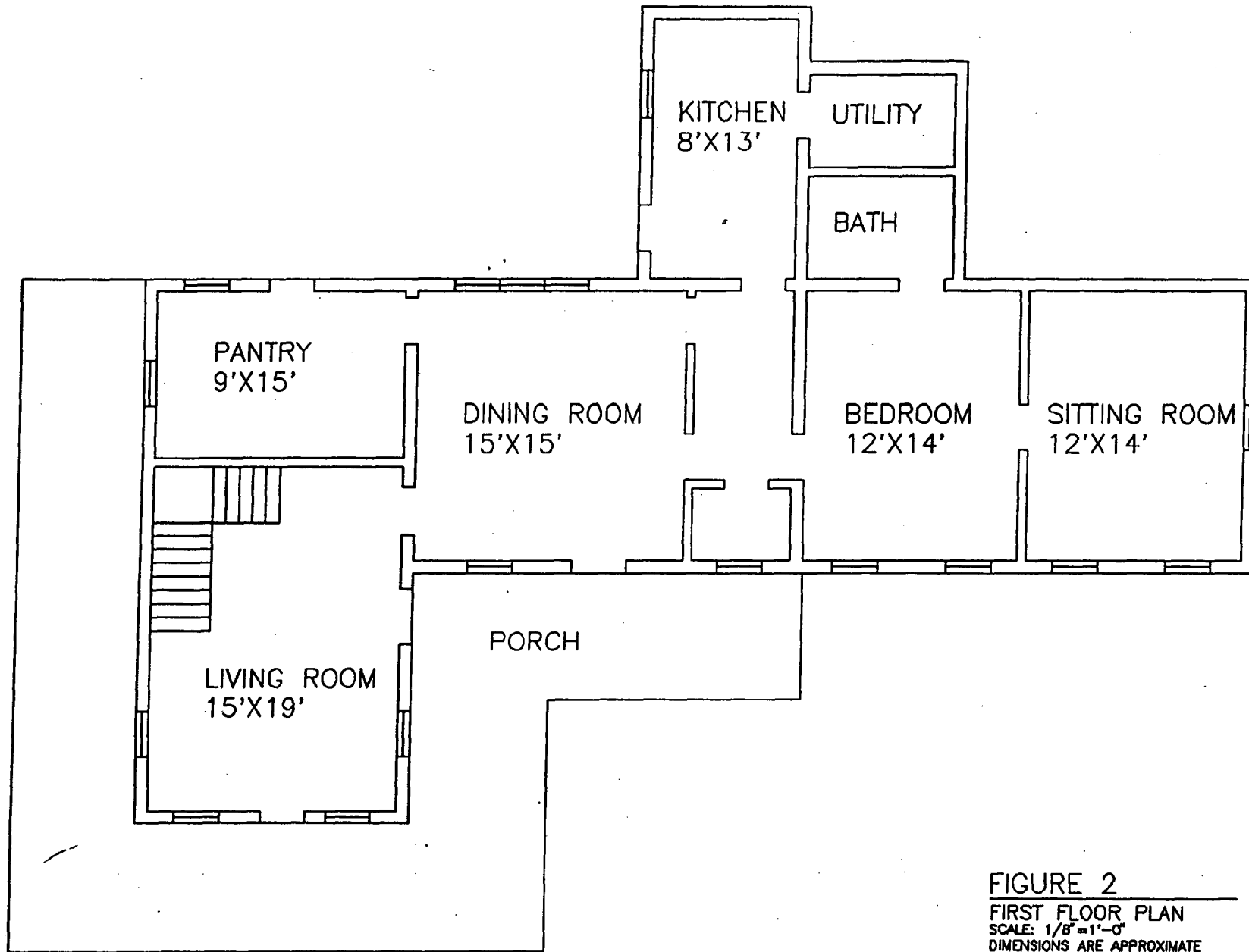
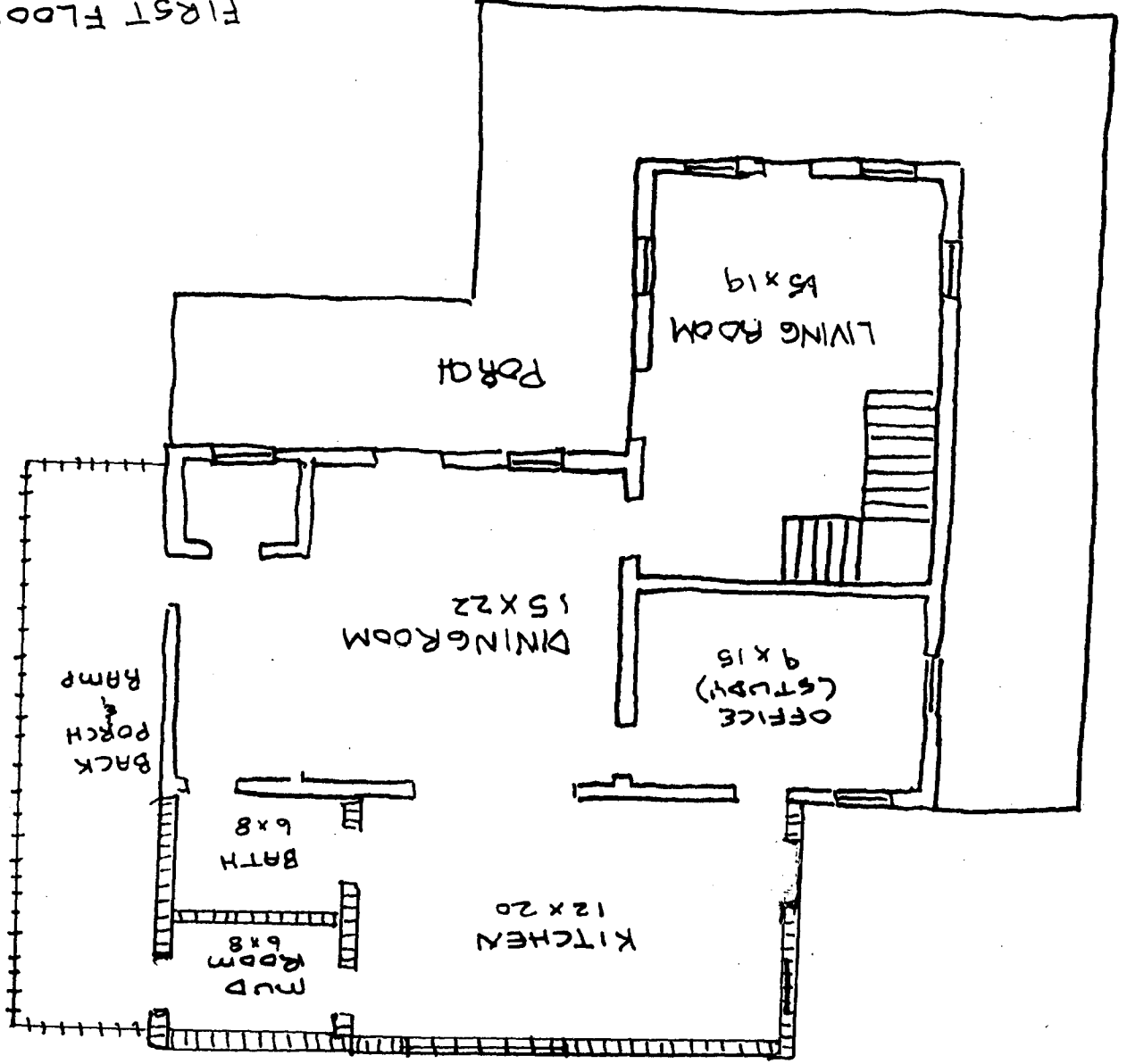


FIGURE 2
FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"
DIMENSIONS ARE APPROXIMATE

Existing

FIRST FLOOR
(Proposed)

ADDITION = [hatched box] or [dashed line]



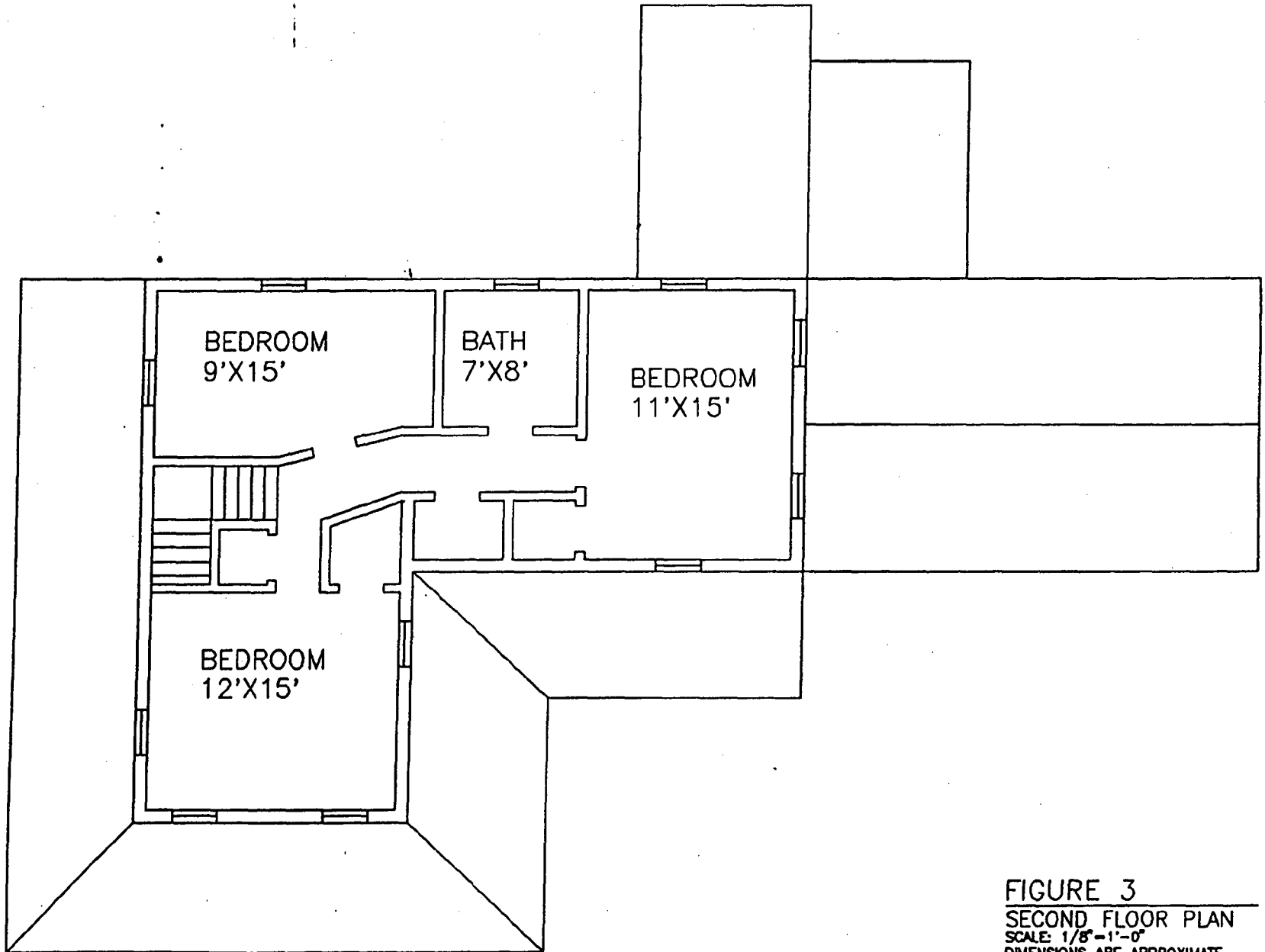
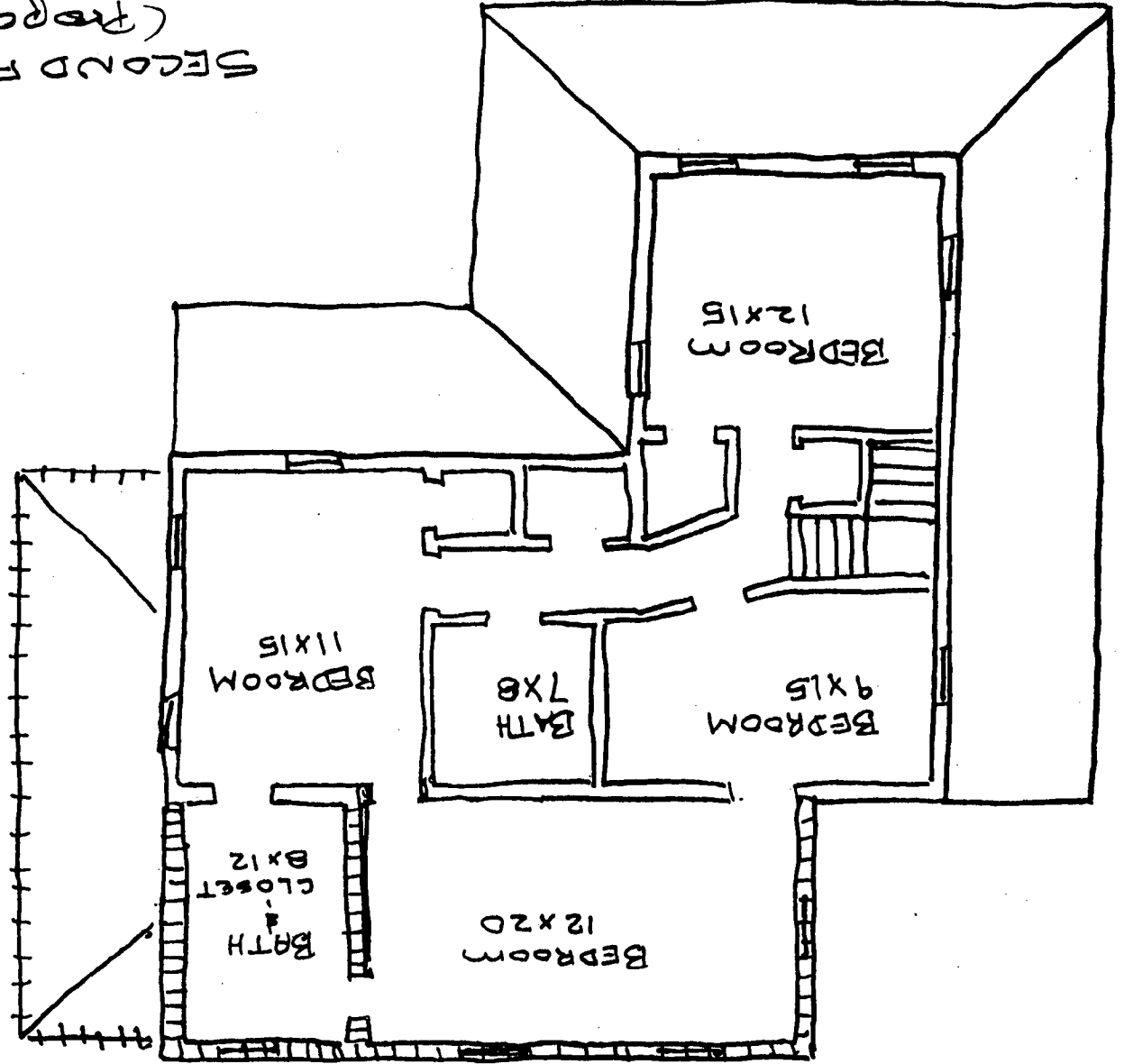


FIGURE 3
SECOND FLOOR PLAN
SCALE: 1/8"=1'-0"
DIMENSIONS ARE APPROXIMATE

Existing

SECOND FLOOR
(Proposed)

ADDITION



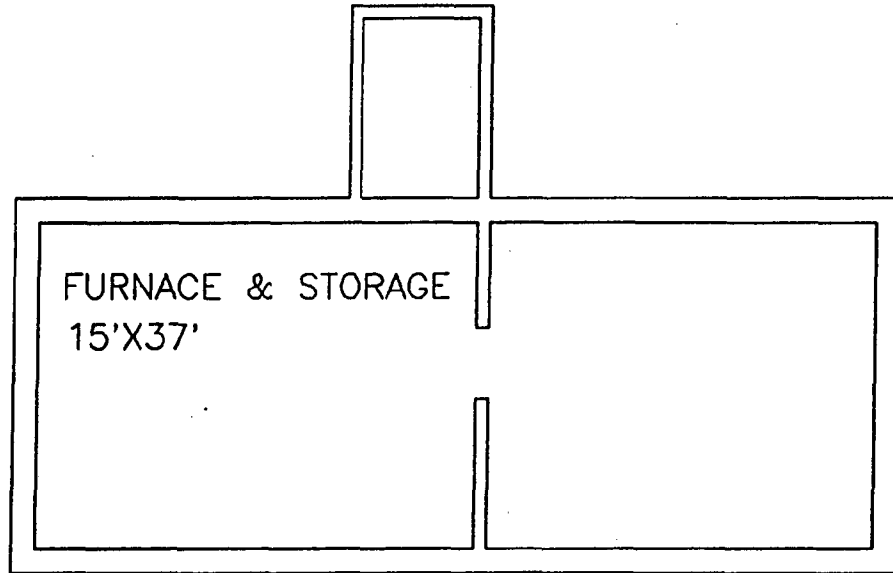


FIGURE 4

BASEMENT
SCALE: 1/8" = 1'-0"
DIMENSIONS ARE APPROXIMATE

Existing

HISTORIC MEDLEY DISTRICT, INC.
Box 232
Poolesville, Maryland 20837
301-972-8588

Introduction

Since its beginnings twenty-three years ago, Historic Medley has saved numerous historic building, some with hands-on restoration by hardworking volunteers, some by testifying before various governmental groups, and some by providing advice and expertise to the owners.

HMD's work is continually expanding. Currently, the organization of about 170 members operates two working museums, two gift shops, and ongoing restoration projects. At the same time, HMD teaches local history to more than 4,000 schoolchildren from the metropolitan Washington area each year, offers lectures and study trips to members and friends, provides consulting services to governmental and citizen groups and to private citizens, and actively lobbies local, county and state officials to preserve historic structures and rural open spaces. The recipient of numerous grants and the prestigious "Montgomery Prize" in 1996, HMD is a frequent focus of print and film media interest, and expands its outreach to government officials and local citizens through an active speaking program and exhibition effort.

HMD has embarked on an extensive membership campaign using a volunteer-operated computer program, is completing the sale of the Warfel Store, will be holding its Annual Preservation Barn Dance in September, and has recently seen the inclusion of its recommendations for preservation in Poolesville's Master Plan. Major refurbishment work has begun on the John Poole House with the assistance of a \$6,000 grant from the Maryland Historical Trust. In 1997, HMD was awarded a grant to produce a video on Preservation Stewardship and the importance of old buildings in interpreting history as part of the celebration activities for the 200th Anniversary of Chiswell's Inheritance, built by ancestors of Edward Chiswell.

In addition to its ongoing programs, HMD is pursuing the acquisition and restoration of the Joseph White House (ca. 1830), that will be the focus of hands-on volunteer restoration, and for which HMD was awarded a Historic Preservation Grant of \$1,250 to conduct a feasibility study.

Founding, Location and Purpose

Historic Medley District, Inc. was founded in 1974 by 27 Montgomery County residents concerned about the neglect and disappearance of historic buildings and landmarks in the area formerly known as "Medley District of Montgomery County, Maryland".

In the Locational Atlas and Index of Historic Sites in Montgomery County, Maryland, HMD's area of interest includes all of sections 4, 5, 11, 12, and half of 6 and 13; or about 175 sites.

The purpose of HMD, Inc. is the conservation of buildings, structures, objects and spaces that contribute to the historic character of the area; the development and implementation of plans for preserving and using these resources; promotion of research and education in area history and its contribution to Montgomery County; and encouragement of citizen participation in these activities.

HMD also works in cooperation with local civic and preservation organizations such as Sugarloaf Citizens Association, Maryland Environmental Trust, Sugarloaf Regional Trails, and FARM (For A Rural Montgomery) to preserve Montgomery County's Agricultural Reserve.

Accomplishments

1974 to date: Prepared successful nomination forms for properties listed on the National Register of Historic Places including:

- Darnell Place
- Mount Nebo
- Dowden's Luck
- Chiswell's Inheritance
- Old Chiswell Place
- Seneca Historic District
- Dr. Thomas Poole House
- East Oaks
- Poolesville Historic District

1974: Prepared data for Public Hearing for creation of Historic District in Poolesville. Part of this work was the "Historic Preservation Study of Poolesville, Maryland" prepared in cooperation with HMD by American University students. Historic preservation of the commercial district has finally been included in the 1996 Poolesville Master

Plan after 22 years of work with the town.

1975: Published calendar and note cards of John McIl drawings of historic landmarks to sell as fundraisers. The calendar sold out immediately and is being reprinted for 1997; the note cards continue to be reprinted and are an ongoing source of revenue.

1976 to date: Using state and county grants as well as private donations, purchased and restored the John Poole House, the first building in Poolesville. Built in 1793 by John Poole, Jr. on the trail from Conrad's (now White's) Ferry to Rockville, the general store and mail relay was popular with travelers and local farm families.

HMD operates a general store museum in the oldest section, a Civil War exhibit and gift shop in the room built in 1810, a permanent display of Willis Van Devanter's extensive antique cooking equipment collection in two rooms built about 1865, and the HMD office in the enclosed shedroom.

The JP House is open all year for meetings and rented out for parties. From April through October, the Museum is open on Sundays to the public from 1 - 5 p.m. for tours with the docent, Molly Stock.

1976 to date: Established Historic Arboretum on .89 acre grounds of John Poole House. The arboretum was designed by Edward L. Stock, Jr. and is maintained by an accomplished group of volunteers under the direction of Ed's daughter, Molly, who is, like her father, a landscape architect. The Arboretum contains a continually expanding collection of hardy trees, shrubs and flowers indigenous to the area before 1850. In the center is an herb garden whose renovation is an important all-volunteer project in 1996.

A new brochure for the Arboretum has been designed and printed, thanks to a grant from the Historic Preservation Commission.

The Poole House and the Stock Arboretum are the site of many events, including an old crafts and perennial flower show as part of Poolesville Day in September, annual Civil War and Revolutionary War re-enactments, and the Poole Family Reunion, numbering never less than 200, which is held every summer.

1976 to date: Published Country School Boy, a fictional children's novel based on the oral history of Lewis Allnutt, who was interviewed at age 101. Mr. Allnutt attended Seneca School for six years as a little boy. The lavishly illustrated book is now in its second printing and is a steady source of funds for the Schoolhouse Museum Endowment. Offered in our museum shops, it serves as an excellent vignette of life in the area in the second half of the 19th century and as an adjunct to our educational program at the Schoolhouse.

1977-78: Using a state loan, HMD member loans, private donations and volunteer labor, HMD bought, restored and sold the "Old Chiswell Place", an excellent example of both federal and colonial planter's house architecture. The net proceeds were placed in a revolving fund upon which HMD is able to draw for its restoration projects. The house is now on the National Register of Historic Places.

1978-81: Prepared successful proposal to Maryland Legislature for allocation of funds for the restoration and operation of the state-owned Seneca Schoolhouse on River Road. HMD researched the project, funded the architectural services, supervised the work and furnished the school.

1981 to date: At the Seneca Schoolhouse conducts program "A Day In A One Room School", a field trip for elementary school children and operates a schoolhouse museum open to the public on Sunday afternoons 1 - 5 p.m. from March through November.

1982: With a state grant and loan, private loans, private donations, HMD's Revolving Fund and professional and volunteer labor, Historic Medley purchased, restored and sold the "Dr Thomas Poole House" on Fisher Avenue in Poolesville, Maryland. The house is on the National Register of Historic Places.

1982: HMD, Inc., with the cooperation of the homeowners held the "Rotten House Tour", a one day tour of deteriorating historic houses designed to call attention to the loss of architectural treasures in the up-county.

1974-91, 1995 to date: "Preservation Barn Dance" is held each year as fundraiser for the Seneca Schoolhouse Museum Endowment or the HMD Revolving Fund. The dance has been

held at three different local historic barns and the White's Ferry Pavillion. Some years have included a Country Pig Roast prepared by the members. In 1995 the Dance was held at Greenwood. The members served a beef barbeque dinner and assembled an arcade of displays, a shop and extra amusements for the children including a petting zoo and story-teller.

1993 to date: Rescued Warfel Store from demolition by purchasing it from Montgomery County. The 1920 wooden structure is part of the railroad boomtown of Sellman next to Barnesville Station. The store is being restored and brought back into adaptive use.

1994 to date: Worked as consultants to the Town of Poolesville in the restoration of the "Old Town Hall". This has included a high school intern's history project, an archeological search for gravesites and work with an architect on plans for combining the old building with a new town hall building.

1994 to date: Worked in partnership with the Elijah Methodist Church in Poolesville to publish oral histories of older members and record the church's history, to conduct a survey of the cemetery and raise funds for a fence around the cemetery. We were assisted with a grant from the Historic Preservation Commission.

1994 to date: Write a monthly column on local history and preservation for the Poolesville Community News.

1995 to date: Worked with Historic Preservation Commission on historic research for the Montgomery County Rustic Roads Master Plan. HMD has testified at the Maryland National Capital Park and Planning Commission in support of the Master Plan and recommended the inclusion of additional exceptional rustic roads in the Medley District. Members of HMD have prepared slides and background information on roads in the area that were not investigated by the MNCPPC staff.

Video Presentations

1. "Four Seasons, A Study of Plant Life in Montgomery County, Md", produced by HMD, Inc., 1991.
2. Participation in "Our Living Heritage: Historic Architecture in Montgomery County", produced by Barbara Grunbaum, 1991. (See Exhibit 22, 23)
3. "Day in A One-Room Schoolhouse" on Maryland Municipal Channel 45, produced by Paris Mann, 1993.

Programs, Field Trips, Membership Programs

From September through June, the organization holds six meetings with programs that are open to the public, a Christmas party for members and friends, a spring tea, and a spring field trip. Programs recently have included the Colonial Herb Lady, an expert on collecting and editing oral histories, Tony Cohen on the Underground Railway, Susan Sotterberg on Civil War Memorials, and Jimmy Poole on the Civil War around Poolesville.

Recent field trips were to Balls Bluff with a guest lecturer, to Frank Lloyd Wright's Falling Water, to Winterthur, to Gettysburg and the Eisenhower Farm and, most recently, in April 1996, HMD members travelled to Old Salem and the Museum of Early Southern Decorative Arts in North Carolina.

Recent lectures and slide presentations on the history of the Medley District and the preservation work of HMD have included those before the Lions Club, the PEO Sisterhood and the Chevy Chase Women's Club.

HMD publishes a monthly newsletter and a membership directory for its members.

HMD also encourages student intern participation which recently has included a study of the Old Town Hall, a study of Poolesville landscape planning to highlight its historic attributes, a study of social and culinary customs in 1830, grants application training, and archival tasks.

Current archival activities include "Found Papers from Greenwood of the Brewer Family in the 19th Century".

Museum Shops

In the John Poole House and the Seneca Schoolhouse, and at special events such as the Barn Dance and Poolesville Day, HMD sells books, dried flowers, herbs, Victorian-era toys and games, as well as its own products, which include:

Mugs

Notepaper featuring John Moll drawings
Reproduction of a hand-drawn Civil War map
Postcards of the JP House and Seneca Schoolhouse
Country Schoolboy by Bess Patterson Snipe
Coloring plates of Country Schoolboy illustrations
Calendars of John Moll drawings

Current Membership: About 170.

Officers, Board of Directors and Staff:

The paid staff currently includes a docent for the Schoolhouse and for the John Poole House, a booking agent for the school program, and the schoolteacher, Patti Griffiths - a total of four. Everyone else is a volunteer. Each officer and director supervises one or more task such as restoration projects, grants applications, Schoolhouse activities, John Poole House, Programs and Field Trips, Special events, Budget and Finance, and Membership.

Officers 1997: President - Mollie Stock
 Vice President - Linda Van Dien
 Secretary - Carol Hansen
 Treasurer - Cicely Banfield

Board of Directors: Mary Ann Kephart
 John Belferman
 William Lermond
 Kathy Viessmann
 Ellen Jimerson

Executive Director: Perry Kephart

Curator, John Poole House: Willis Van Devanter

Historic Medley District, Inc.

Approximate Financial Status as of August 15, 1997:

Current Assets

Cash on hand in checking and savings accounts	\$ 16,455.00
Kemper Government Securities	23,273.00
Franklin Government Fund (3,102 shares at \$6.81)	21,124.00
Subtotal	\$ 60,652.00

Fixed Assets

Warfel Store on 1 acre next to Barnesville Station Under contract to sell for cash settlement, February 1998)	\$ 44,280.00
John Poole House Museum and Stock Arboretum 0.89 acres and log/frame building in downtown Poolesville)	130,000.00
Subtotal	\$ 174,280.00

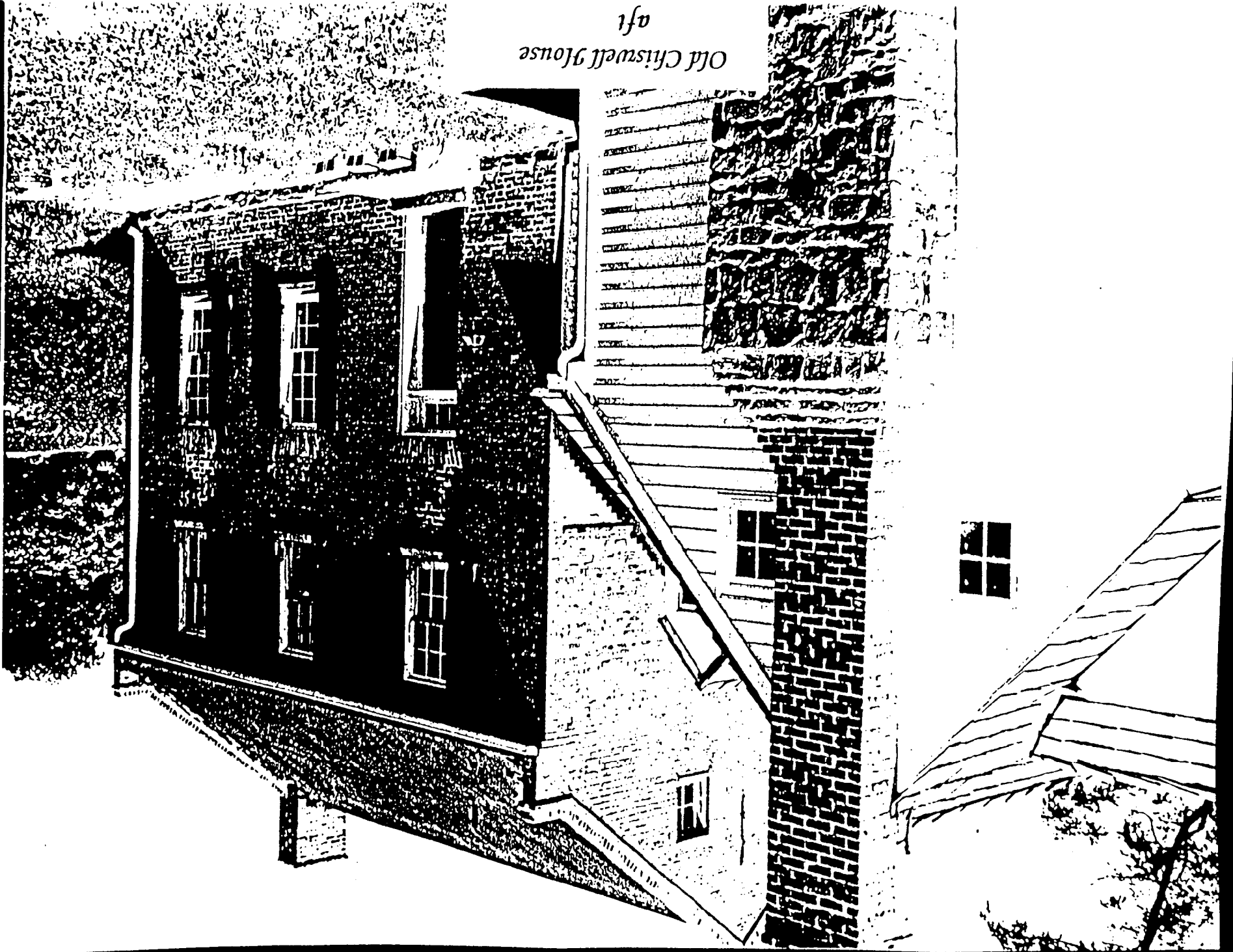
Liabilities

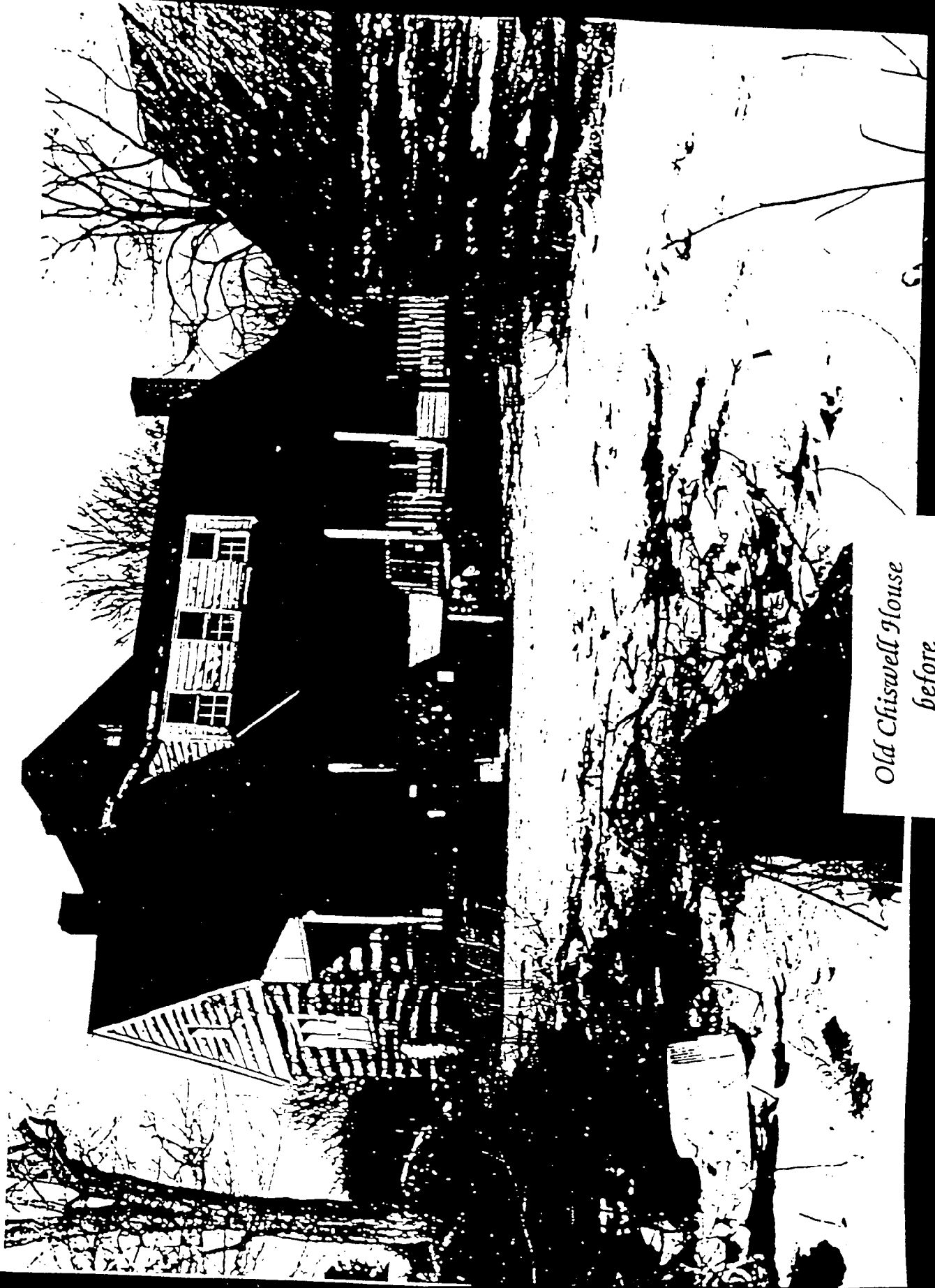
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Total Approximate Net Worth	\$ 234,932.00



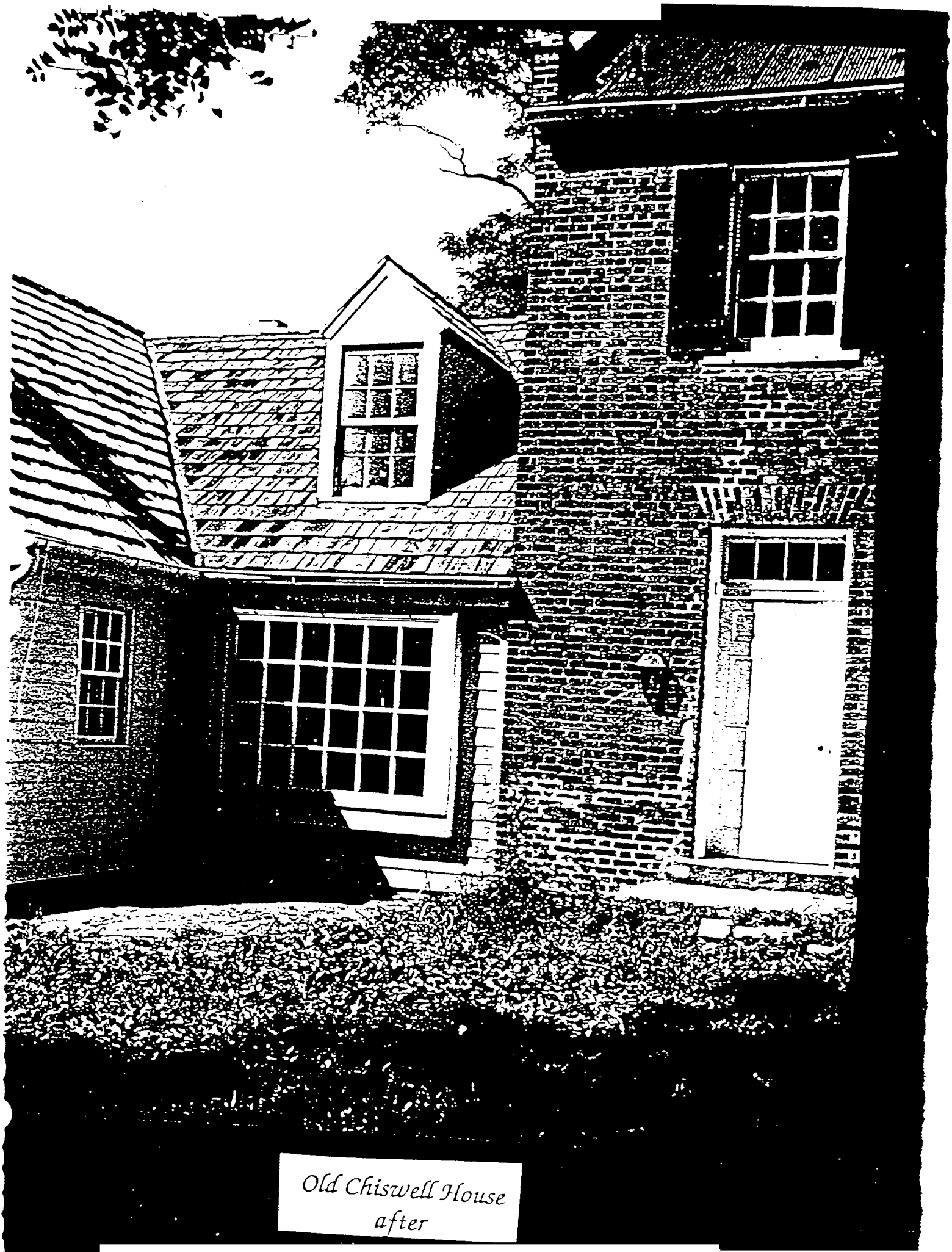
*Old Chiswell House
before*

Old Chiswell House
aft



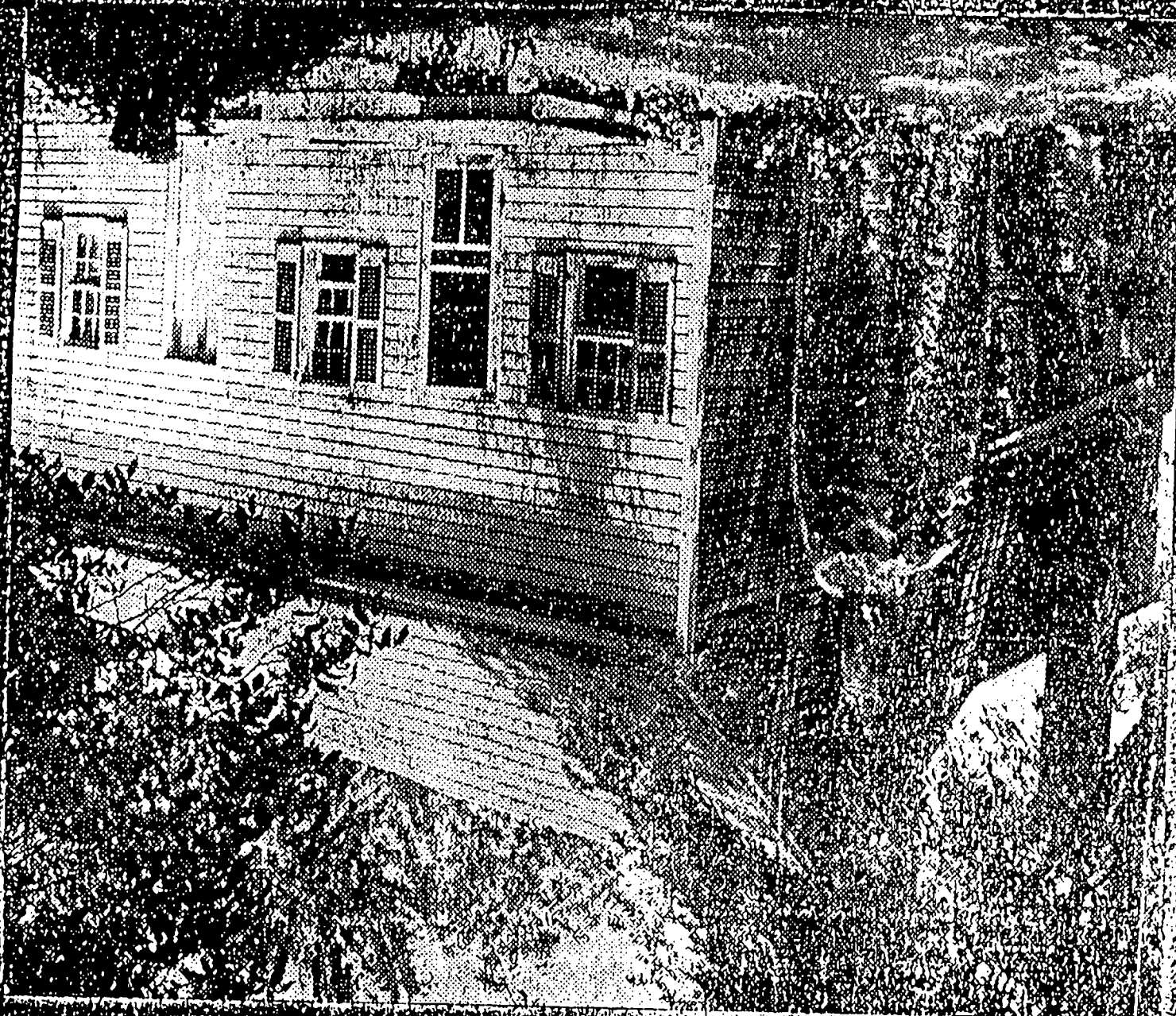


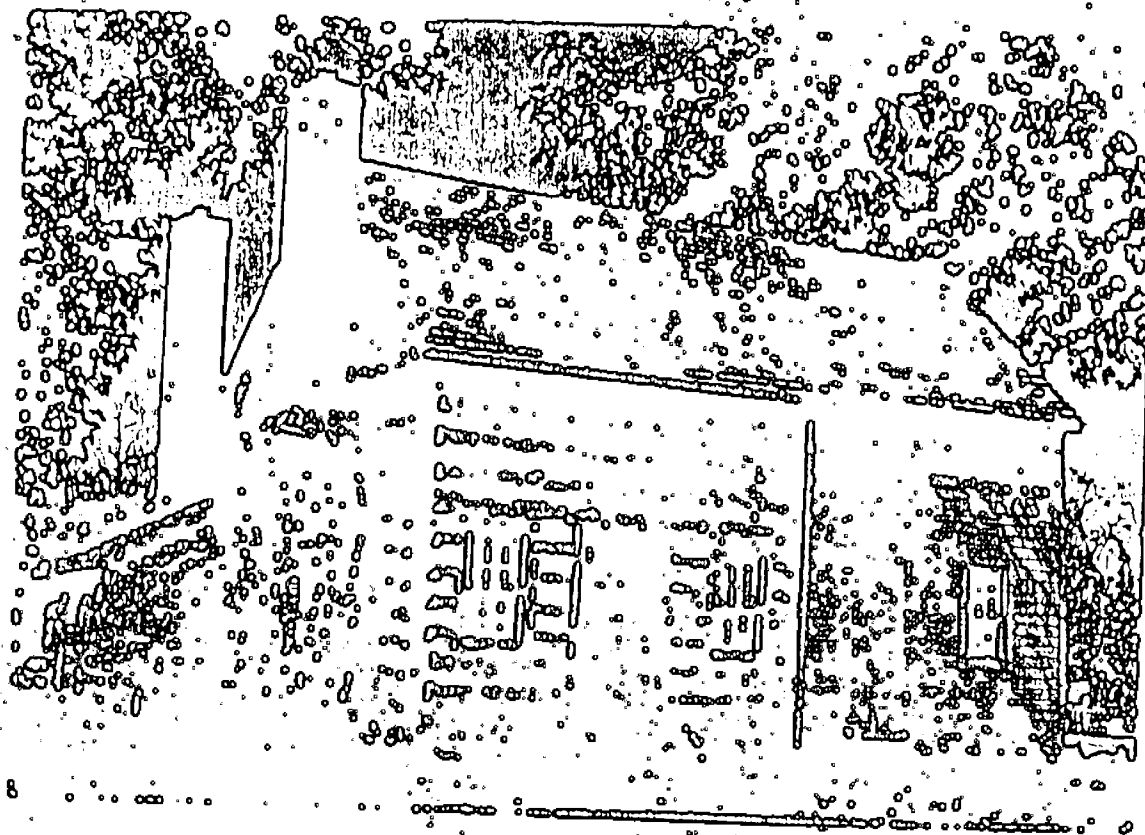
*Old Chiswell House
before*



*Old Chiswell House
after*

John Poole House & General Store
before





John Poole House & General Store Museum
after



*Seneca School House
before*

132



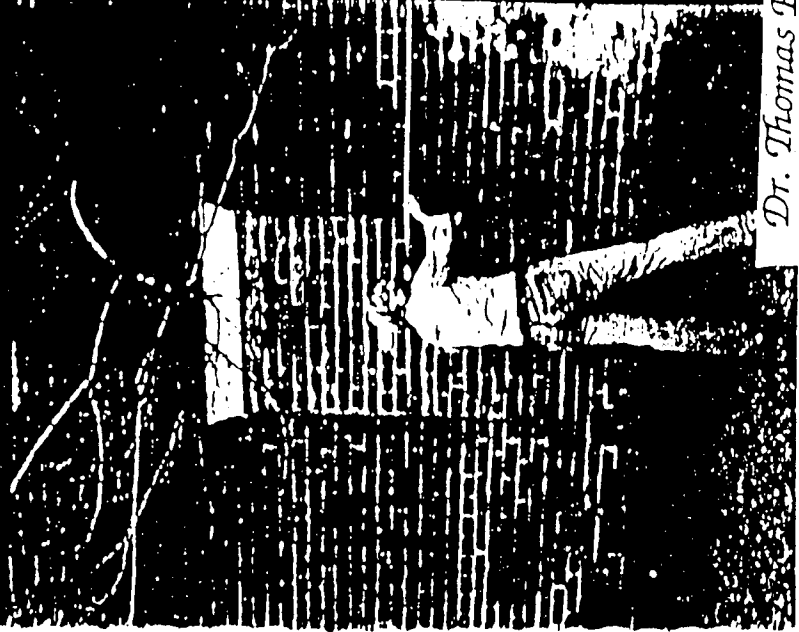
Seneca Schoolhouse Museum
after



DATE _____
SUBJECT _____



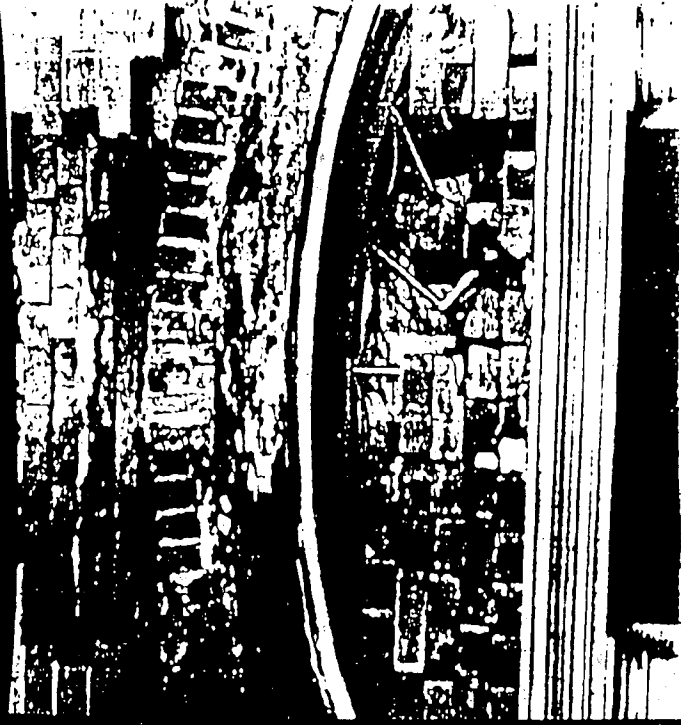
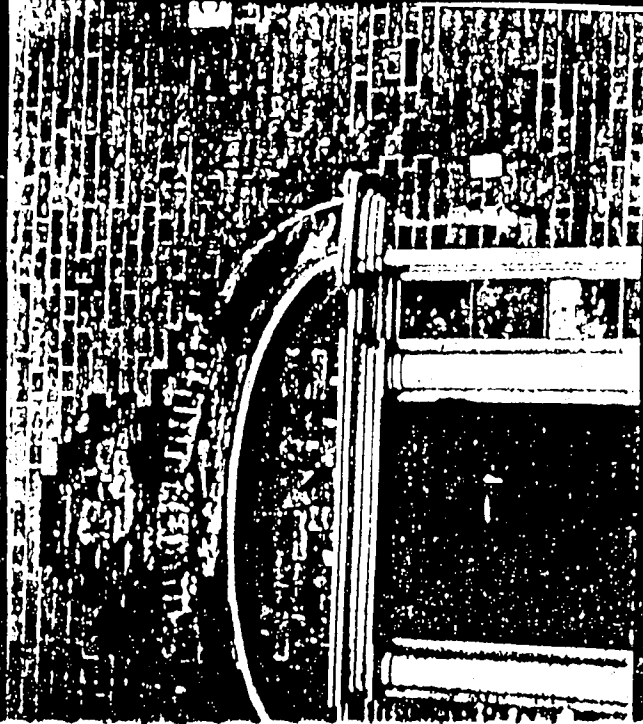
Dr. Thomas Poole House, 1983
Poolersville



Dr. Thomas Poole House, 1983

Poolesville

volunteers at work



Dr. Thomas Poole House, 1983

Poolesville

before



Dr Thomas Poole House
After

REQUEST FOR PROPOSALS

Agency:

Department of the Interior
National Park Service
C & O Canal National Historical Park

Action:

This notice publishes the interest of the National Park Service to solicit proposals for the leasing and rehabilitation of the Pennyfield House and approximately one half acre of land at the Pennyfield Lock #22, Montgomery County, Maryland in the C & O Canal National Historical Park.

Location:

To reach the Pennyfield House take River Rd. west out of the village of Potomac, turn left on to Pennyfield Lock Rd. and follow the road to the end, make a left and drive to the end of the gravel parking lot. The house is located several hundred feet east of the parking lot directly north of Lock #22.

Conditions & Dates of Solicitation:

The Pennyfield House proposal solicitation is subject to the terms and conditions contained in the following documents:

1. Request for Proposals
2. General Guidelines & Requirements and Preservation Guidelines & Historic Structure Requirements for the Rehabilitation of the Pennyfield House at Lock #22
3. Preservation Guidelines and Historic Structures Form

These documents can be obtained by calling (301) 739-4200 or writing to the C & O Canal National Historical Park, P.O. Box 4, Sharpsburg, MD. 21782.

The lease proposals will be accepted until October 18th at 4 P.M. The proposals when completed are to be delivered to the Superintendent, C & O Canal National Historical Park, P. O. Box 4, Sharpsburg, MD. 21782 in a sealed envelope clearly identified by writing on the envelope "Proposal - Pennyfield House."

For Further Information Contact:

Branch of Cultural Resources, C & O Canal National Historical Park, P.O. Box 4, Sharpsburg, MD 21782. Telephone (301) 739-4200.

Justification:

Leasing this property with certain terms and conditions will assure the preservation, rehabilitation and maintenance of the property in a manner consistent with the purpose for which the C & O Canal National Historical Park was authorized by Congress. Leasing of real property is authorized under code of federal regulations 36 CFR Chapter 1 (7-1-92) Part 18 - Leases and Exchanges of Historic Property.

The Pennyfield House will require substantial rehabilitation by the lessee and can be leased for residential use or limited commercial use such as a Bed & Breakfast. Any commercial use must be contained within the Pennyfield House and is prohibited from extending outside the walls of the structure.

Legal Description:

A portion of Tract 62-115 consisting of approximately one half acre of land and the Pennyfield House at Pennyfield Lock. Refer to site plan in Preservation Guidelines for site boundaries.

Interest To Be Conveyed:

The property can be leased for a maximum of ninety-nine years. The Proposal should specify the length of time requested for the lease.

Fair Market Rental Value:

The lease rent and time periods for payment of rent will be negotiated for the selected proposal.

The lease rent will be based on the fair market rental value of the property determined by its rehabilitated condition and intended occupancy. No rent will be charged during the rehabilitation period, which is not to exceed 18 months. The rehabilitation costs incurred by the lessee will be applied toward the lease rent until the rehabilitation costs are fully credited. This may result in no payment of rent for a significant period of time. After the rehabilitation costs are credited the lessee will pay the fair market rental value for the property.

Rent and time periods will be determined prior to the signing of the lease so the lessee will be aware of his/her financial obligations and can accurately predict his/her

financing requirements. However, a revised fair market rental value will be assessed at the time the rehabilitation costs incurred by the lessee have been fully credited against the original fair market rental value. This analysis will most likely occur well into the lease period at a pre-determined time that will be established during the lease negotiation process.

An escrow account for the preservation maintenance of the structure will be established at the completion of the rehabilitation. The monthly contribution amount required from the lessee will be negotiated from the selected proposal.

Example:

The house is used as a residence and the rehabilitation costs for lessee are \$300,000. The lease is signed on December 1, 1996. The rehabilitation work is completed on December 1, 1997. The fair market rental value of the residence is \$1250 a month. A lease for thirty years is signed.

\$1250 a month fair market rental value X 12 months = \$15,000 a year fair market rental value.

\$300,000 rehabilitation costs by lessee/\$15,000 a year fair market rental value = 20 years credit for rehabilitation costs incurred by lessee + 1 year credit during rehabilitation period = 21 years credit for rehabilitation costs incurred by lessee.

At the end of 21 years (December 1, 2017) a new fair market analysis would be conducted. The lessee would pay the revised fair market rental value of the property to the National Park Service until the lease expires in 9 years (December 1, 2026).

Conveyance Procedures, Requirements and Time Schedule:

Conveyance of the property will be a formal lease document.

Proposals must consist of a description of the proposed rehabilitation (see following Contents of Proposal), be in writing, clearly identify the proposer, signed by the proposer, or his/her assigned agent, and refer to the notice.

The interior of the property will be available for public inspection (weather permitting) on the site from 10 a.m. to 3 p.m. on the following dates:

1. Monday, July 22, 1996
2. Wednesday, July 31, 1996
3. Friday, August 9, 1996

4. Thursday, September 5, 1996

5. Monday, October 7, 1996

Please bring a flashlight since there is no power in the building. Due to the deteriorated condition of the building, all interested parties will be entering at their own risk, and will be required to sign a release form prior to entering the building.

Contents of Proposals:

The proposal must set forth complete and accurate information as required by this request. Proposals will not be returned.

Proposals should reflect a realistic understanding of the National Park Service objectives for leasing this property. The substance of the selected proposal(s), as approved by the National Park Service, will be incorporated in the lease, the performance of which in all significant regards will be the basis for determining effective compliance.

It shall be the duty of the proposers to make their own observations and notes of the condition of the property prior to making a proposal.

Proposals submitted in response to this request should include as much of the following information as possible so that the proposal can be properly evaluated. However, all proposals submitted will be considered.

1. Completed Preservation Guideline and Historic Structures Form or comparable document describing specific rehabilitation work to be done and cost estimates. Additional photographs and/or explanations as necessary.
2. Drawings of the proposed work - plans, elevations, sections, etc. as necessary to explain the proposal.
3. Name, experience and references of the individuals and/or contractor to do the rehabilitation work.
4. Financial statement and proposed method of financing.

Criteria for Evaluation of Proposals:

Proposals will be evaluated using the following criteria in order of importance (most important criteria listed first):

1. Implementation of the Preservation Guidelines and Historic Structure Requirements in the proposal will be the primary basis for evaluation. The following key elements will be considered as follows:
 - A. Proposals for the structure that preserve the maximum amount of historic fabric and character (both exterior and interior) based on the Secretary of the Interior's Standards for Rehabilitation will receive the highest evaluation. The highest priority is the preservation of the exterior of the Pennyfield House.
 - B. Uses for the structure that are the most compatible with the existing structure, park and surrounding neighborhood will receive the highest evaluation. This includes the least intrusion and activity into the park. As an example, single family use would be evaluated very high based on these considerations. The National Park Service will consider other uses, but reserves the right to reject any proposed use in conflict with its intent, purpose or mission and that of the public/community it serves. Any commercial use must be contained within the Pennyfield House and is prohibited from extending outside the walls of the structure without National Park Service approval.
 - C. Proposals that preserve and enhance the cultural landscape for the public will receive the highest evaluation.
2. Experience in preservation/rehabilitation projects of the individuals/contractors doing the work.
3. Adequate capital or financing to complete the project.

The lease will be awarded to the individual/group with the highest evaluation based on the above criteria.

GENERAL GUIDELINES & REQUIREMENTS FOR THE REHABILITATION OF THE PENNYFIELD HOUSE AT LOCK #22

1. REHABILITATION

The Pennyfield House must be rehabilitated and occupied by the LESSEE within 18 months of the signing of the lease according to the terms of the LESSEE's proposal which becomes a part of the Lease, and the Preservation Guidelines and Historic Structure requirements. All rehabilitation costs are to be incurred by the LESSEE. A project and construction schedule mutually agreeable to the LESSEE and National Park Service will be developed for the successful proposal and will become a part of the lease. If the project or construction schedule is violated or the Pennyfield House is not rehabilitated and occupied by the LESSEE within 18 months of the award of lease, the Lease may be cancelled by the National Park Service. All rehabilitation work remains the property of the National Park Service. While the structure is unoccupied the Lessee agrees to protect the structure from further deterioration as necessary.

All rehabilitation plans must be approved by the National Park Service. The final construction shall not differ from the approved design without National Park Service approval. National Park Service shall monitor the project for design compatibility through the preparation and review of construction documents and throughout the construction process for any changes in the approved design.

2. UNAUTHORIZED USES

- (A) Animals and poultry may not be raised on the premises. Personal pets (i.e. cats, dogs) will be allowed, but must be contained within the leased site. Pets must be approved by the Superintendent.
- (B) Mobile homes, travel trailers, tents, self-propelled recreational vehicles, and like structures or vehicles will not be located or used on the land for residential, camping, storage, or other purposes. However, temporary construction facilities may be allowed during the rehabilitation of the structure, but must be approved by the National Park Service prior to installation.
- (C) The location of antenna towers or of dish antennas must be approved by the National Park Service before installation is permitted. Such equipment will be located in areas not visible from roads or trails, or will be screened from view in a manner acceptable to the National Park Service.

- (D) No rubbish, junked equipment, vehicles, tires or any other unsightly or offensive materials will be abandoned or exposed of on the property. Storage of materials will be limited to those used in connection with approved construction. The leased premises will be kept in a neat, well maintained manner. The LESSEE is prohibited from displaying signage visible from visitor use areas, unless approved by the Superintendent.
- (E) Burning of rubbish, brush piles or other materials is prohibited.
- (F) No tree will be cut down except those that are authorized by the Superintendent. However, the LESSEE will prevent damaging vegetation such as trees, shrubs, or vines from encroaching against the foundation, walls and roof of all structures on the property.
- (G) Operating, landing or storing fuel-powered aircraft (including hot-air balloons and "ultra-lights" is prohibited.

3. EROSION/FLOOD

If necessary, river/stream bank and gully erosion problems within the leased premises will be mitigated in a timely manner by the LESSEE using methods formulated in consultation with professional advisory agents and approved by the Superintendent.

The premises is located within the 100 year flood plain. Although unpredictable, major floods have occurred approximately once every ten to fifteen years. The most recent flood was in January, 1996. The flood waters came within inches of the first floor. The site and basement were under water and resulted in additional damage to the interior supports for the house. The interior floor and wall settled several inches.

The Lessee is aware that the structure is located in a flood plain and that it may be necessary to vacate the premises for safety reasons during times of flood. The Lessee is responsible for monitoring potential flood situations. The National Park Service is not responsible for monitoring or notifying the Lessee of flood.

The LESSEE shall save, hold harmless, defend and indemnify the United States of America, its agents and employees for losses, damages and judgements on account of flood.

In the event of a flood the Superintendent may require the LESSEE to remove unsightly flood-deposited debris from the leased premises. Restoration plans must be approved by the Superintendent if the use of heavy equipment is

proposed for repairing any flood damage.

4. PUBLIC USE

Public use will be permitted on the path to the Pennyfield Lock located on the canal side of the fence, which is outside the leased area.

The leased area may be posted "private residence" or what is determined to be the property's use when selected with the Superintendent's approval to afford the resident's some degree of privacy.

However, the LESSEE must be aware that the structure is located in a national park and the public will be present. The LESSEE will avoid taking direct action with any individual believed to be engaging in any activity that is illegal, improper or destructive to cultural or natural resources. Lessee may explain National Park Service regulations protecting those resources, including the leased premises, but should seek the assistance of a park ranger or telephone the office of the Superintendent when public actions warrant.

The National Park Service may locate, erect, and maintain signs on the leased property, and will take other actions necessary to control and regulate public use.

5. LAWS & ORDINANCES

State and local laws, ordinances and National Park Service regulations are enforceable on these premises and will apply to the LESSEE and to all parties using the premises at the invitation of the LESSEE or the National Park Service.

6. ADMINISTRATIVE ACCESS

The National Park Service its employees and assigns shall have the right to enter the property after notifying the Lessee. Only in the event of an emergency will the National Park Service have unrestricted access. Prior to the LESSEE padlocking any gate on the leased premises, the Superintendent will be notified so that a park service lock also can be placed on the gate. National Park Service and hiker access to Pennyfield Lock must be retained on non-leased land.

7. LESSEE RESPONSIBILITY

The LESSEE has inspected and knows the condition of the leased premises, and it is understood that the same is hereby leased without any representation or warranty by the Superintendent whatsoever, and without obligation on the part

of the Superintendent to make any alterations, repairs, or additions thereto.

8. LEASEHOLD INTEREST

The LESSEE is authorized to encumber the leasehold interest in the premises for the purpose of borrowing capital for the improvement of the leased property. The encumbrance instrument must be approved by the Superintendent in writing. An assignment or sale of leasehold under an approved encumbrance can be made with the approval of the Superintendent and the consent of other parties to the lease; provided, however, that the assignee accepts and agrees in writing to be bound by all the terms of the lease and will assume in writing all the obligations thereunder.

9. SUBLEASING

All or portions of the property may be subleased, subject to all conditions of the lease and prior approval by the National Park Service. The Superintendent will be notified in writing at least 60 days prior to any proposed sublease to another party to secure necessary approval.

10. IMPROVEMENTS

Improvements remain the property of the National Park Service. No interest in the property or in any improvements made to the property by the LESSEE will vest in the LESSEE. At expiration of the lease, title to all real property will remain in the United States.

11. TAXES AND ASSESSMENTS

The LESSEE shall pay to the proper authority, when and as the same becomes due and payable, all taxes, assessments, and similar charges, which at any time during the term of the lease, may be taxed, assessed or imposed upon the Government or upon the Lessee with respect to or upon the premises. The LESSEE will pay taxes based on the occupancy, use and rehabilitation costs for the structure.

12. INDEMNITY/INSURANCE

The LESSEE shall obtain a Surety Bond for performance during the rehabilitation period.

The LESSEE shall save, hold harmless, defend and indemnify the United States of America, its agents and employees for losses, damages and judgements and expenses on account of fire or other perils including flood, bodily injury, death

or property damage of any nature whatsoever, and whomsoever made, arising out of the activities of the LESSEE, employees, subcontractors, or agents under this lease.

The LESSEE shall be responsible for securing and maintaining liability insurance sufficient to indemnify losses that may occur during the use, activities or operations authorized by the lease(s). Automobile and workers compensation insurance (if applicable) shall be secured to the limits required by the State of Maryland. The National Park Service shall not be responsible for providing any insurance - including personal property and liability insurance - for the lessee. The National Park Service requires property insurance on the structure.

The LESSEE shall at all times exercise due diligence in the protection of the leased premises against damage or destruction by fire or other causes. However, the LESSEE will not be liable for damage that may be caused by lightning, wind, flood or other natural occurrences.

Any property of the United States damaged or destroyed by the LESSEE incident to the LESSEE's use and occupation of the said property shall be promptly restored or reconstructed by the LESSEE to the satisfaction of the Superintendent. In lieu of such restoration or reconstruction, the LESSEE shall if so required by the Superintendent, pay to the United States money in the amount sufficient to compensate for the loss sustained by the United States by reason of damage or destruction of Government property.

13. LESSEE FAILURE TO PERFORM

The lease may be revoked at the election of the Superintendent when the LESSEE fails to comply with the conditions and terms of the lease. In addition the Superintendent may terminate the lease for the convenience of the government at any time, subject to any rights the LESSEE may have under law to seek compensation for such termination.

14. NO PREFERENTIAL RENEWAL AND RELOCATION ASSISTANCE

The lease provides no right of renewal and the LESSEE hereby waives any preferential right to renewal of this lease under 16U.S.C. 20d or otherwise. In addition, no right shall be acquired by virtue of the lease entitling the LESSEE to claim benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Public Law 91-646.

15. VACATING PROPERTY

On or before the date of expiration, termination or revocation of the lease, the

LESSEE shall vacate the premises, remove the property of the LESSEE therefrom, return the premises in rehabilitated condition, fair wear and tear excepted. If the LESSEE shall fail or neglect to remove said property and so repair the premises, then, at the option of the Superintendent said property shall become the property of the United States.

16. JOINT LESSEES

If more than one LESSEE is named on the lease, the obligations of said Lessees herein contained shall be joint and several obligations.

17. NO COMMISSION OR BROKERAGE FEE

The LESSEE warrants that no person or selling agency has been employed or retained to solicit or secure this lease upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees, or bona fide established commercial or selling agency maintained by the lessee for the purpose of securing business. For breach or violation of this warrant the Government shall have the right to annul this lease without liability or in its discretion to require the LESSEE to pay, in addition to the lease rental or consideration, the full amount of such commission, percentage, brokerage, or contingent fee.

18. FEDERAL EQUAL OPPORTUNITY LAWS

The LESSEE shall comply with the requirements of all Federal Equal Opportunity Laws.

19. CONGRESSIONAL CONFLICT OF INTEREST

No member or delegate to Congress or resident Commissioner shall be admitted to any share or part of this lease or to any benefit to arise therefrom. Nothing, however, herein contained shall be construed to extend to any incorporated company, if the lease is for general benefit of such corporation or company.

20. COMPLIANCE WITH THE NATIONAL HISTORIC PRESERVATION ACT AND NATIONAL ENVIRONMENTAL POLICY ACT

The LESSEE will provide the National Park Service all necessary information to comply with appropriate federal/state laws and regulations governing natural and cultural resources. This will include Section 106 of the National Historic Preservation Act of 1966, as amended, and National Environmental Policy Act of 1969, as amended, and all other related federal and state requirements. The

National Park Service will submit compliance documents for LESSEE to appropriate federal, state and local organizations. LESSEE agrees to make changes and modifications as required by these regulatory authorities and to comply with the regulations of these acts throughout the term of the lease.

PRESERVATION GUIDELINES AND HISTORIC STRUCTURE REQUIREMENTS FOR THE REHABILITATION OF THE PENNYFIELD HOUSE AT LOCK #22

The National Park Service seeks a responsible individual or party who will lease the described property, and rehabilitate and maintain the property to National Park Service standards. Rehabilitation is defined as the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values. This section of the agreement will address the existing condition of the building, work/repairs necessary to be made to the building by the Lessee, and preservation guidelines for the Lessee in performing the rehabilitation of this building.

Standards

All work will be done according to the following standards:

1. The Secretary of the Interior's Standards for Rehabilitation which is described in this document. The following Preservation Philosophies explain the Secretary of the Interior's Standards for Rehabilitation and how they apply to the Pennyfield House. The Secretary of the Interior's Standards for Rehabilitation are used as the main basis for all work to be done on the Pennyfield House. Photographic documentation of the rehabilitation work shall be maintained by the Lessee and one copy of the documentation given to the National Park Service.
2. All work performed will adhere to Uniform Federal Accessibility Standards, Building Officials Code Association (BOCA), local building codes (fire, electrical, plumbing, etc.) for Montgomery County, Maryland, and existing conditions will be brought up to current building code requirements. This will include life safety and fire protection requirements. All permits shall be obtained by the lessee.
3. The Lessee should be aware that due to the age of this structure lead paint, asbestos, and other hazardous exposures may be present in the building. It is the Lessee's responsibility to take appropriate safeguards to protect himself/herself from these exposures and dispose of these materials in an approved manner.

Preservation Philosophies

The following preservation philosophies (sections in bold type are the Secretary of the Interior's Standards for Rehabilitation) are to be implemented and evaluated as follows:

1. **A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.**

Every reasonable effort shall be made to provide an adaptive and compatible use for the historic structure that requires minimal alteration of the structure and its environment, or to use the historic structure for its historically intended purpose.

The use of the structure shall be regulated to minimize both immediate and long range damage to the structure, its environment, and its historic contents. Any commercial operation must be contained within the walls of the structure and is prohibited from extending outside the Pennyfield House.

- 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.**

The distinguishing qualities or character of the structure and its environment shall not be destroyed. The removal or alteration of any material of distinctive architectural features requires authorization by the National Park Service.

- 3. Each property shall 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 architectural elements from other buildings, shall not be undertaken.**

The structure shall be recognized as a product of its own time. Alterations that have no historical basis and seek to create an earlier appearance are prohibited.

- 4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.**

Changes which have taken place in the course of time are evidence of the history and the development of the structure and its environment, and should be preserved. However, changes to the Pennyfield House that must be preserved do not include the newer one story cinder block supported addition to the east end of the structure or the one story rear addition which is explained in more detail in the guidelines.

- 5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.**

Distinctive architectural features or examples of skilled craftsmanship which characterize a structure shall be treated with sensitivity.

- 6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.**

Due to the deteriorated condition of the Pennyfield House, some features will need to be replaced. These features are identified in the following document. However, the full extent of specific repair and/or replacement will not be known in some cases until the work is begun, and all areas are exposed.

- 7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.**

- 8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.**

The National Park Service will be responsible for providing the archeological mitigation for utility installation, but the lessee will be responsible for archeological mitigation due to construction of a building addition or other approved optional changes.

9. **New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.**

An addition to the rear of the structure that is not visible from the front of the structure could meet preservation guidelines. Also, historically, outbuildings were located on the site. Consequently, a small storage shed or garage that is contemporary but compatible with the historic structures may be acceptable. Drawings (plans, elevations, sections, etc.) and specifications for any addition or storage shed must be provided. However, a proposal that does not require an addition, small garage or storage shed, and meets all other criteria would be the most preferred solution.

10. **New additions and adjacent or related new construction shall 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.**

Rehabilitation Work

1. Plans and specifications for any construction work on the structure shall be approved by the National Park Service before any work is undertaken. The National Park Service shall approve all plans and specifications for structural work, site improvements and landscape treatments. The lessee will be responsible for providing the National Park Service with reproducible copies of all drawings and specifications prepared by or for the lessee. The National Park Service will work to expedite this review process. However, this process may require several months from receipt of plans to approval of the final specifications, depending on the proposal and the various parties and agencies involved.
2. It will be the responsibility of the lessee to accomplish the specified work, using qualified craftspeople where appropriate. This work will be overseen by the National Park Service. All major construction treatment and preservation maintenance work will be inspected and accepted by the National Park Service. The National Park Service has the authority to stop the lessee's construction work or preservation maintenance when in the National Park Service's opinion resources are endangered. The lessee will arrange for inspection of the premises by local building officials to assure compliance with local building codes. The lessee will provide the National Park Services with copies of approval.
3. During the term of the lease, every precaution possible is to be taken to prevent damage to the historic structure and surrounding area. Should any damage occur, it is to be repaired or replaced to match as closely as possible the existing condition at no expense to the Government and must meet the approval of the Superintendent.
4. During any construction work, the leased area shall be maintained free from accumulations of waste materials and rubbish. All areas shall be cleaned and waste materials, debris and rubbish disposed of on a daily basis in on-site containers provided by the lessee. All waste materials, debris and rubbish are to be removed from the site by the lessee.

Preservation Maintenance

1. Maintenance necessary to keep the structure in good condition after the rehabilitation is completed is the responsibility of the lessee. Those items that may be paid for out of the escrow

account established in the lease are identified in the following section. Maintenance shall include the following:

- A. Cleaning the exterior and interior of the building, gutters and downspout on at least a semi-annual basis. (Escrow account is not to be used.)
 - B. The leased site area will be kept clean and free from debris. The lawn will be mowed on a regular basis as required. Vegetation and trees will be trimmed and kept back from the house. (Escrow account is not to be used.)
 - C. All systems such as plumbing, mechanical, electrical, HVAC will be maintained and repaired where necessary. (Annual servicing of systems will not be available from the escrow account, but costs for repairs and replacement of parts will be available from the escrow account subject to National Park Service approval)
 - D. Exterior painting of the structure will be done as needed. If the structure has not been painted in five years the National Park Service may require the lessee to paint it. (Costs are recoverable through the escrow account with National Park Service approval)
 - E. All materials that make up the house will be kept in good condition and replaced where necessary, i.e. structural materials, roof, siding, etc. (Costs are recoverable through the escrow account with National Park Service approval)
2. Preservation maintenance of the property shall be carried out in accordance with this Preservation Guide. All maintenance work on the historic structure shall be done by appropriate personnel in accordance with this guide. Annual report of preservation maintenance and rehabilitation work done on the property shall be prepared and submitted to the Superintendent of the C & O Canal National Historical Park.
 3. All maintenance work must retain the maximum feasible amount of original fabric. When fabric has deteriorated beyond repair, replacement work must match historic fabric. The National Park Service must approve any replacement of fabric.

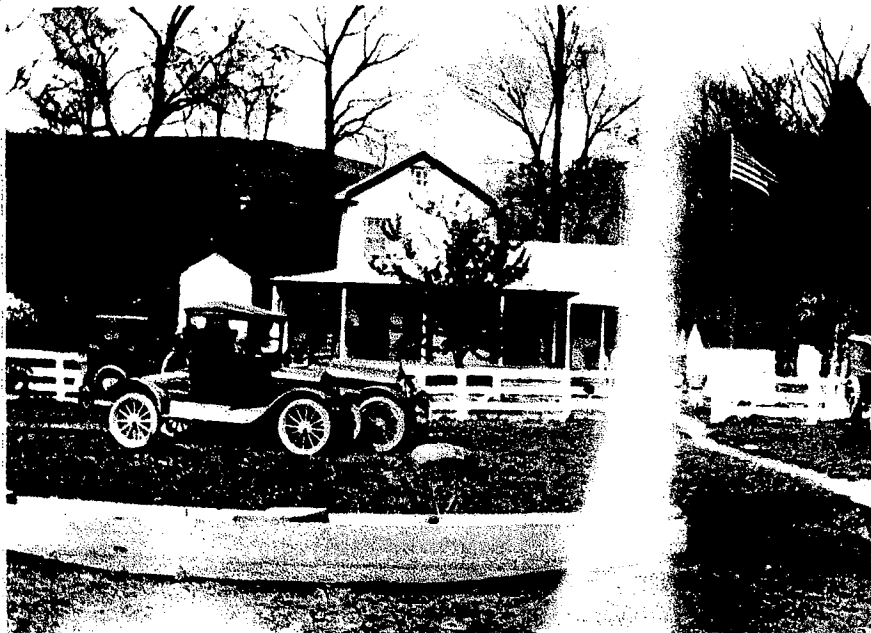
Scope of Work to be Performed by Lessee

The following section consists of existing conditions and recommendations for rehabilitation of the structure. The document is not intended to be so specific thereby making it difficult for the lessee to implement the work. However, all historic fabric will be retained and repaired where possible. Fabric is defined as the physical components (materials) that make up the building. Fabric will be replaced only when deteriorated to the point that it cannot be repaired. The building has undergone many changes and much physical deterioration, but historic fabric does still remain.

Due to the deteriorated condition of the building, once the work is begun the extent of the deterioration uncovered may warrant changes to the agreed upon scope of work. The lessee will need to work closely with the Park Historical Architect regarding the work to be performed. After work is begun if additional deteriorated material is discovered the National Park Service must be contacted and approval obtained prior to the removal or replacement of any historic fabric.

Proposals that plan to implement all of the recommendations would be evaluated higher than those that do not. The National Park Service will consider alternative solutions, but reserves the right to reject any solution contrary to the following recommendations.

Photographs of existing conditions are provided throughout the guidelines. Figures (Plans) referenced in the document are at the end of the guidelines. Space has been provided after the recommendations for the lessee's proposed work.



Historic Photograph, 1919

General Overview

The two story wood frame house was built in 1879 by Charles W. Pennyfield, who served as the lockkeeper at nearby Lock #22. President Grover Cleveland is reported to have stayed at the Pennyfield House during a fishing trip.

A 1919 photograph is the earliest known photograph of the house and landscape. Up until 1919 the house was a two story structure with a one story portion to the east as shown in the photograph. There was an open roofed porch wrapping around the front of the structure. The rehabilitation must retain the historic appearance of the structure and the character of the landscape as shown in the 1919 photograph.

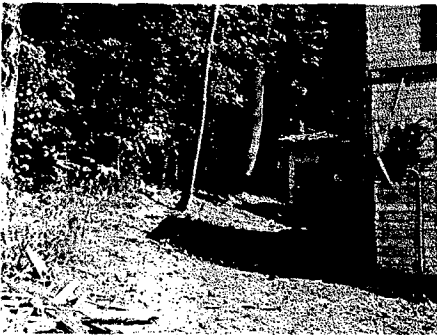
The house was significantly altered after 1919 when a second story addition was added over the existing east wing. Historic fabric and changes made to the structure during this period should be retained. A rear addition was probably added after 1919 when the second story was expanded. Due to the extreme deterioration of this rear addition, the drainage issues at the rear of the structure, and that the addition is not original to the structure, the rear addition may be retained or removed. However, proposals that retain this addition will be evaluated higher. At an even later date a one story cinder block supported addition was added to the east end of the structure which is not historic and may be retained or removed.



Existing Photograph, 1995

PRESERVATION GUIDELINES AND HISTORIC STRUCTURES FORM

Existing Conditions



1. Site

The Pennyfield House is located several hundred feet east of the easternmost parking lot at the edge of an open field north of Pennyfield Lock.

The Pennyfield House and its landscape contribute to the significance of the C&O Canal Historic District, listed on the National Register of Historic Places. Consequently, the characteristics of the landscape and the structure must be preserved to maintain the significance of the historic district as a whole.

The location, scale, and orientation of the Pennyfield House and its landscape must remain as they are unless changes are approved by the National Park Service.

The National Park Service has cut back some trees from around the structure to allow for the placing of a tarp over the roof to help minimize further deterioration to the historic structure. However, the vegetation and trees around the house are still overgrown and need to be cut back further. Vegetation on the structure brings additional moisture to the building materials, which causes them to deteriorate more rapidly. Also of significance is the poor drainage around the building, which is aggravated by the vegetation. There currently is no vehicular access to the Pennyfield House nor path/pedestrian access to the canal from the house. There is an abandoned asphalt driveway along the tree line that runs from the National Park Service parking lot halfway across the field to the Pennyfield House. Figure 1 shows the site plan with existing fence, house and major landscape features.

Recommendations:

Figure 1(Page 16) shows potential site modifications and areas of use as described in the

following recommendation section.

Vegetation (trees, shrubs, weeds, grass, etc.) needs to be cut back and removed from around the building. A landscape plan appropriate to the historic setting must be presented to the National Park Service for approval.

The use of native plant species is encouraged. Invasive exotic species may not be used. No trees or woody vegetation are to be placed closer than 20 feet from the house. After the yard is landscaped, the tenant needs to maintain it on a regular basis.

Drainage needs to be modified around the building so that water flows away from the building foundation. Swales and possibly an underground drainage system need to be provided around the rear and sides of the building to carry water away from the foundation. Surface water currently flows into the basement. Grading of the building site around the Pennyfield House for drainage, and an access driveway to the site must be performed in accordance with plans prepared by the lessee and approved by the Superintendent. The lessee should apply for authorization to conduct any ground-disturbing activity at least three months in advance of proposed action, so that necessary archeological testing may be conducted.

Vehicular access will be provided to the house along the abandoned asphalt driveway. All vehicular surfaces, including the abandoned asphalt driveway, should be crusher-run gravel. The driveway may be ten feet wide. A parking area for up to 3 cars may be provided on the side of the house and be up to 1200 square feet in size. A wood fence should be erected around the house which matches the fence shown in the 1919 photograph. The existing fence along the dirt path to the lock will be removed by the National Park Service. The existing fence along the east edge of the parking lot will remain with pedestrian and gate access to the dirt path to the lock as currently used. Gate access also will be provided to the Pennyfield House at the other end of the fence at the abandoned asphalt driveway.

Proposed Work:

2. Existing Building Floor Plans - First Floor (Figure 2 on Page 17), Second Floor (Figure 3 on Page 18) & Basement (Figure 4 on Page 19)

The interior of the building retains much of its historic spatial integrity even with the additions and modifications. The porches on the house have been modified and are in a state of extreme deterioration. The house retains much of its interior historic fabric - wood molding, wood trim, wood flooring, and wood flooring structure. However, there is substantial damage to the wood from water and insects. Existing wood surfaces are painted except for the floors. The building is currently vacant.

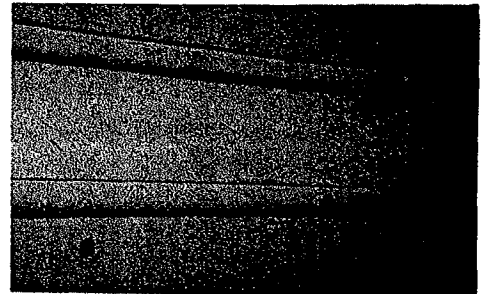
Recommendations:

Proposals with the least amount of changes to the interior will receive the highest evaluation. The interior wood surfaces should be painted as the existing historic fabric is painted. The one story addition with the concrete block foundation on the east side of the building is not historic, and can be rehabilitated for use by the Lessee. Approval for removal of this concrete block addition may be considered since it is not historic. Due to the severely deteriorated condition of the one story addition on the rear of the structure, the addition may be retained or removed. A new addition to the rear of the structure that is not visible from the front or sides may be considered. However, a proposal with no new addition would be rated higher than one with an addition.

Proposed Work:

3. Exterior Walls

Wood Shiplap Siding - Fair to Poor



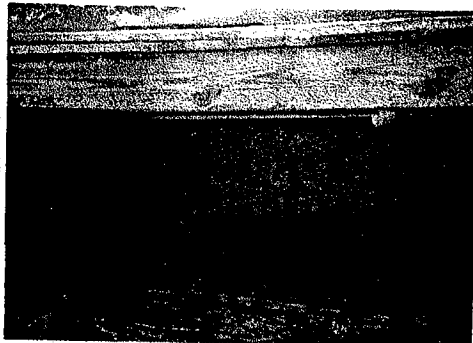
The walls of the building are wood shiplap siding. The siding is deteriorated in some areas and salvageable in other areas of the structure.

Recommendation:

The wood siding should be retained and repaired where necessary. Rotted and deteriorated siding may be replaced with siding that matches the existing wood siding in size, material and color. The exterior of the structure will be painted to match existing colors.

Proposed Work:

4. Foundation - Fair to Poor



The original house foundation consists of stone piers. The stone piers have been infilled with concrete block walls. The rear basement wall is out-of-plumb because of water drainage problems. The porch foundation consists of deteriorating brick piers.

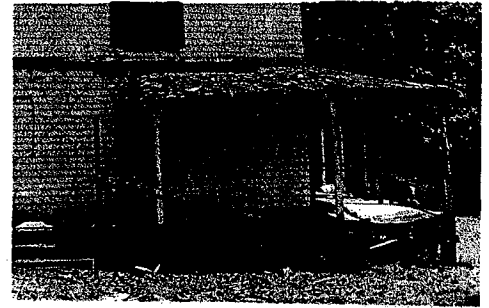
Recommendation:

The rear basement wall will need to be rebuilt to provide support for the structure. The remaining foundation walls will need to be repaired to support the walls, floor and porch structure. The non-historic infilled concrete block walls may be removed or repaired as necessary to stabilize the structure.

Proposed Work:

5. Porch - Poor





The porch is a wood structure with tongue-and-groove flooring, beaded board ceilings and turned wood posts which extends around the front and two sides of the house. The porch has collapsed in some areas and deteriorated significantly.

Recommendations:

The porches have deteriorated to a point where they need to be removed and rebuilt. Extreme care should be taken in the removal of the porches in order to prevent damage to the existing building. The building may need to be repaired where the porches are removed. The porches should be rebuilt to match the existing porches in size, shape, and materials. The porch will be rebuilt with wood tongue-in-groove flooring and beaded board ceiling. The 1919 historic photograph and existing materials should be used as a guide. Materials that are not rotted, or significantly deteriorated should be used in the rehabilitation.

Proposed Work:

6. Roof - Poor



The roof on the house and porch is wood shingles and corrugated metal over wood plank and rafters. Historically, the roof was all wood shingles. The shingles and roof structure are very worn, deteriorated, leaking, and need to be replaced. Leaks have caused the wood to rot out

in places, resulting in significant damage to the wood sheathing and rafters. There are a few remnants of the gutters and downspout on the structure. There are no downspout extensions to carry water away from the building.

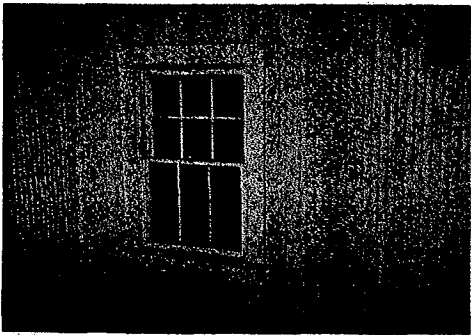
Recommendations:

The entire roof on the house and porch will need to be replaced with wood shingles that match the historic shingles appearance in size and thickness. Asphalt shingles that match the historic wood shingles in appearance may be acceptable. Deteriorated rafters and sheathing will need to be replaced.

Gutters and downspout need to be provided for the roof. Gutters will be 5 inch half-round metal with clip attachments and round downspout. An underground drainage system and/or metal extensions/concrete splash guards should be provided on the downspout to carry water away from the building. All gutters need to be adjusted for positive flow.

Proposed Work:

7. Windows - Poor



Windows are wood, double hung with six-over-six configuration. Many of the windows have been broken out, including the muntins, and the sashes damaged beyond repair. Historically, the windows were wood, double hung, six-over-six configuration.

Recommendation:

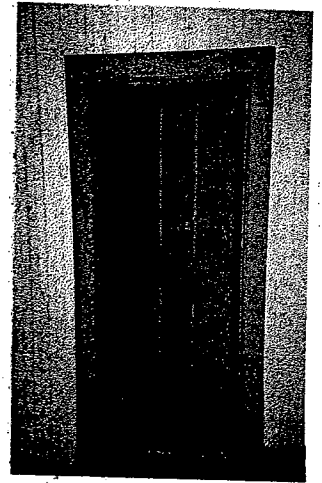
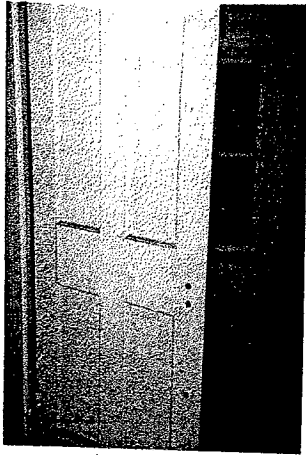
Approximately 25% of the windows could be repaired and retained at a reasonable cost. These windows need to be repaired, reglazed and caulked where necessary. Where not feasible new windows should be wood, double hung, six-over-six configuration to match the existing windows.

The exterior wood trim on the windows needs to be repaired and painted to match the

existing.

Proposed Work:

8. Doors - Fair to Poor



The existing exterior doors are in poor condition. The interior doors are in fair condition.

Recommendation:

The exterior doors may be repaired or replaced. If the doors are replaced the new doors should match the existing doors or historic doors in appearance. Many of the interior doors can be salvaged and should be repaired.

Proposed Work:

9. Exterior Fascia Board and Trim - Poor

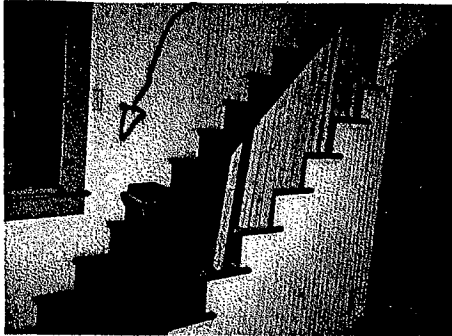
Fascia board and trim is worn and rotted out.

Recommendation:

The fascia board and trim need to be replaced and match the existing in appearance and color.

Proposed Work:

10. Interior Stair - Fair



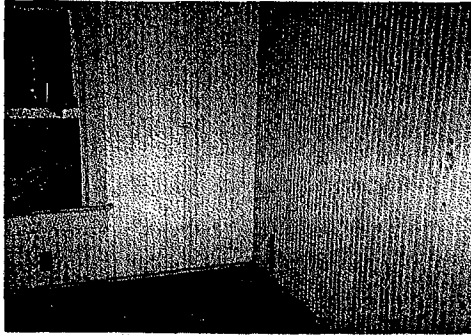
Wood stair to second story is in repairable condition.

Recommendation:

The interior wood stair should be retained, stabilized and repaired.

Proposed Work:

11. Interior Walls - Fair to Poor



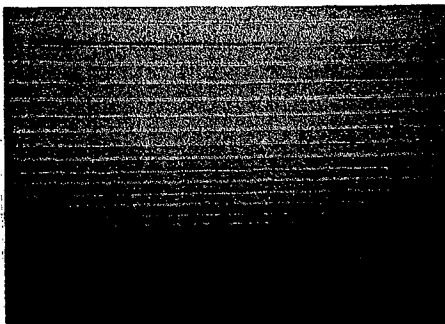
The walls are wood beaded board and can be reused and repaired where the wood has not rotted out. Wood behind boards may be rotted out.

Recommendation:

Repair or replace beaded board walls where necessary. To install insulation and inspect condition of supports most boards will probably need to be removed and put back. Walls should remain beaded board to retain historic character.

Proposed Work:

12. Ceilings - Fair to Poor



The ceilings are beaded board in fair to deteriorated condition in some areas.

Recommendation:

Repair or replace beaded board ceilings where necessary. To install insulation and inspect condition of supports most boards will probably need to be removed and put back. Ceilings should remain beaded board to retain historic character.

Proposed Work:

13. Interior Moldings/Trim - Fair

The moldings and trim on the doors, ceiling, windows, walls and doors are worn and deteriorated in some areas.

Recommendation:

The molding/trim will be replaced and/or repainted where needed.

Proposed Work:

14. Floor - Poor



The first floor joists have rotted out in some areas, and the first floor beams and posts have also deteriorated due to termites and rot.

Recommendation:

Much of the wood floors and supporting structure will need to be removed and replaced to match the existing appearance.

Proposed Work:

15. Heating/Ventilating - Poor

The existing system has deteriorated significantly. There currently is no heat in the building.

Recommendation:

A qualified heating/ventilating contractor should install a new HVAC system and hot water heater. There is some venting and ductwork from an existing system. The new system will need to meet current code requirements. New heating system should not damage the existing historic fabric of the structure.

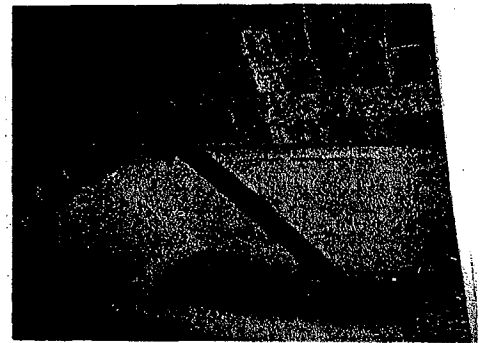
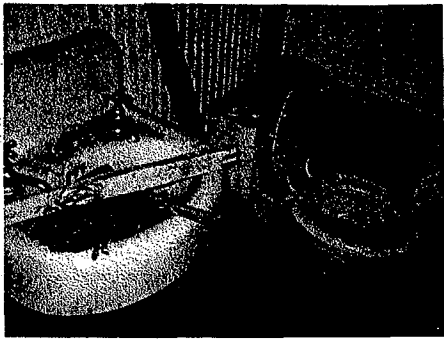
Proposed Work:

Utilities - Water, Sewer, Electrical

There currently is no water, sewer or electrical power supplied to the house, and the existing plumbing and electrical systems within the house are in poor condition. Electrical power was supplied to the house at one time. There has never been county water and sewer service connected to the house. There is sewer, water, and electrical service in the area that potentially could be connected to the house, although the NPS does not guarantee that full utility service can be provided.

As the property owner the National Park Service will assist the Lessee in obtaining approval for installing utilities. However, all costs will be incurred by the Lessee. It is anticipated that these issues can be resolved prior to the signing of the lease with the successful bidder, and will be incorporated into the lease to protect all parties involved.

16. Water & Sewer (Plumbing) - None to Poor



As respects the water and sewer, the National Park Service has made application to Montgomery County/Washington Suburban Sanitary Commission(WSSC) as property owner on behalf of the Lessee. The Montgomery County Department of Environmental Protection (MCDEP) has recommended approval for W-3 and S-1 service which is consistent with the county water and sewer plan (CWSP). The recommendation should be approved shortly and well before a lease would be signed.

The intent of the CWSP is for the water and sewer lines to be extended to the house. An 8" sewer main is located adjacent to the Pennyfield site approximately 200 feet from the Pennyfield House. An 8" diameter water main is located at Maidenstone Lane in the River's Edge subdivision approximately 800 feet above the Pennyfield House. An extension from Maidenstone Lane would traverse outlot U; right of way will be required and construction may cause temporary disruption to neighbors. However, CWSP policies provide MCDEP the authority to allow for the use of wells in W-3 should public water service be financially unfeasible. Wells would require appropriate permitting and water testing for approval.

Plumbing supply and waste piping in the building has deteriorated and does not meet current code requirements.

Recommendations:

Water and sewer service should be provided to the Pennyfield House based on Montgomery County recommendations and requirements.

The water and waste lines in the building will need to be replaced and brought up to current code requirements. The plumbing fixtures (sink, tub and water closet, etc.) could be rebuilt and reglazed for use in the rehabilitated structure. However, the fixtures are not original to the building and it is not a requirement that they be retained. Plumbing lines should be updated and replaced without damaging the existing historic fabric of the structure.

Proposed Work:

17. Electrical - None to Poor

The electrical lines and poles from where Pennyfield Lock Rd. enters the park to the Pennyfield House have deteriorated/and or been removed.

The older wiring in the building is in poor condition.

Recommendation:

Electrical service will be installed underground at the expense of the lessee.

A qualified electrician will need to update the wiring in the structure, update the panel boxes and provide service to the house. All wiring in the building should be brought up to current code requirements. New wiring, outlets, and panel box installation should not damage the existing historic fabric of the structure.

Proposed Work:

ADDITIONAL INFORMATION REQUESTED

1. **Proposed use of Building**

2. **Proposed Length of Lease (may be up to 99 years)**

3. **Financial statement and explanation of sources of funding for your proposal. Estimated total cost of your proposal.**
4. **Name of individuals/contractor doing the rehabilitation work, their resume with experience and references.**
5. **Drawings as appropriate to explain your proposal - plans, elevations, sections, etc.**
6. **Any other pertinent information to explain your proposal effectively so that it may be evaluated.**

DEFINITIONS

Fair Market Rental Value means the most probable rent that the property would command if it were exposed on the open market for a period of time sufficient to attract a tenant who rents the property with full knowledge of the alternatives available to him/her on the market.

Historic property means any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion on the National Register of Historic Places.

Lease means a written contract by which use and possession in land and/or improvements is given to another person for a specified period of time and for rent and/or other consideration.

Leasehold interest means a contract right in property consisting of the right to use and occupy real property by virtue of a lease agreement.

Lessee means one that holds real or personal property under a lease.

National Register or National Register of Historic Places means the national register of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering, and culture, maintained by the Secretary of the Interior under authority of section 101(a)(1) of the National Historic Preservation Act of 1966, as amended (80 Stat. 915, 16 U.S.C. 470 et seq. (1970 ed)).

Preservation means the act or process of applying measures to sustain the existing terrain and vegetative cover of a site and the existing form, integrity, and material of a structure. It includes initial stabilization work, where necessary, as well as ongoing maintenance.

Preservation Maintenance means the act or process of applying preservation treatment to a site or structure. It includes housekeeping and routine and cyclic work scheduled to mitigate wear and deterioration without altering the appearance of the resource, repair or replacement-in-kind of broken or worn-out elements, parts, or surfaces so as to keep the existing appearance and function of the site and structure, and emergency stabilization work necessary to protect damaged historic fabric from additional damage.

Rehabilitation means the act or process of returning a property to a state of utility through repair or alteration that makes possible an efficient contemporary use while preserving those portions or features of the property that are significant to its historical, architectural, and cultural values.

Superintendent means Superintendent of the C&O Canal National Historical Park or his/her delegated representative.

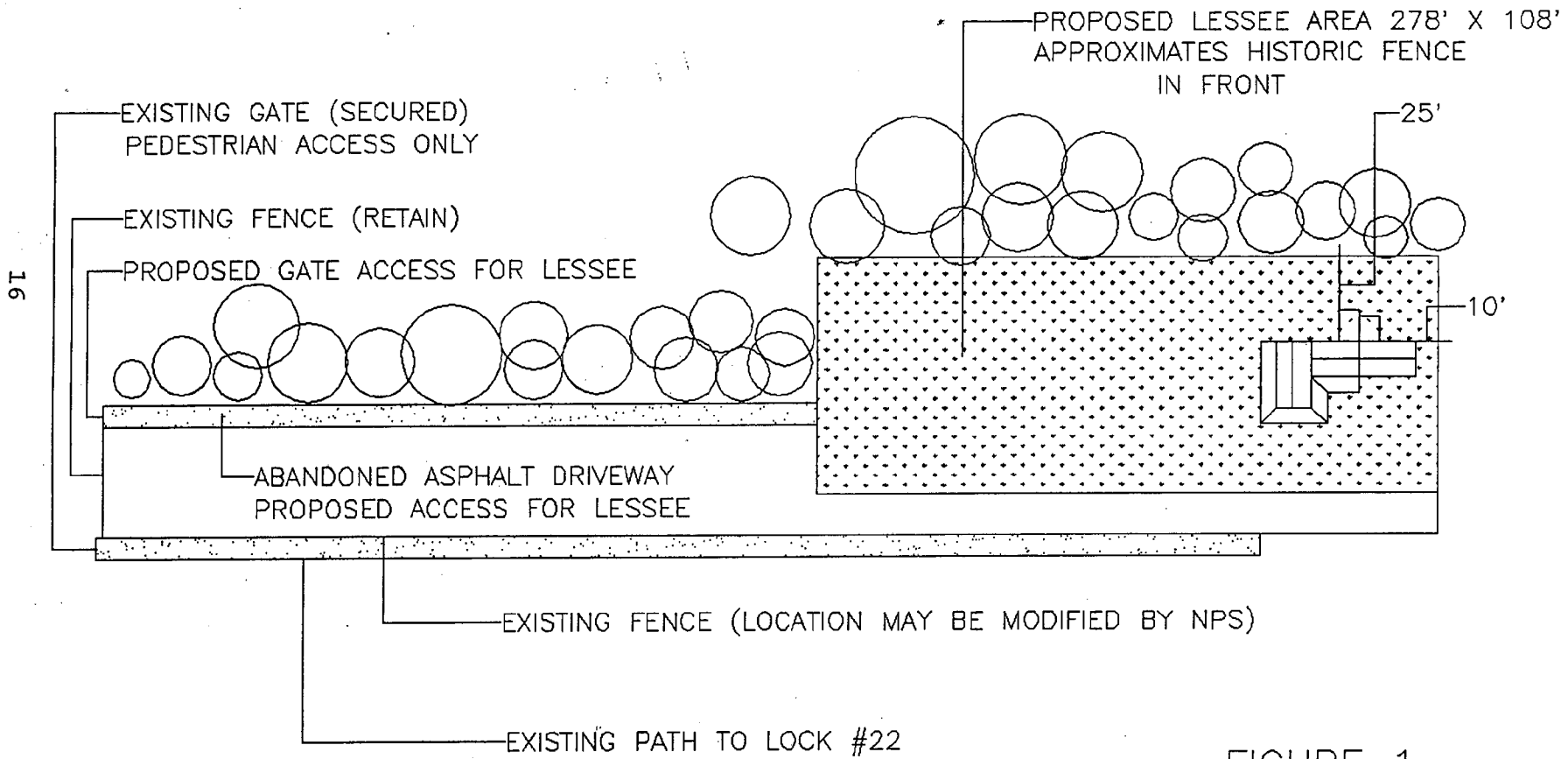


FIGURE 1
 SITE PLAN
 SCALE: 1" = 75'

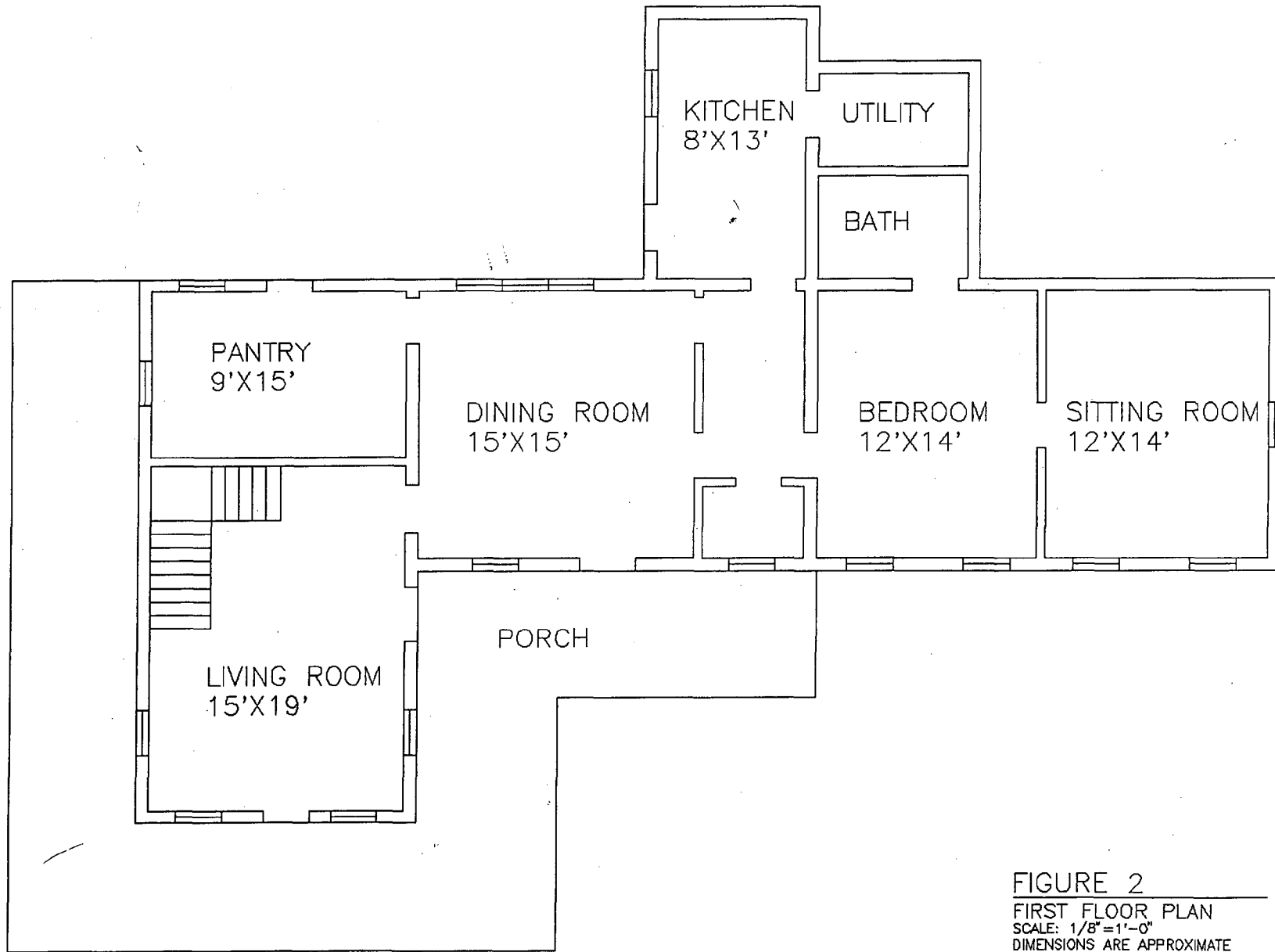


FIGURE 2
FIRST FLOOR PLAN
SCALE: 1/8"=1'-0"
DIMENSIONS ARE APPROXIMATE

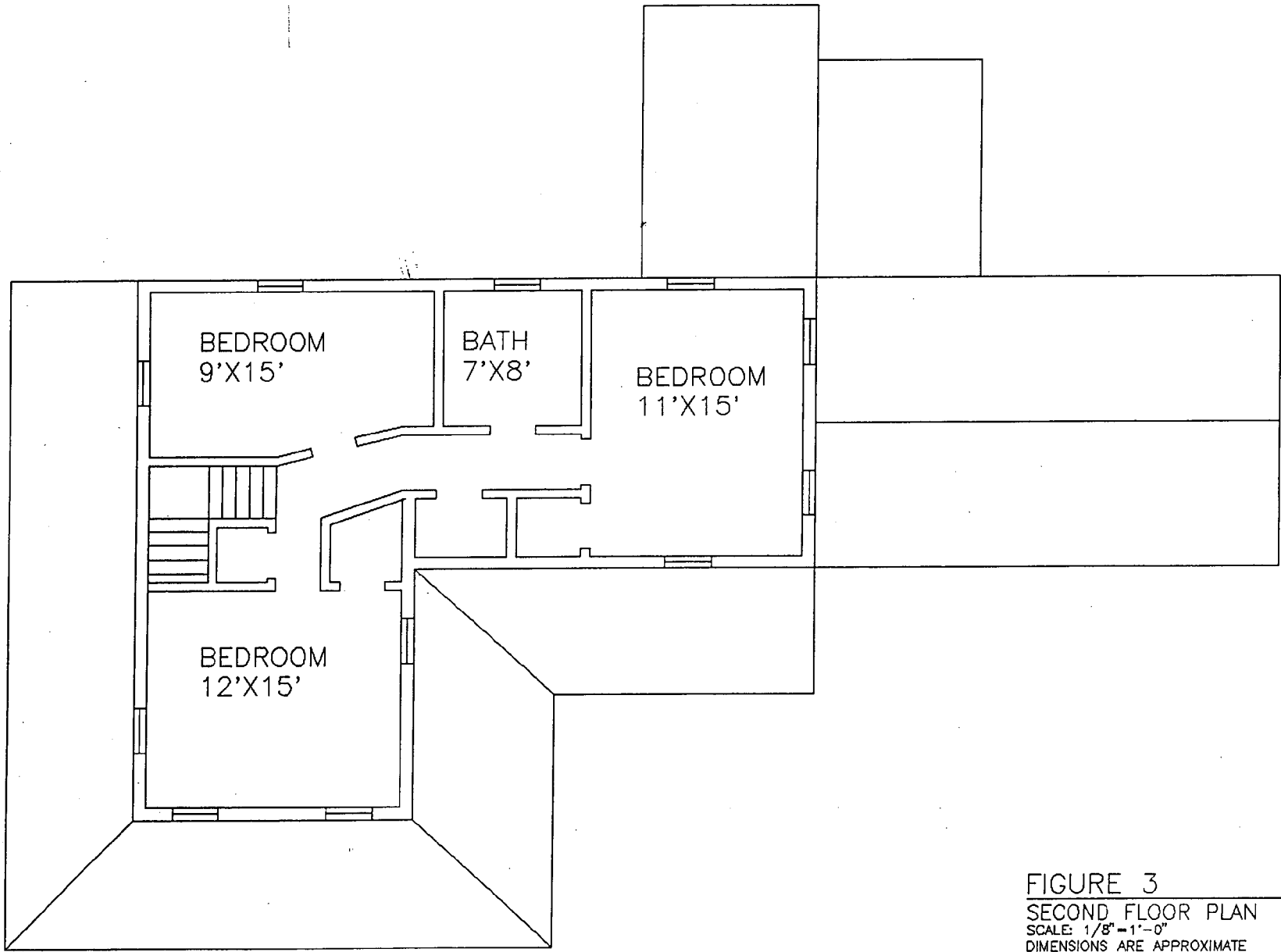


FIGURE 3
SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"
DIMENSIONS ARE APPROXIMATE

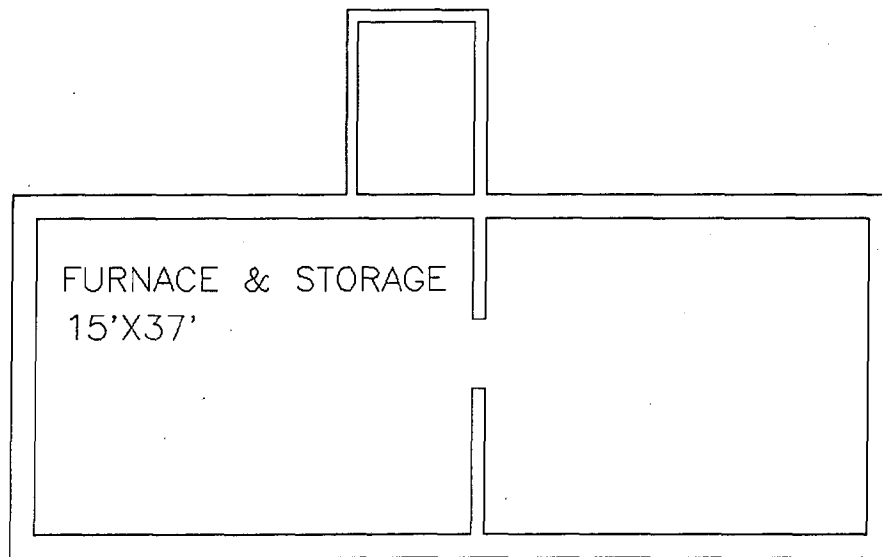


FIGURE 4

BASEMENT

SCALE: 1/8" = 1'-0"

DIMENSIONS ARE APPROXIMATE

MEMO

STATE OF MARYLAND

Department of Housing and Community Development
 Division of Historical and Cultural Programs
 Maryland Historical Trust
 100 Community Place
 Crownsville, Maryland 21032-2023
 (410) 514-
 FAX # (410) 987-4071

TRANSMITTAL SLIP

TO: Gunn Marcus RE: Pennsylvania Hsc

FROM: Beth Harrold FAX #: (301) 495-1307

DATE: 1/30/97

PAGES (including cover): 2 DUE: _____

Please Approve & Return	For Your Signature
<input checked="" type="checkbox"/> As Requested	Please Note & File
Please Comment & Return	Please Note & Return
Copies On	Please See Me
For Your Information	Please Take Charge

REMARKS: _____

DEAN
KENNETH
BRENNEMAN
ARCHITECTS

Friday, November 21, 1997

Historic Preservation Commission
c/o M.N.C.P.P.C.
8787 Georgia Avenue
Silver Spring, MD 20910-3760

Re: Farm House @ Pennyfield Lock

Dear Commissioners:

In the spring of this year I joined Perry Kephart in touring the Farm House at Pennyfield Lock with Mr. Zeigenfuss of the National Park Service. My impression of the house at the time was that, while in rough shape, it was still a viable structure. Certainly, houses in worse shape have been restored.

The Farm House and the adjacent stone Lock House provide a rare vignette of the relationship between the family life of a lock keeper and the commerce of the Canal. Unfortunately, as I see it, the Park service has not put much effort into trying to save this building. As we all know, they face an enormous task, in administering a huge number of properties with an inadequate budget. It's an unfortunate fact that they must prioritize their efforts to protect the buildings with the most vocal constituency. To date this property's constituency has been very quiet -- I doubt if the thousands of people who pass it regularly on the Tow Path are even aware of the house's immanent demise.

The single largest difficulty in preserving this building lies in finding a user for it. The Farm House is an obvious choice as either a bed and breakfast or a vacation/fishing rental cottage, while the stone Lock House is ideally situated to be a coffee house, crafts shop, and/or canoe rental shop. In fact, many such prospects were scared-off in the past by the prospects of flooding. Therefore, the key to finding a user lies in educating prospective users about the viability of operating in a flood zone. The park service has great experience in this matter and has developed an expertise, as well as a number of specific techniques, in their work at Harper's Ferry.

In summary, I believe this unique Historic Resource could be saved if the following chain of events were brought about:

1. Stop the Park Service's plans for immediate demolition. This may require immediate legal action.
2. Secure the building temporarily from the weather by boarding up and tarping carefully.
3. Identify a task force or group to shepherd the property through the preservation process.
4. Place state easements on the property and apply for "bricks and mortar" grants from MHT.
5. Stabilize the structure and perform basic restoration work.
6. Carefully put together an R.F.P. for the Farm House and the adjacent stone Lock House in cooperation with the Park Service. This must include detailed and encouraging information which will help prospective users understand the viability of dealing with occasional flooding.

MEMBER OF THE AMERICAN INSTITUTE OF ARCHITECTS
100 FOREST AVENUE • ROCKVILLE, MD • 20850
(301) 340-7444 VOICE • (301) 340-2920 FAX

In closing, I urge you to consider intervening on behalf of the Farm house at Penny field Lock and the adjacent stone Lock House. Perhaps in the end, preservation of this unique property will prove to be impractical. I believe, however, that it deserves more of a chance and more effort than it's been afforded to date. After all, once the house is gone there will be no choice. Right now we still have that choice; I implore you to make swift use of it.

Sincerely,



Dean K. Brenneman, AIA

cc: The Honorable Constance Morella
Montgomery County Council
Montgomery County Executive, Doug Duncan

DRAFT

REQUEST FOR PROPOSALS

Agency:

Department of the Interior
National Park Service
C & O Canal National Historical Park

Action:

This notice publishes the interest of the National Park Service to solicit proposals for the lease of the Pennyfield House and approximately one half acre of land at the Pennyfield Lock #22, Montgomery County, Maryland in the C & O Canal National Historical Park.

Location:

To reach the Pennyfield House take River Rd. west out of the village of Potomac, turn left on to Pennyfield Lock Rd. and follow the road to the end, make a left and drive to the end of the gravel parking lot. The house is located several hundred feet east of the parking lot directly north of Lock #22.

Conditions & Dates of Solicitation:

The Pennyfield House proposal solicitation is subject to the terms and conditions of this Request for Proposals, General Guidelines and Preservation Guidelines. These documents can be obtained by calling (301) 739-4200 or writing to the C & O Canal National Historical Park, P.O. Box 4, Sharpsburg, MD. 21782.

The lease solicitation for sealed proposals will be accepted until XXX at 4 P.M. (date will be 120 days after release of proposal). The proposals when completed are to be delivered to the Superintendent, C & O Canal National Historical Park, P. O. Box 4, Sharpsburg, MD. 21782 in a sealed envelope clearly identified by writing on the envelope "Proposal - Pennyfield House."

For Further Information Contact:

Steve Kline, Historical Architect, C & O Canal National Historical Park, P.O. Box 4, Sharpsburg, MD 21782. Telephone (301) 739-4200.

Justification:

Leasing this property with certain terms and conditions will assure the preservation, rehabilitation and maintenance of the property in a manner consistent with the purpose

*- add standing beam metal as an option for roof
- if a business w/ business tables comes in is that O.K.?
- concern about providing enough land to lease to own them
some things previous lessee had concerns about
- would it appropriate insurance policy for leased property
protecting the lease of NPS terminate for an insurance reason (covers property what cost)
- recommend baseball field, avoid interior changes of doorknob*

for which the C & O Canal National Historical Park was authorized by Congress. Leasing of real property is authorized under code of federal regulations 36 CFR Chapter 1 (7-1-92) Part 18 - Leases and Exchanges of Historic Property.

The Pennyfield House will require substantial rehabilitation and can be leased for residential use or limited commercial use such as a Bed & Breakfast. Any commercial use must be contained within the Pennyfield House and is prohibited from extending outside the walls of the structure.

Legal Description:

A portion of Tract 62-115 consisting of approximately one half acre of land and the Pennyfield House at Pennyfield Lock. Refer to site plan in Preservation Guidelines for site boundaries.

Interest To Be Conveyed:

The property can be leased for a maximum of ninety-nine years. The Proposal should specify the length of time requested for the lease.

Fair Market Rental Value:

The lease rent and time periods for payment of rent will be negotiated for the selected proposal.

The lease rent will be based on the fair market rental value of the property determined by its rehabilitated condition and intended occupancy. No rent will be charged during the rehabilitation period, which is not to exceed 18 months. The rehabilitation costs incurred by the lessee will be applied toward the lease rent until the rehabilitation costs are fully credited. This may result in no payment of rent for a significant period of time. After the rehabilitation costs are credited the lessee will pay the fair market rental value for the property.

Rent and time periods will be determined prior to the signing of the lease so the lessee will be aware of his/her financial obligations and can accurately predict his/her financing requirements. However, a revised fair market rental value will be assessed at the time the rehabilitation costs incurred by the lessee have been fully credited against the original fair market rental value. This analysis will most likely occur well into the lease period at a pre-determined time that will be established during the lease negotiation process.

An escrow account for the preservation maintenance of the structure will be established at the completion of the rehabilitation. The monthly contribution amount required from the lessee will be negotiated from the selected proposal.

Example:

The house is used as a residence and the rehabilitation costs for lessee are \$300,000. The lease is signed on June 1, 1996. The rehabilitation work is completed on June 1, 1997. The fair market rental value of the residence is \$1250 a month. A lease for thirty years is signed.

\$1250 a month fair market rental value X 12 months = \$15,000 a year fair market rental value.

\$300,000 rehabilitation costs by lessee/\$15,000 a year fair market rental value = 20 years credit for rehabilitation costs incurred by lessee + 1 year credit during rehabilitation period = 21 years credit for rehabilitation costs incurred by lessee.

At the end of 21 years (June 1, 2017) a new fair market analysis would be conducted. The lessee would pay the revised fair market rental value of the property to the National Park Service until the lease expires in 9 years (June 1, 2026).

Conveyance Procedures, Requirements and Time Schedule:

Conveyance of the property will be a formal lease document.

Proposals must consist of a description of the proposed rehabilitation (see following Contents of Proposal), be in writing, clearly identify the proposer, signed by the proposer, or his/her assigned agent, and refer to the notice.

The property will be available for public inspection on the site from X a.m. to X p.m. on X.

Contents of Proposals:

The proposal must set forth complete and accurate information as required by this request. Proposals will not be returned.

Proposals should reflect a realistic understanding of the National Park Service objectives for leasing this property. The substance of the selected proposal(s), as approved by the National Park Service, will be incorporated in the lease, the performance of which in all significant regards will be the basis for determining effective compliance.

It shall be the duty of the proposers to make their own observations and notes of the condition of the property prior to making a proposal.

Proposals submitted in response to this request should include as much of the

following information as possible so that the proposal can be properly evaluated. However, all proposals submitted will be considered.

1. Completed Preservation Guideline and Historic Structures Form or comparable document describing specific rehabilitation work to be done. Additional photographs and/or explanations as necessary.
2. Drawings of the proposed work - plans, elevations, sections, etc. as necessary to explain the proposal.
3. Name, experience and references of the individuals and/or contractor to do the rehabilitation work.
4. Financial statement and proposed method of financing.

Criteria for Evaluation of Proposals:

Proposals will be evaluated using the following criteria in order of importance (most important criteria listed first):

1. Implementation of the Preservation Guidelines and Historic Structure Requirements in the proposal will be the primary basis for evaluation. The following key elements will be considered as follows:
 - A. Proposals for the structure that preserve the maximum amount of historic fabric and character (both exterior and interior) based on the Secretary of the Interior's Standards for Rehabilitation will receive the highest evaluation. The highest priority is the preservation of the exterior of the Pennyfield House.
 - B. Uses for the structure that are the most compatible with the existing structure, park and surrounding neighborhood will receive the highest evaluation. This includes the least intrusion and activity into the park. As an example, single family use would be evaluated very high based on these considerations. The National Park Service will consider other uses, but reserves the right to reject any proposed use in conflict with its intent, purpose or mission and that of the public/community it serves. Any commercial use must be contained within the Pennyfield House and is prohibited from extending outside the walls of the structure.
 - C. Proposals that preserve and enhance the cultural landscape for the public will receive the highest evaluation.

2. Experience in preservation/rehabilitation projects of the individuals/contractors doing the work.
3. Adequate capital or financing to complete the project.

The lease will be awarded to the individual/group with the highest evaluation based on the above criteria.

GENERAL GUIDELINES & REQUIREMENTS FOR THE REHABILITATION OF THE PENNYFIELD HOUSE AT LOCK #22

1. REHABILITATION

The Pennyfield House must be rehabilitated and occupied by the LESSEE within 18 months of the signing of the lease according to the terms of the LESSEE's proposal which becomes a part of the Lease, and the Preservation Guidelines and Historic Structure requirements. A project and construction schedule mutually agreeable to the LESSEE and National Park Service will be developed for the successful proposal and will become a part of the lease. If the project or construction schedule is violated or the Pennyfield House is not rehabilitated and occupied by the LESSEE within 18 months of the award of lease, the Lease may be cancelled by the National Park Service. All rehabilitation work remains the property of the National Park Service. While the structure is unoccupied the Lessee agrees to protect the structure from further deterioration as necessary.

All rehabilitation plans must be approved by the National Park Service. The final construction shall not differ from the approved design without National Park Service approval. National Park Service shall monitor the project for design compatibility through the preparation and review of construction documents and throughout the construction process for any changes in the approved design.

2. UNAUTHORIZED USES

- (A) Animals and poultry may not be raised on the premises. Personal pets (i.e. cats, dogs) will be allowed, but must be contained within the leased site. Pets must be approved by the Superintendent.
- (B) Mobile homes, travel trailers, tents, self-propelled recreational vehicles, and like structures or vehicles will not be located or used on the land for residential, camping, storage, or other purposes. However, temporary construction facilities may be allowed during the rehabilitation of the structure, but must be approved by the National Park Service prior to installation.
- (C) The location of antenna towers or of dish antennas must be approved by the National Park Service before installation is permitted. Such equipment will be located in areas not visible from roads or trails, or will be screened from view in a manner acceptable to the National Park Service.
- (D) No rubbish, junked equipment, vehicles, tires or any other unsightly or

offensive materials will be abandoned or exposed of on the property. Storage of materials will be limited to those used in connection with approved construction. The leased premises will be kept in a neat, well maintained manner. The LESSEE is prohibited from displaying signage visible from visitor use areas, unless approved by the Superintendent.

- (E) Burning of rubbish, brush piles or other materials is prohibited.
- (F) No tree will be cut down except those that are authorized by the Superintendent. However, the LESSEE will prevent damaging vegetation such as trees, shrubs, or vines from encroaching against the foundation, walls and roof of all structures on the property.
- (G) Operating, landing or storing fuel-powered aircraft (including hot-air balloons and "ultra-lights" is prohibited.

3. EROSION/FLOOD

If necessary, river/stream bank and gully erosion problems within the leased premises will be mitigated in a timely manner by the LESSEE using methods formulated in consultation with professional advisory agents and approved by the Superintendent.

The premises is located within the 100 year flood plain. Although unpredictable, major floods have occurred approximately once every ten to fifteen years. The Lessee is aware that the structure is located in a flood plain and that it may be necessary to vacate the premises for safety reasons during times of flood. The Lessee is responsible for monitoring potential flood situations. The National Park Service is not responsible for monitoring or notifying the Lessee of flood.

The LESSEE shall save, hold harmless, defend and indemnify the United States of America, its agents and employees for losses, damages and judgements on account of flood.

In the event of a flood the Superintendent may require the LESSEE to remove unsightly flood-deposited debris from the leased premises. Restoration plans must be approved by the Superintendent if the use of heavy equipment is proposed for repairing any flood damage.

4. PUBLIC USE

Public use will be permitted on the path to the Pennyfield Lock located on the canal side of the fence, which is outside the leased area.

The leased area may be posted "private residence" or what is determined to be the property's use when selected with the Superintendent's approval to afford the resident's some degree of privacy.

However, the LESSEE must be aware that the structure is located in a national park and the public will be present. The LESSEE will avoid taking direct action with any individual believed to be engaging in any activity that is illegal, improper or destructive to cultural or natural resources. Lessee may explain National Park Service regulations protecting those resources, including the leased premises, but should seek the assistance of a park ranger or telephone the office of the Superintendent when public actions warrant.

The National Park Service may locate, erect, and maintain signs on the leased property, and will take other actions necessary to control and regulate public use.

5. LAWS & ORDINANCES

State and local laws, ordinances and National Park Service regulations are enforceable on these premises and will apply to the LESSEE and to all parties using the premises at the invitation of the LESSEE or the National Park Service.

6. ADMINISTRATIVE ACCESS

The National Park Service its employees and assigns shall have the right to enter the property after notifying the Lessee. Only in the event of an emergency will the National Park Service have unrestricted access. Prior to the LESSEE padlocking any gate on the leased premises, the Superintendent will be notified so that a park service lock also can be placed on the gate. National Park Service and hiker access to Pennyfield Lock must be retained on non-leased land.

7. LESSEE RESPONSIBILITY

The LESSEE has inspected and knows the condition of the leased premises, and it is understood that the same is hereby leased without any representation or warranty by the Superintendent whatsoever, and without obligation on the part of the Superintendent to make any alterations, repairs, or additions thereto.

8. LEASEHOLD INTEREST

The LESSEE is authorized to encumber the leasehold interest in the premises for the purpose of borrowing capital for the improvement of the leased property. The encumbrance instrument must be approved by the Superintendent in

writing. An assignment or sale of leasehold under an approved encumbrance can be made with the approval of the Superintendent and the consent of other parties to the lease; provided, however, that the assignee accepts and agrees in writing to be bound by all the terms of the lease and will assume in writing all the obligations thereunder.

9. SUBLEASING

All or portions of the property may be subleased, subject to all conditions of the lease and prior approval by the National Park Service. The Superintendent will be notified in writing at least 60 days prior to any proposed sublease to another party to secure necessary approval.

10. IMPROVEMENTS

Improvements remain the property of the National Park Service. No interest in the property or in any improvements made to the property by the LESSEE will vest in the LESSEE. At expiration of the lease, title to all real property will remain in the United States.

11. TAXES AND ASSESSMENTS

The LESSEE shall pay to the proper authority, when and as the same becomes due and payable, all taxes, assessments, and similar charges, which at any time during the term of the lease, may be taxed, assessed or imposed upon the Government or upon the Lessee with respect to or upon the premises. The LESSEE will pay taxes based on the occupancy, use and rehabilitation costs for the structure.

12. INDEMNITY/INSURANCE

The LESSEE shall obtain a Surety Bond for performance during the rehabilitation period.

The LESSEE shall save, hold harmless, defend and indemnify the United States of America, its agents and employees for losses, damages and judgements and expenses on account of fire or other perils including flood, bodily injury, death or property damage of any nature whatsoever, and whomsoever made, arising out of the activities of the LESSEE, employees, subcontractors, or agents under this lease.

The LESSEE shall be responsible for securing and maintaining liability insurance sufficient to indemnify losses that may occur during the use, activities or operations authorized by the lease(s). Automobile and workers compensation

insurance (if applicable) shall be secured to the limits required by the State of Maryland. The National Park Service shall not be responsible for providing any insurance - including personal property and liability insurance - for the lessee. The National Park Service requires property insurance on the structure.

The LESSEE shall at all times exercise due diligence in the protection of the leased premises against damage or destruction by fire or other causes. However, the LESSEE will not be liable for damage that may be caused by lightning, wind, flood or other natural occurrences.

Any property of the United States damaged or destroyed by the LESSEE incident to the LESSEE's use and occupation of the said property shall be promptly restored or reconstructed by the LESSEE to the satisfaction of the Superintendent. In lieu of such restoration or reconstruction, the LESSEE shall if so required by the Superintendent, pay to the United States money in the amount sufficient to compensate for the loss sustained by the United States by reason of damage or destruction of Government property.

13. LESSEE FAILURE TO PERFORM

The lease may be revoked at the election of the Superintendent when the LESSEE fails to comply with the conditions and terms of the lease. In addition the Superintendent may terminate the lease for the convenience of the government at any time, subject to any rights the LESSEE may have under law to seek compensation for such termination.

14. NO PREFERENTIAL RENEWAL AND RELOCATION ASSISTANCE

The lease provides no right of renewal and the LESSEE hereby waives any preferential right to renewal of this lease under 16U.S.C. 20d or otherwise. In addition, no right shall be acquired by virtue of the lease entitling the LESSEE to claim benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Public Law 91-646.

15. VACATING PROPERTY

On or before the date of expiration, termination or revocation of the lease, the LESSEE shall vacate the premises, remove the property of the LESSEE therefrom, return the premises in rehabilitated condition, fair wear and tear excepted. If the LESSEE shall fail or neglect to remove said property and so repair the premises, then, at the option of the Superintendent said property shall become the property of the United States.

16. JOINT LESSEES

If more than one LESSEE is named on the lease, the obligations of said Lessees herein contained shall be joint and several obligations.

17. NO COMMISSION OR BROKERAGE FEE

The LESSEE warrants that no person or selling agency has been employed or retained to solicit or secure this lease upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees, or bona fide established commercial or selling agency maintained by the lessee for the purpose of securing business. For breach or violation of this warrant the Government shall have the right to annul this lease without liability or in its discretion to require the LESSEE to pay, in addition to the lease rental or consideration, the full amount of such commission, percentage, brokerage, or contingent fee.

18. FEDERAL OPPORTUNITY LAWS

The LESSEE shall comply with the requirements of all Federal Opportunity Laws.

will this require that lessee follow all Fed. procurement regs + Davis-Bacon Law if so, this would be a major problem does this apply to a lease

19. CONGRESSIONAL CONFLICT OF INTEREST

No member or delegate to Congress or resident Commissioner shall be admitted to any share or part of this lease or to any benefit to arise therefrom. Nothing, however, herein contained shall be construed to extend to any incorporated company, if the lease is for general benefit of such corporation or company.

20. COMPLIANCE WITH THE NATIONAL HISTORIC PRESERVATION ACT AND NATIONAL ENVIRONMENTAL POLICY ACT

The LESSEE will provide the National Park Service all necessary information to comply with appropriate federal/state laws and regulations governing natural and cultural resources. This will include Section 106 of the National Historic Preservation Act of 1966, as amended, and National Environmental Policy Act of 1969, as amended, and all other related federal and state requirements. The National Park Service will submit compliance documents for LESSEE to appropriate federal, state and local organizations. LESSEE agrees to make changes and modifications as required by these regulatory authorities and to comply with the regulations of these acts throughout the term of the lease.

PRESERVATION GUIDELINES AND HISTORIC STRUCTURE REQUIREMENTS FOR THE REHABILITATION OF THE PENNYFIELD HOUSE AT LOCK #22

The National Park Service seeks a responsible individual or party who will lease the described property, and rehabilitate and maintain the property to National Park Service standards. Rehabilitation is defined as the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values. This section of the agreement will address the existing condition of the building, work/repairs necessary to be made to the building by the Lessee, and preservation guidelines for the Lessee in performing the rehabilitation of this building.

Standards

All work will be done according to the following standards:

1. The Secretary of the Interior's Standards for Rehabilitation which is described in this document. The following Preservation Philosophies explain the Secretary of the Interior's Standards for Rehabilitation and how they apply to the Pennyfield House. The Secretary of the Interior's Standards for Rehabilitation are used as the main basis for all work to be done on the Pennyfield House. Photographic documentation of the rehabilitation work shall be maintained by the Lessee and one copy of the documentation given to the National Park Service.
2. All work performed will adhere to Uniform Federal Accessibility Standards, Building Officials Code Association (BOCA), local building codes (fire, electrical, plumbing, etc.) for Montgomery County, Maryland, and existing conditions will be brought up to current building code requirements. This will include life safety and fire protection requirements. All permits shall be obtained by the lessee.
3. The Lessee should be aware that due to the age of this structure lead paint, asbestos, and other hazardous exposures may be present in the building. It is the Lessee's responsibility to take appropriate safeguards to protect himself/herself from these exposures and dispose of these materials in an approved manner.

Preservation Philosophies

The following preservation philosophies (sections in bold type are the Secretary of the Interior's Standards for Rehabilitation) are to be implemented and evaluated as follows:

1. **A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.**

Every reasonable effort shall be made to provide an adaptive and compatible use for the historic structure that requires minimal alteration of the structure and its environment, or to use the historic structure for its historically intended purpose.

The use of the structure shall be regulated to minimize both immediate and long range damage to the structure, its environment, and its historic contents. Any commercial operation must be contained within the walls of the structure and is prohibited from extending outside the Pennyfield House.

2. **The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.**

The distinguishing qualities or character of the structure and its environment shall not be destroyed. The removal or alteration of any material of distinctive architectural features requires authorization by the National Park Service.

3. **Each property shall 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 architectural elements from other buildings, shall not be undertaken.**

The structure shall be recognized as a product of its own time. Alterations that have no historical basis and seek to create an earlier appearance are prohibited.

4. **Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.**

Changes which have taken place in the course of time are evidence of the history and the development of the structure and its environment, and should be preserved. However, changes to the Pennyfield House that must be preserved do not include the newer one story cinder block supported addition to the east end of the structure or the one story rear addition which is explained in more detail in the guidelines.

5. **Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.**

Distinctive architectural features or examples of skilled craftsmanship which characterize a structure shall be treated with sensitivity.

6. **Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.**

Due to the deteriorated condition of the Pennyfield House, some features will need to be replaced. These features are identified in the following document. However, the full extent of specific repair and/or replacement will not be known in some cases until the work is begun, and all areas are exposed.

7. **Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.**

8. **Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.**

The National Park Service will be responsible for providing the archeological mitigation for utility installation, but the lessee will be responsible for archeological mitigation due to construction of a building addition or other approved optional changes.

9. **New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.**

An addition to the rear of the structure that is not visible from the front of the structure could meet preservation guidelines. Also, historically, outbuildings were located on the site. Consequently, a small storage shed or garage that is contemporary but compatible with the historic structures may be acceptable. Drawings (plans, elevations, sections, etc.) and specifications for any addition or storage shed must be provided. However, a proposal that does not require an addition, small garage or storage shed, and meets all other criteria would be the most preferred solution.

10. **New additions and adjacent or related new construction shall 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.**

Rehabilitation Work

1. Plans and specifications for any construction work on the structure shall be approved by the National Park Service before any work is undertaken. The National Park Service shall approve all plans and specifications for structural work, site improvements and landscape treatments. The lessee will be responsible for providing the National Park Service with reproducible copies of all drawings and specifications prepared by or for the lessee. The National Park Service will work to expedite this review process. However, this process may require several months from receipt of plans to approval of the final specifications, depending on the proposal and the various parties and agencies involved.
2. It will be the responsibility of the lessee to accomplish the specified work, using qualified craftspeople where appropriate. This work will be overseen by the National Park Service. All major construction treatment and preservation maintenance work will be inspected and accepted by the National Park Service. The National Park Service has the authority to stop the lessee's construction work or preservation maintenance when in the National Park Service's opinion resources are endangered. The lessee will arrange for inspection of the premises by local building officials to assure compliance with local building codes. The lessee will provide the National Park Services with copies of approval.
3. During the term of the lease, every precaution possible is to be taken to prevent damage to the historic structure and surrounding area. Should any damage occur, it is to be repaired or replaced to match as closely as possible the existing condition at no expense to the Government and must meet the approval of the Superintendent.
4. During any construction work, the leased area shall be maintained free from accumulations of waste materials and rubbish. All areas shall be cleaned and waste materials, debris and rubbish disposed of on a daily basis in on-site containers provided by the lessee. All waste materials, debris and rubbish are to be removed from the site by the lessee.

Preservation Maintenance

1. Maintenance necessary to keep the structure in good condition after the rehabilitation is completed is the responsibility of the lessee. Those items that may be paid for out of the escrow

account established in the lease are identified in the following section. Maintenance shall include the following:

- A. Cleaning the exterior and interior of the building, gutters and downspout on at least a semi-annual basis. (Escrow account is not to be used.)
 - B. The leased site area will be kept clean and free from debris. The lawn will be mowed on a regular basis as required. Vegetation and trees will be trimmed and kept back from the house. (Escrow account is not to be used.)
 - C. All systems such as plumbing, mechanical, electrical, HVAC will be maintained and repaired where necessary. (Annual servicing of systems will not be available from the escrow account, but costs for repairs and replacement of parts will be available from the escrow account subject to National Park Service approval)
 - D. Exterior painting of the structure will be done as needed. If the structure has not been painted in five years the National Park Service may require the lessee to paint it. (Costs are recoverable through the escrow account with National Park Service approval)
 - E. All materials that make up the house will be kept in good condition and replaced where necessary, i.e. structural materials, roof, siding, etc. (Costs are recoverable through the escrow account with National Park Service approval)
2. Preservation maintenance of the property shall be carried out in accordance with this Preservation Guide. All maintenance work on the historic structure shall be done by appropriate personnel in accordance with this guide. Annual report of preservation maintenance and rehabilitation work done on the property shall be prepared and submitted to the Superintendent of the C & O Canal National Historical Park.
 3. All maintenance work must retain the maximum feasible amount of original fabric. When fabric has deteriorated beyond repair, replacement work must match historic fabric. The National Park Service must approve any replacement of fabric.

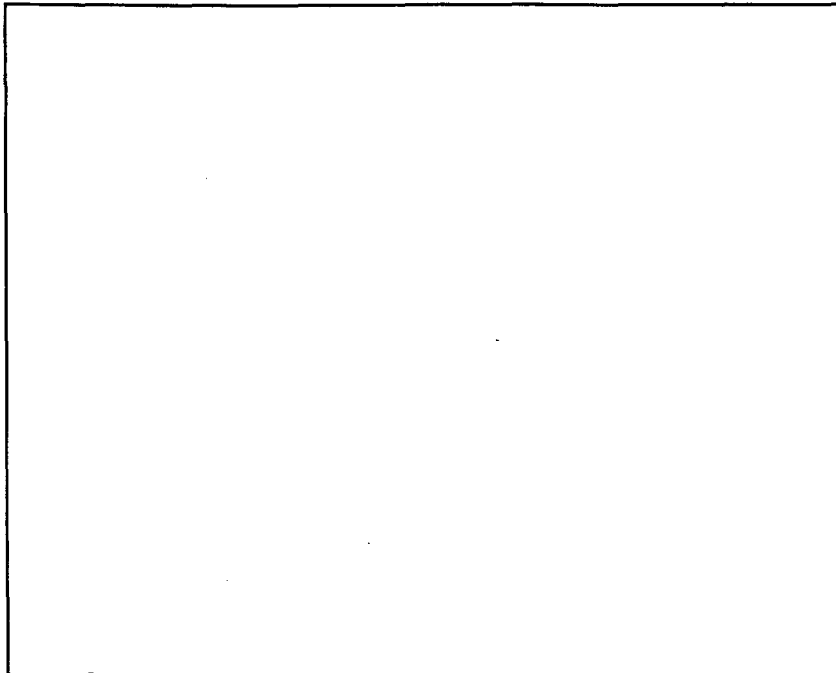
Scope of Work to be Performed by Lessee

The following section consists of existing conditions and recommendations for rehabilitation of the structure. The document is not intended to be so specific thereby making it difficult for the lessee to implement the work. However, all historic fabric will be retained and repaired where possible. Fabric is defined as the physical components (materials) that make up the building. Fabric will be replaced only when deteriorated to the point that it cannot be repaired. The building has undergone many changes and much physical deterioration, but historic fabric does still remain.

Due to the deteriorated condition of the building, once the work is begun the extent of the deterioration uncovered may warrant changes to the agreed upon scope of work. The lessee will need to work closely with the Park Historical Architect regarding the work to be performed. After work is begun if additional deteriorated material is discovered the National Park Service must be contacted and approval obtained prior to the removal or replacement of any historic fabric.

Proposals that plan to implement all of the recommendations would be evaluated higher than those that do not. The National Park Service will consider alternative solutions, but reserves the right to reject any solution contrary to the following recommendations.

Photographs of existing conditions are provided throughout the guidelines. Figures (Plans) referenced in the document are at the end of the guidelines. Space has been provided after the recommendations for the lessee's proposed work.



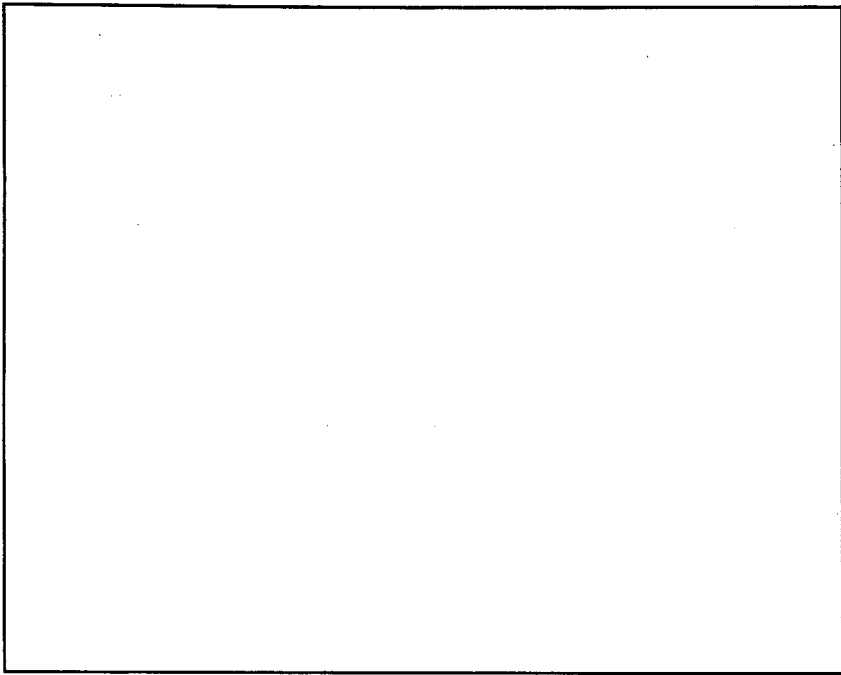
Historic Photograph, 1919

General Overview

The two story wood frame house was built in 1879 by Charles W. Pennyfield, who served as the lockkeeper at nearby Lock #22. President Grover Cleveland is reported to have stayed at the Pennyfield House during a fishing trip.

A 1919 photograph is the earliest known photograph of the house and landscape. Up until 1919 the house was a two story structure with a one story portion to the east as shown in the photograph. There was an open roofed porch wrapping around the front of the structure. The rehabilitation must retain the historic appearance of the structure and the character of the landscape as shown in the 1919 photograph.

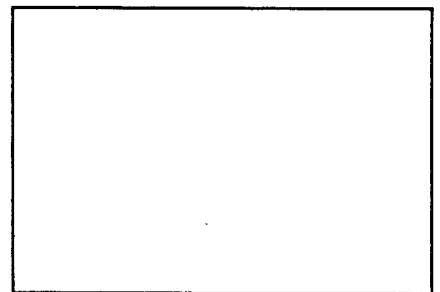
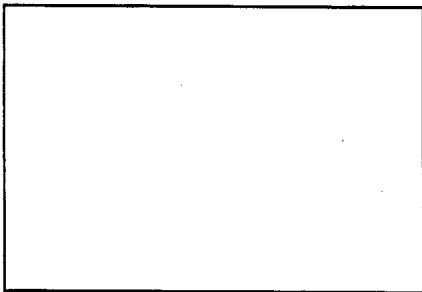
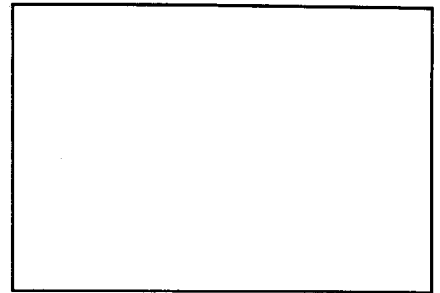
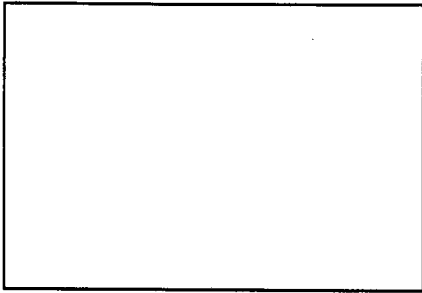
The house was significantly altered after 1919 when a second story addition was added over the existing east wing. Historic fabric and changes made to the structure during this period should be retained. A rear addition was probably added after 1919 when the second story was expanded. Due to the extreme deterioration of this rear addition, the drainage issues at the rear of the structure, and that the addition is not original to the structure, the rear addition may be retained or removed. However, proposals that retain this addition will be evaluated higher. At an even later date a one story cinder block supported addition was added to the east end of the structure which is not historic and may be retained or removed.



Existing Photograph, 1995

PRESERVATION GUIDELINES AND HISTORIC STRUCTURES FORM

Existing Conditions



1. Site

The Pennyfield House is located several hundred feet east of the easternmost parking lot at the edge of an open field north of Pennyfield Lock.

The Pennyfield House and its landscape contribute to the significance of the C&O Canal Historic District, listed on the National Register of Historic Places. Consequently, the characteristics of the landscape and the structure must be preserved to maintain the significance of the historic district as a whole.

The location, scale, and orientation of the Pennyfield House and its landscape must remain as they are unless changes are approved by the National Park Service.

The National Park Service has cut back some trees from around the structure to allow for the placing of a tarp over the roof to help minimize further deterioration to the historic structure. However, the vegetation and trees around the house are still overgrown and need to be cut back further. Vegetation on the structure brings additional moisture to the building materials, which causes them to deteriorate more rapidly. Also of significance is the poor drainage around the building, which is aggravated by the vegetation. There currently is no vehicular access to the Pennyfield House nor path/pedestrian access to the canal from the house. There is an abandoned asphalt driveway along the tree line that runs from the National Park Service parking lot halfway across the field to the Pennyfield House. Figure 1 shows the site plan with existing fence, house and major landscape features.

Recommendations:

Figure 1 shows potential site modifications and areas of use as described in the following

recommendation section.

Vegetation (trees, shrubs, weeds, grass, etc.) needs to be cut back and removed from around the building. A landscape plan appropriate to the historic setting must be presented to the National Park Service for approval.

The use of native plant species is encouraged. Invasive exotic species listed on the attached sheet may not be used. No trees or woody vegetation are to be placed closer than 20 feet from the house. After the yard is landscaped, the tenant needs to maintain it on a regular basis.

Drainage needs to be modified around the building so that water flows away from the building foundation. Swales and possibly an underground drainage system need to be provided around the rear and sides of the building to carry water away from the foundation. Surface water currently flows into the basement. Grading of the building site around the Pennyfield House for drainage, and an access driveway to the site must be performed in accordance with plans prepared by the lessee and approved by the Superintendent. The lessee should apply for authorization to conduct any ground-disturbing activity at least three months in advance of proposed action, so that necessary archeological testing may be conducted.

Vehicular access will be provided to the house along the abandoned asphalt driveway. All vehicular surfaces, including the abandoned asphalt driveway, should be crusher-run gravel. The driveway may be ten feet wide. A parking area for up to 3 cars may be provided on the side of the house and be up to 1200 square feet in size. A wood fence should be erected around the house which matches the fence shown in the 1919 photograph. The existing fence along the dirt path to the lock will be removed by the National Park Service. The existing fence along the east edge of the parking lot will remain with pedestrian and gate access to the dirt path to the lock as currently used. Gate access also will be provided to the Pennyfield House at the other end of the fence at the abandoned asphalt driveway.

Proposed Work:

2. Existing Building Floor Plans (Figure 2, 3 & 4)

The interior of the building retains much of its historic spatial integrity even with the additions and modifications. The porches on the house have been modified and are in a state of extreme deterioration. The house retains much of its interior historic fabric - wood molding, wood trim, wood flooring, and wood flooring structure. However, there is substantial damage to the wood from water and insects. Existing wood surfaces are painted except for the floors. The building is currently vacant.

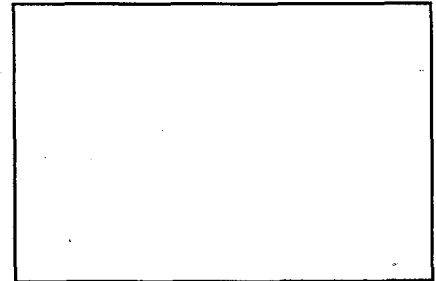
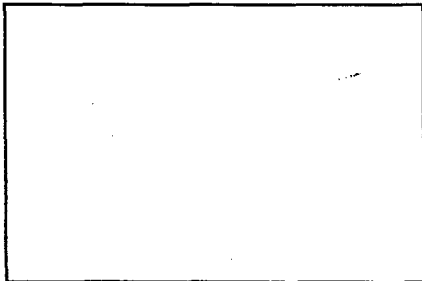
Recommendations:

Proposals with the least amount of changes to the interior will receive the highest evaluation. The interior wood surfaces should be painted as the existing historic fabric is painted. The one story addition with the concrete block foundation on the east side of the building is not historic, and can be rehabilitated for use by the Lessee. Approval for removal of this concrete block addition may be considered since it is not historic. Due to the severely deteriorated condition of the one story addition on the rear of the structure, the addition may be retained or removed. A new addition to the rear of the structure that is not visible from the front or sides may be considered. However, a proposal with no new addition would be rated higher than one with an addition.

Proposed Work:

3. Exterior Walls

Wood Shiplap Siding - Fair to Poor



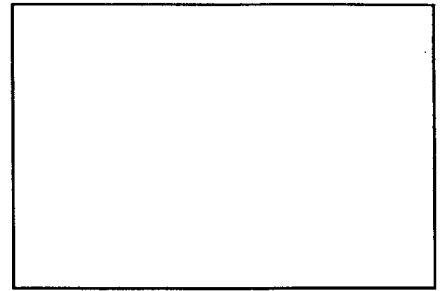
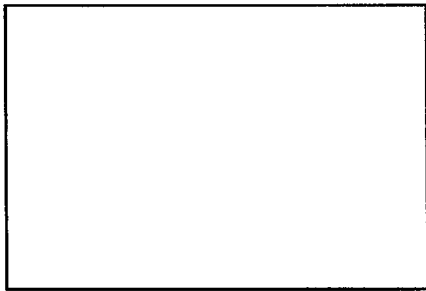
The walls of the building are wood shiplap siding. The siding is deteriorated in some areas and salvageable in other areas of the structure.

Recommendation:

The wood siding should be retained and repaired where necessary. Rotted and deteriorated siding may be replaced with siding that matches the existing wood siding in size, material and color. The exterior of the structure will be painted to match existing colors.

Proposed Work:

4. Foundation - Fair to Poor



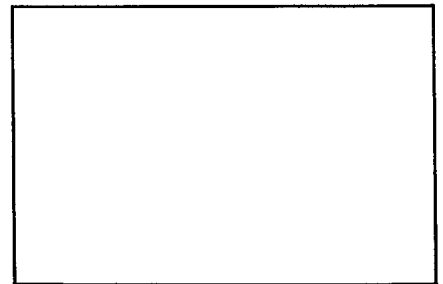
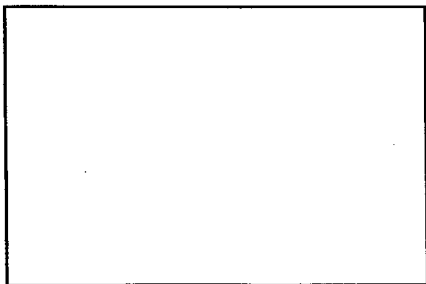
The original house foundation consists of stone piers. The stone piers have been infilled with concrete block walls. The rear basement wall is out-of-plumb because of water drainage problems. The porch foundation consists of deteriorating brick piers.

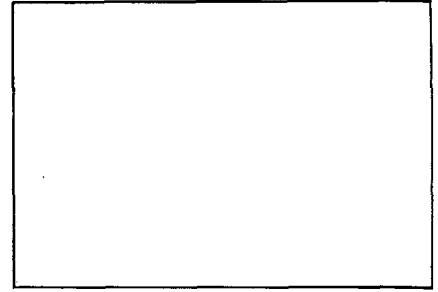
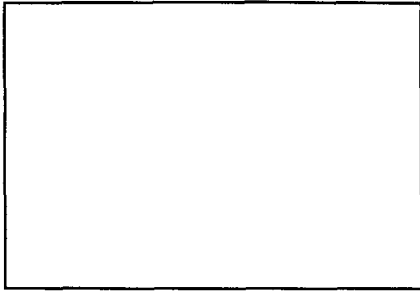
Recommendation:

The rear basement wall will need to be rebuilt to provide support for the structure. The remaining foundation walls will need to be repaired to support the walls, floor and porch structure. The non-historic infilled concrete block walls may be removed or repaired as necessary to stabilize the structure.

Proposed Work:

5. Porch - Poor





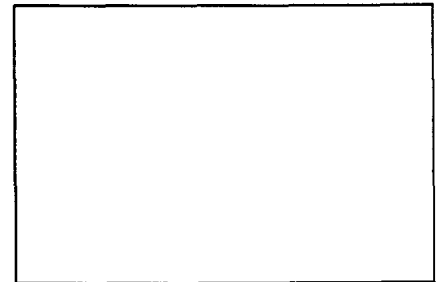
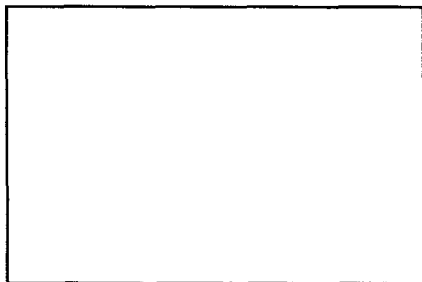
The porch is a wood structure with tongue-and-groove flooring, beaded board ceilings and turned wood posts which extends around the front and two sides of the house. The porch has collapsed in some areas and deteriorated significantly.

Recommendations:

The porches have deteriorated to a point where they need to be removed and rebuilt. Extreme care should be taken in the removal of the porches in order to prevent damage to the existing building. The building may need to be repaired where the porches are removed. The porches should be rebuilt to match the existing porches in size, shape, and materials. The porch will be rebuilt with wood tongue-in-groove flooring and beaded board ceiling. The 1919 historic photograph and existing materials should be used as a guide. Materials that are not rotted, or significantly deteriorated should be used in the rehabilitation.

Proposed Work:

6. Roof - Poor



The roof on the house and porch is wood shingles and corrugated metal over wood plank and rafters. Historically, the roof was all wood shingles. The shingles and roof structure are very

worn, deteriorated, leaking, and need to be replaced. Leaks have caused the wood to rot out in places, resulting in significant damage to the wood sheathing and rafters. There are a few remnants of the gutters and downspout on the structure. There are no downspout extensions to carry water away from the building.

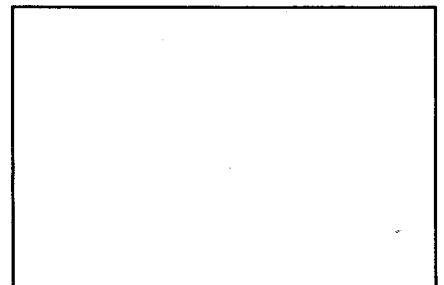
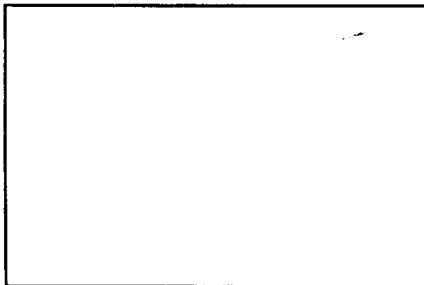
Recommendations:

The entire roof on the house and porch will need to be replaced with wood shingles that match the historic shingles appearance in size and thickness. Asphalt shingles that match the historic wood shingles in appearance may be acceptable. Deteriorated rafters and sheathing will need to be replaced.

Gutters and downspout need to be provided for the roof. Gutters will be 5 inch half-round metal with clip attachments and round downspout. An underground drainage system and/or metal extensions/concrete splash guards should be provided on the downspout to carry water away from the building. All gutters need to be adjusted for positive flow.

Proposed Work:

7. Windows - Poor



Windows are wood, double hung with six-over-six configuration. Many of the windows have been broken out, including the muntins, and the sashes damaged beyond repair. Historically, the windows were wood, double hung, six-over-six configuration.

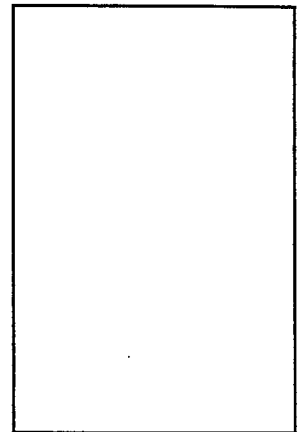
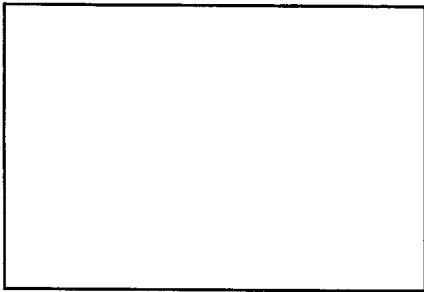
Recommendation:

Approximately 25% of the windows could be repaired and retained at a reasonable cost. These windows need to be repaired, reglazed and caulked where necessary. Where not feasible new windows should be wood, double hung, six-over-six configuration to match the existing windows.

The exterior wood trim on the windows needs to be repaired and painted to match the existing.

Proposed Work:

8. Doors - Fair to Poor



The existing exterior doors are in poor condition. The interior doors are in fair condition.

Recommendation:

The exterior doors may be repaired or replaced. If the doors are replaced the new doors should match the existing doors or historic doors in appearance. Many of the interior doors can be salvaged and should be repaired.

Proposed Work:

9. Exterior Fascia Board and Trim - Poor

Fascia board and trim is worn and rotted out.

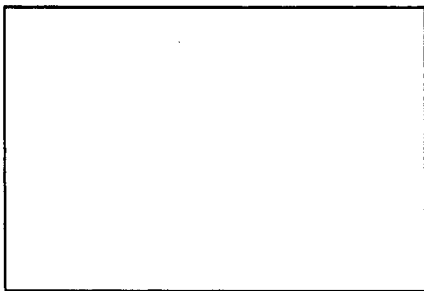
Recommendation:

The fascia board and trim need to be replaced and match the existing in appearance and

color.

Proposed Work:

10. Interior Stair - Fair



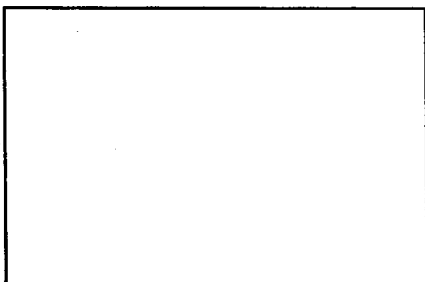
Wood stair to second story is in repairable condition.

Recommendation:

The interior wood stair should be retained, stabilized and repaired.

Proposed Work:

11. Interior Walls - Fair to Poor



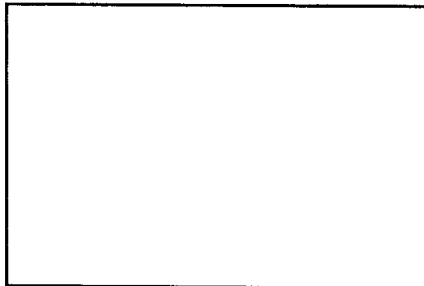
The walls are wood beaded board and can be reused and repaired where the wood has not rotted out. Wood behind boards may be rotted out.

Recommendation:

Repair or replace beaded board walls where necessary. To install insulation and inspect condition of supports most boards will probably need to be removed and put back. Walls should remain beaded board to retain historic character.

Proposed Work:

12. Ceilings - Fair to Poor



The ceilings are beaded board in fair to deteriorated condition in some areas.

Recommendation:

Repair or replace beaded board ceilings where necessary. To install insulation and inspect condition of supports most boards will probably need to be removed and put back. Ceilings should remain beaded board to retain historic character.

Proposed Work:

13. Interior Moldings/Trim - Fair

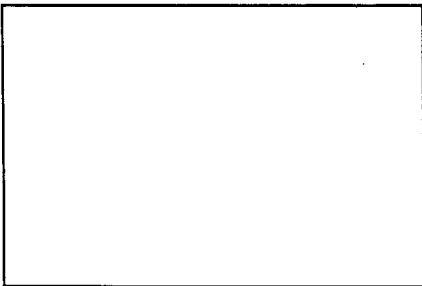
The moldings and trim on the doors, ceiling, windows, walls and doors are worn and deteriorated in some areas.

Recommendation:

The molding/trim will be replaced and/or repainted where needed.

Proposed Work:

14. Floor - Poor



The first floor joists have rotted out in some areas, and the first floor beams and posts have also deteriorated due to termites and rot.

Recommendation:

Much of the wood floors and supporting structure will need to be removed and replaced to match the existing appearance.

Proposed Work:

15. Heating/Ventilating - Poor

The existing system has deteriorated significantly. There currently is no heat in the building.

Recommendation:

A qualified heating/ventilating contractor should install a new HVAC system and hot water heater. There is some venting and ductwork from an existing system. The new system will need to meet current code requirements. New ductwork and vents should not damage the existing historic fabric of the structure.

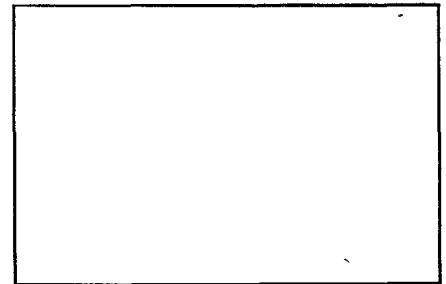
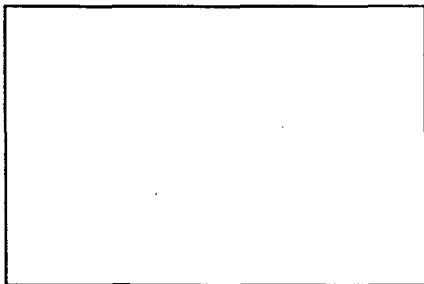
Proposed Work:

Utilities - Water, Sewer, Electrical

There currently is no water, sewer or electrical power supplied to the house, and the existing plumbing and electrical systems within the house are in poor condition. Electrical power was supplied to the house at one time. There has never been county water and sewer service connected to the house. There is sewer, water, and electrical service in the area that potentially could be connected to the house, although the NPS does not guarantee that full utility service can be provided.

As the property owner the National Park Service will assist the Lessee in obtaining approval for installing utilities. It is anticipated that these issues can be resolved prior to the signing of the lease with the successful bidder (anticipated Spring or early summer 1996), and will be incorporated into the lease to protect all parties involved.

16. Water & Sewer (Plumbing) - None to Poor



As respects the water and sewer, the National Park Service has made application to Montgomery County/Washington Suburban Sanitary Commission(WSSC) as property owner on behalf of the Lessee. The WSSC will review the application and make recommendations on providing water and sewer service. The WSSC will need to approve the connections.

A sewer line runs within several hundred feet of the Pennyfield House and it is anticipated that a connection will be possible, although approvals have not yet been given to make this connection. There are water lines to the River's Edge subdivision located above the Pennyfield House. These lines are farther away than the sewer lines (possibly 800' or more) and would probably require an easement from a resident of the community to reach them. If the water lines cannot be reached or it is not cost effective, a well will need to be considered. Location of the house in a flood plain may also affect sewer and water considerations.

Plumbing supply and waste piping in the building has deteriorated and does not meet current code requirements.

Recommendations:

Water and sewer service will need to be supplied to the house based on Montgomery County recommendations and requirements.

The water and waste lines in the building will need to be replaced and brought up to current code requirements. The plumbing fixtures (sink, tub and water closet, etc.) could be rebuilt and reglazed for use in the rehabilitated structure. However, the fixtures are not original to the building and it is not a requirement that they be retained. Plumbing lines should be updated and replaced without damaging the existing historic fabric of the structure.

Proposed Work:

17. Electrical - None to Poor

The electrical lines and poles from where Pennyfield Lock Rd. enters the park to the Pennyfield House have deteriorated/and or been removed. Electrical service will be installed underground at the expense of the lessee.

The older wiring in the building is in poor condition.

Recommendation:

A qualified electrician will need to update the wiring in the structure, update the panel boxes and provide service to the house. All wiring in the building should be brought up to current code requirements. New wiring, outlets, and panel box installation should not damage the existing historic fabric of the structure.

Proposed Work:

ADDITIONAL INFORMATION REQUESTED

1. Proposed use of Building

2. Proposed Length of Lease (may be up to 99 years)

3. Financial statement and explanation of sources of funding for your proposal. Estimated total cost of your proposal.
4. Name of individuals/contractor doing the rehabilitation work, their resume with experience and references.
5. Drawings as appropriate to explain your proposal - plans, elevations, sections, etc.
6. Any other pertinent information to explain your proposal effectively so that it may be evaluated.

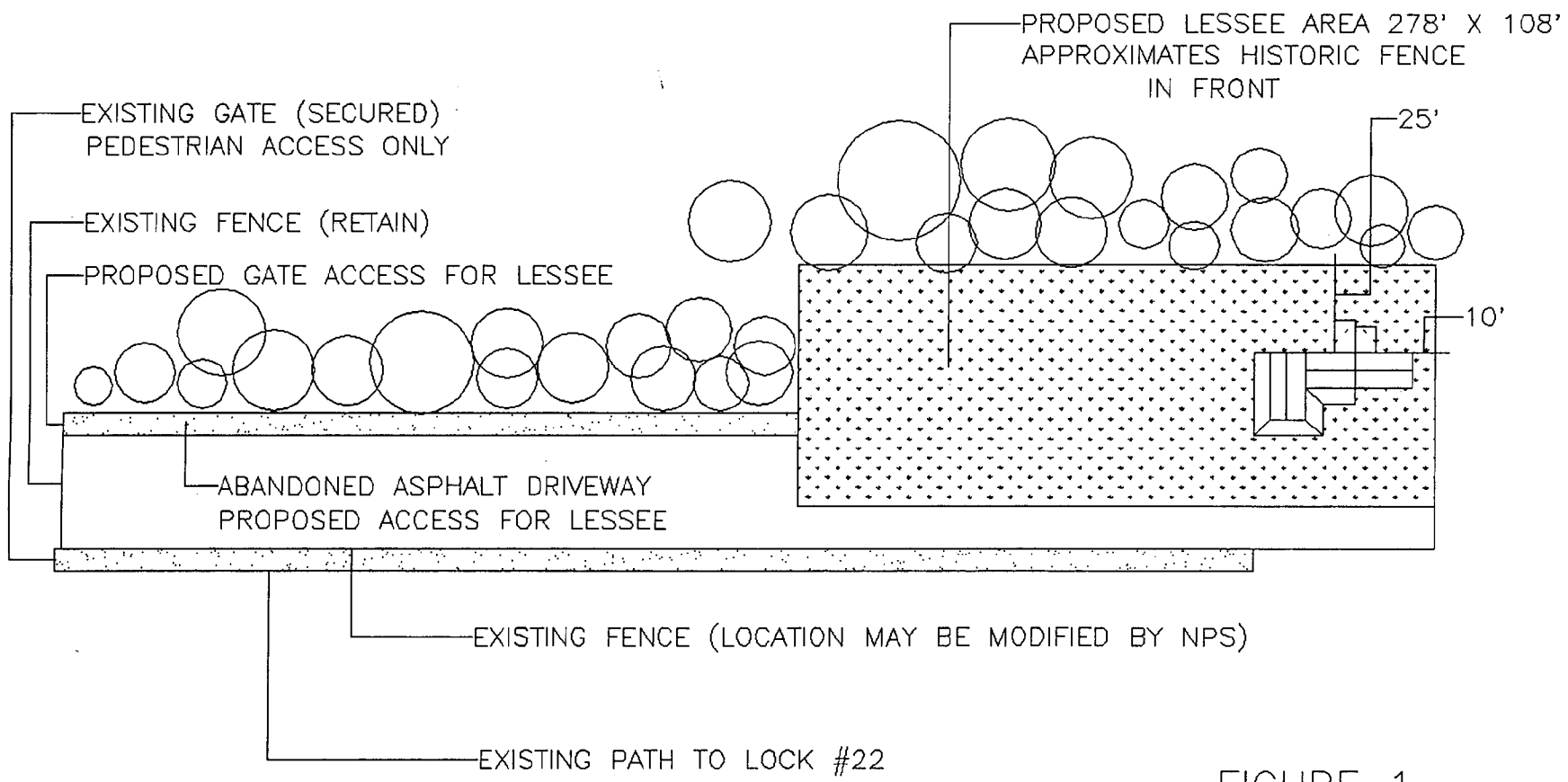


FIGURE 1
SITE PLAN
SCALE: 1"=75'

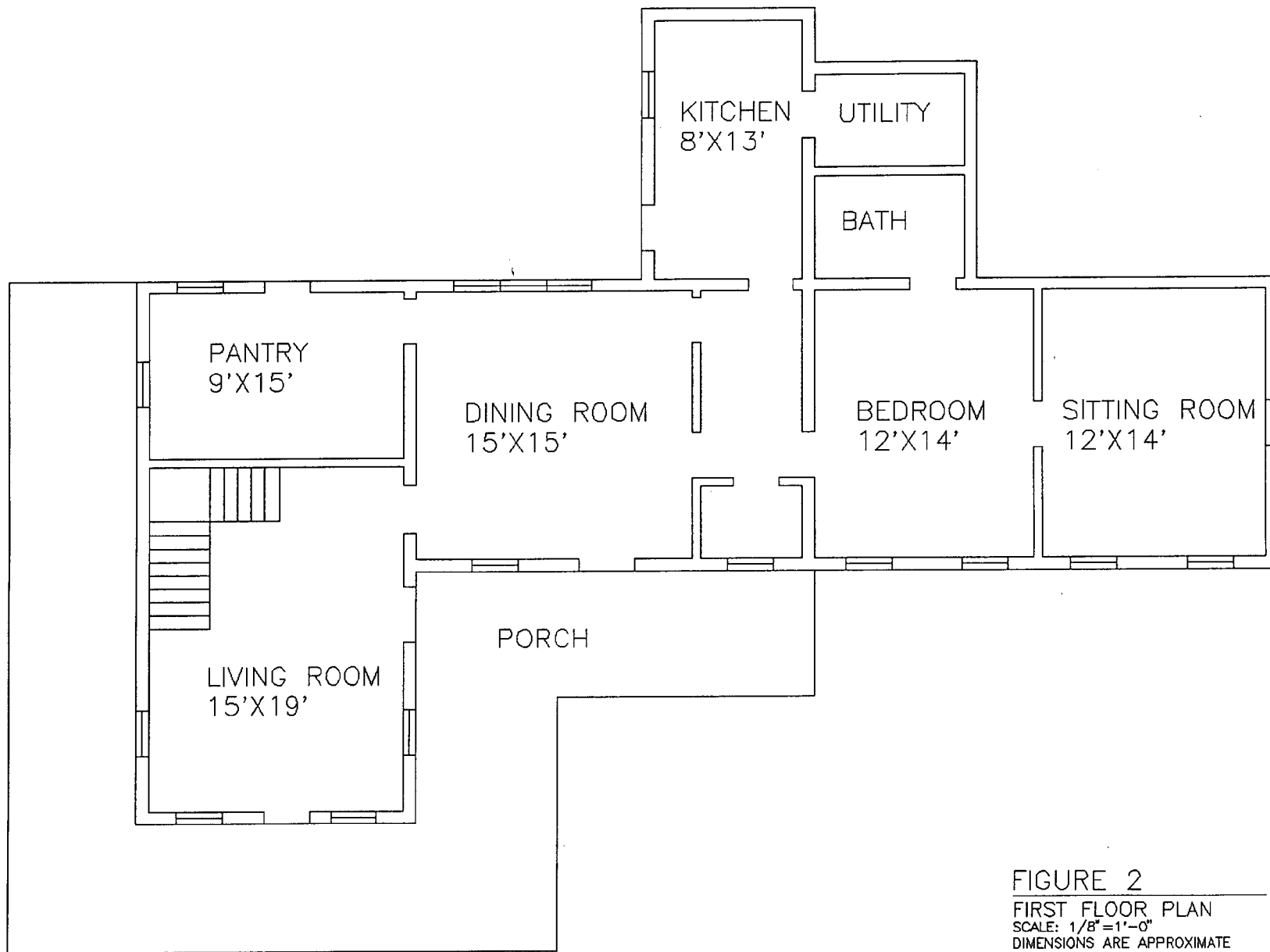


FIGURE 2
FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"
DIMENSIONS ARE APPROXIMATE

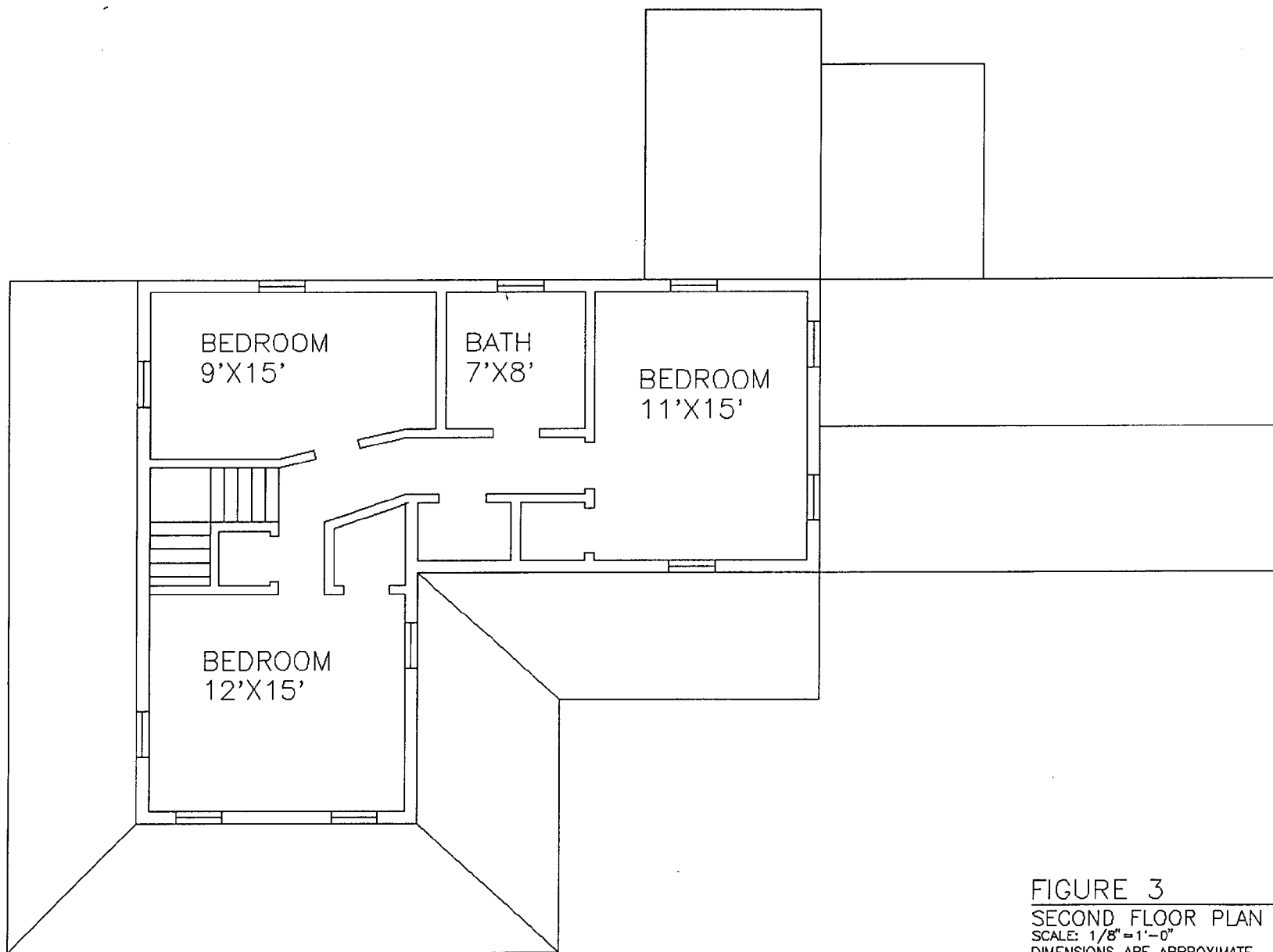


FIGURE 3
SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"
DIMENSIONS ARE APPROXIMATE

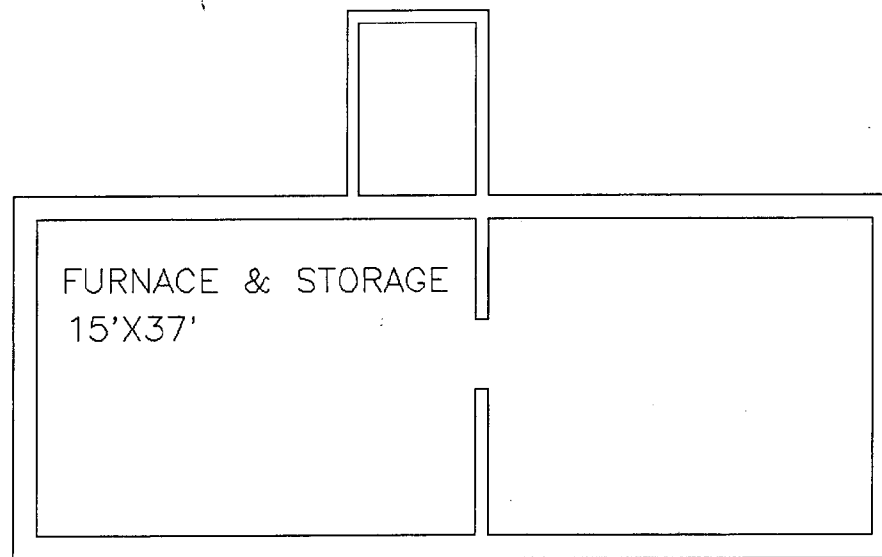


FIGURE 4
BASEMENT
SCALE: 1/8" = 1'-0"
DIMENSIONS ARE APPROXIMATE

DEFINITIONS

Fair Market Rental Value means the most probable rent that the property would command if it were exposed on the open market for a period of time sufficient to attract a tenant who rents the property with full knowledge of the alternatives available to him/her on the market.

Historic property means any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion on the National Register of Historic Places.

Lease means a written contract by which use and possession in land and/or improvements is given to another person for a specified period of time and for rent and/or other consideration.

Leasehold interest means a contract right in property consisting of the right to use and occupy real property by virtue of a lease agreement.

Lessee means one that holds real or personal property under a lease.

National Register or National Register of Historic Places means the national register of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering, and culture, maintained by the Secretary of the Interior under authority of section 101(a)(1) of the National Historic Preservation Act of 1966, as amended (80 Stat. 915, 16 U.S.C. 470 et seq. (1970 ed)).

Preservation means the act or process of applying measures to sustain the existing terrain and vegetative cover of a site and the existing form, integrity, and material of a structure. It includes initial stabilization work, where necessary, as well as ongoing maintenance.

Preservation Maintenance means the act or process of applying preservation treatment to a site or structure. It includes housekeeping and routine and cyclic work scheduled to mitigate wear and deterioration without altering the appearance of the resource, repair or replacement-in-kind of broken or worn-out elements, parts, or surfaces so as to keep the existing appearance and function of the site and structure, and emergency stabilization work necessary to protect damaged historic fabric from additional damage.

Rehabilitation means the act or process of returning a property to a state of utility through repair or alteration that makes possible an efficient contemporary use while preserving those portions or features of the property that are significant to its historical, architectural, and cultural values.

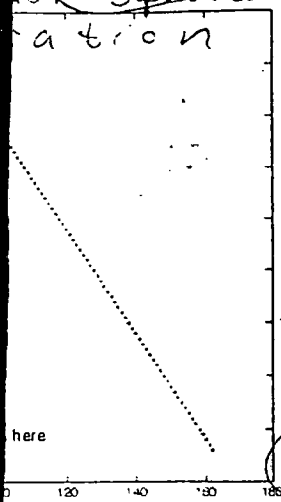
Superintendent means Superintendent of the C&O Canal National Historical Park or his/her delegated representative.

25/15

PENNYFIELD LOCK HOUSE (1830)
LOCK #22 (1831)

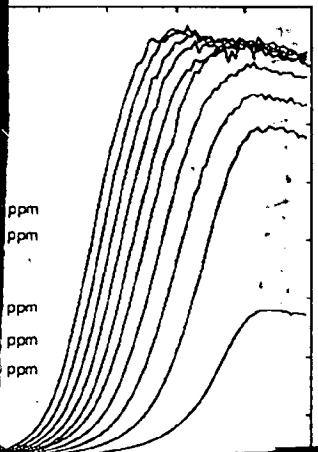


Least Squares and Temperature
 a t i o n Analysis "



In this test,
 ← Caption: Temperature Prog
 was ~~used~~ ^{used with} ~~with~~ ^{creating} triangles ~~and~~ ^{and}
 Sensing, ~~and~~ ^{and} ~~at~~ ^{at} ~~each~~ ^{each} ~~temp~~ ^{temp}
 temperature pulses. Cond
 was measured at 25°C between
 pulses.

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Results were collected
 at several concentrati
 of methanol in air.

PENNYFIELD LOCK HOUSE

CLARE OAVICCHI

4-2000