Questions and Answers

1. **Question:** What is the Proposal Submittal Deadline? 10/7/16 per RFP pages 1, 8 or 9/30/16 per RFP pages 8, 9?
   **Answer:** 10/7/16, as stated on pages 1 & 8 of the Request for Proposals.

2. **Question:** Where is NPS marketing the (3) for-leased residential units?
   **Answer:** Request for Bids will be advertised on multiple websites and media outlets. The properties can be marketed on the MLS but the decision on whether to do that has not been made.

3. **Question:** Can for-lease properties be marketed using normal industry practices and platforms (ex. MLS)?
   **Answer:** Yes

4. **Question:** Are there any common marketing methods not permitted by NPS?
   **Answer:** No. To clarify, use of NPS Arrowhead is not permitted and references to the park or the explicit use of the park name must be approved by the park.

5. **Question:** Could NPS staff potentially be personnel of the Lessee?
   **Answer:** No.

6. **Question:** What is the frequency of financial and property reporting requirements?
   **Answer:** See the RFP, Attachment A: Draft Master Lease, which includes reporting requirements under 5.8 Monthly Report and 9.2 Repair and Maintenance Plan (c) Annual property inspections with written reports. There is also an annual review requirement which is outlined in Exhibit G Subsection 1.10 of Attachment A.

7. **Question:** Will proposals be accepted for Offerors who are in process to obtain a Delaware broker license (under reciprocity with Pennsylvania) at the time of proposal submission?
   **Answer:** Yes; however, the appropriate licenses must be in place at the time the Lessee is selected: November 1, 2016.

8. **Question:** What services would you expect our management fee (the max the 20% you outlined) to cover other than the following: tenant qualification and placement, rental collection, managing tenant communication, responding to maintenance requests, and financial reporting.
   **Answer:** The primary requirements of the lease are listed in the RFP under Section A. Summary of Leasing Opportunity.

9. **Question:** Do you have any assessments or documentation of outstanding maintenance on each of the properties that you can share prior to our proposal submissions?
Answer: The park does not have assessment/documentation at this time. Refer to the RFP under Section 5.1 (d) & (e).

10. **Question:** Do you have any assessments or documentation listing age for each property of the major maintenance "units" (roof, heating system, plumbing, etc.) that you can provide prior to our proposal submission?
    
    **Answer:** The park does not have assessment/documentation at this time. Refer to Section 5.1 (d) & (e).

11. **Question:** To be sure we are understanding your RFP please confirm that all of the maintenance whether major or minor (other than initial fronting of $12,500 maintenance escrow to be reimbursed within 6 months) will be borne by the Lessor (NPS). Is that correct? The Lessee (our management company) is not expected to cover any maintenance costs from our management fees, correct?
    
    **Answer:** Please see provisions in Attachment A: Draft Master Lease, Section 9: Repair and Maintenance Reserve and Exhibit G: Management and Operating Plan. The Master Lessee is responsible for funding indirect expenses associated with the maintenance program, to include wages for the Lead and Assistant Property Managers.

12. **Question:** Do you have any escrows or budgeting in place currently designated for capital improvements? I would assume the $75k per year is designated for normal maintenance of the properties and does not include capital improvements. Is that correct?
    
    **Answer:** No, the park does not have budgeting in place for capital improvements on leased property. The Repair and Maintenance Reserve will be established to cover a scope of expenditures outlined in the RFP Section 5.2 (a). Extraordinary or emergency capital costs are subject to approval of NPS as described in Section 5.2 (d).

13. **Question:** Will being a minority owned or women owned company be taken into consideration as NPS evaluates the offeror’s proposals? Often state projects will provide special consideration to offerors that are minority owned. I was wondering if NPS has any policies to that effect.
    
    **Answer:** No. Please see 36 Code of Federal Regulations Part 18 - Leasing of Properties in Park Areas. More specifically § 18.8 — How are lease proposals solicited and selected if the Director issues a Request for Proposals?

14. **Question:** Are there any roadways (besides driveways), bridges or pedestrian paths that will require ongoing maintenance handled by the Master Lessee or Sub Lessees?
    
    **Answer:** Any roadway or path used specifically by a tenant of that property is the Master Lessee’s responsibility to maintain, including driveways and walkways. See Section 5.6 of the RFP.

15. **Question:** Are there any dams, culverts, ponds, streams, drainage beds or other water features that will require ongoing maintenance handled by the Master Lessee or Sub Lessees?
**Answer:** There are 2 small ponds; one at 800 Beaver Valley Road and one at 601 Beaver Valley Road; neither require regular maintenance however they are man made features of the landscape. There are also several streams that cross through and by leased properties which will likely not need to be maintained, but instead protected, meaning that the Master Lessee and Sub Lessees will be expected to eliminate or reduce negative impacts (soil erosion, nutrient loading, surface run-off, etc), to the degree possible and in cooperation with the park.

16. **Question:** Are there any park resources staff or services that will be available to the master lessee on a contract or per item basis for items such as land maintenance, snow removal, tree service etc?

   **Answer:** No. Park resources for land services (mowing, tree removal, snow removal) are very limited and not available to the lessee.

17. **Question:** Are there any known hazardous waste, erosion issues, roadway repairs, environmental or wildlife issues that will impact or need to be mitigated by the Master Lessee?(other than standard items such as lead-based paint, asbestos and lead contaminated soil as mentioned in the RFP)

   **Answer:** No known hazardous waste exists in the park. Erosion issues will be identified through farm conservation plans. Several driveways need repair and several units appear to have significant deferred maintenance. Environmental issues associated with leased property are centered on water quality protection and lessee is expected to cooperate with park implementation of best management practices. Wildlife issues are centered on white tailed deer which pose a problem for farmers; however, the lessee is not responsible for deer management.

18. **Question:** Is there any existing legal action that would have an impact on the properties covered by the Master Lessee?

   **Answer:** Not to the knowledge of the park.

19. **Question:** Are there any planned, needed or expected park projects that will greatly affect these properties in the next several years?

   **Answer:** No, not at this time. The park is in the process of developing long-term plans that may impact leased properties in the future.

20. **Question:** Can you provide a sample copy of the current agricultural, commercial and residential leases for review?

   **Answer:** Current leases are not available.

21. **Question:** Outside of standard repair issues what are some common or current tenant challenges that may be unique to these properties or area?

   **Answer:** The agriculture tenants may want to do repairs themselves and ask for reimbursement. Additionally, several tenants have indicated updates and repairs are needed at several homes. As the properties are within a national park, tenants will need to ensure
their activities do not conflict with those of park users and, as the park begins to learn more about the resources, additional conservation measures and best management practices will be implemented, ranging from preservation standards to conservation measures and tenants will be expected to comply.

22. **Question:** Are any of the tenants currently behind or in violation of lease terms?  
   **Answer:** Not to the knowledge of the park.

23. **Question:** Can you provide a rent roll for current tenants that details the current rent, unpaid rent and total unpaid?  
   **Answer:** See Attachment B: Property Inventory and Minimum Fair Market Rent

24. **Question:** What are the current terms for active leases (for example are they set up as month to month, or 12 month terms)?  
   **Answer:** Month to month for properties currently rented. Terms for the 3 vacant properties will be 1-3 years.

25. **Question:** Would eviction costs should they be necessary be bourne by the lessor, or would we as lessee be expected to shoulder the cost?  
   **Answer:** Lessor is responsible for eviction costs.

26. **Question:** What are the top 5 environmental issues of concern for NPS with regard to the open acreage that would be under our management? What are your expectations on how we as the lessee would help to resolve those concerns?  
   **Answer:** See section RFP 5.5 Sustainability and Attachment A: Draft Master Lease Section 6.1 Uses of Premises/Authorized Uses: Standards  
   - The park is most concerned with water quality and it is the park’s expectation that the lessee support efforts made by the park to implementation best management practices on leased land.