



Request for Proposals
RFP# L-ROCR-001-2025
Little House
3131 Nebraska Ave NW
Washington, DC 20001



Front View Little House 3131 Nebraska Ave NW Washington, DC (NPS File Photo)

Key Dates:

RFP Release Date: April 24, 2025
Site Tours: By Appointment only: May 12 - May 16 and May 19 - 23, 2025
Question Submission Deadline: June 2, 2025
Proposal Submittal Deadline: July 31, 2025
Anticipated Date to Start of Negotiations: Eight to Twelve Weeks after Submittal of Offer
Anticipated Lease Effective Date: TBD Subject to Negotiation

Table of Contents

| | |
|--|-----------|
| SUMMARY OF LEASING OPPORTUNITY | 3 |
| Overview of Property Offered for Lease | 3 |
| Overview of Lease Terms and Conditions | 4 |
| Lease Premises..... | 6 |
| Use of the Lease Property | 6 |
| Term of the Lease | 6 |
| Rent..... | 6 |
| Insurance | 7 |
| Other Terms and Conditions..... | 7 |
| Premises Condition | 7 |
| Contractors | 7 |
| Utilities..... | 7 |
| Sustainability..... | 7 |
| Competitive Process | 7 |
| Appointments-Only Site Tour and Additional Information | 8 |
| Proposal Submission Protocol | 8 |
| Authority..... | 8 |
| REQUIREMENTS | 8 |
| PROPOSAL SELECTION CRITERIA OVERVIEW | 9 |
| PROPOSAL CONTENT | 9 |
| Information Requested..... | 9 |
| Offeror Identification | 9 |
| Proposal Selection Criteria | 9 |
| Criterion 1: Use | 9 |
| Criterion 2: Financial | 9 |
| Criterion 3: Experience..... | 10 |
| Criterion 4: Sustainability | 10 |
| Criterion 5: Improvements..... | 10 |
| Criterion 6: Rent | 11 |
| EVALUATION AND SELECTION PROCESS..... | 11 |
| ADDITIONAL INFORMATION AND MODIFICATION OF PROPOSALS..... | 11 |
| LEASE TERMS AND CONDITIONS | 11 |
| Term of Lease..... | 11 |
| Lease Provisions..... | 12 |
| PROPOSALS CONSIDERED PUBLIC DOCUMENTS..... | 12 |

Attachment A: Draft Lease

Attachment B: Identification, Credit, and Financial Forms

Attachment C: Required Offeror's Transmittal Letter

SUMMARY OF LEASING OPPORTUNITY

This Request for Proposals (“RFP”) provides the opportunity for any interested individual or organization (hereafter referred to as an “Offeror”) to submit proposals to the National Park Service (“NPS” or “Lessor”) to lease the residence located at and 3131 Nebraska Ave, NW, (“Little House”) within Rock Creek Park (“Park Area”).

The selected Offeror will have a specified period of time to negotiate the final terms of a lease with the NPS (“Lease”) based on the attached Draft Lease (see Attachment A) and consistent with the requirements of this RFP. Elements of the selected Offeror’s proposal may be incorporated into the final Lease at the Lessor’s discretion.

Overview of Property Offered for Lease

The Little House is on the corner of Nebraska Avenue and Foxhall Road NW, Washington, D.C., within the Park Area. The property is located within a 100-year flood zone, and Battery Kemble Park abuts the rear of the property. The home has public streetlights along the front perimeter. There is a park with open space adjacent to the property.

It is a brick one-and-a-half story, three-bedroom with one-and-a-half baths, a living room, a full kitchen, and a garage. The half bath is not private and is in the laundry room adjacent to the garage. The home features a gable roof with shingles, cedar wood siding, and a rear brick paved patio.



View of common parking area to left of Little House (NPS File photo)

Views of Park Area in rear of the house (NPS File Photos)



Overview of Lease Terms and Conditions

The property will be leased “as-is”; the lessee will be responsible for the repair and maintenance of the leased premises throughout the term of the Lease and for any improvements. Improvements must be approved in writing, in advance by the NPS. A detailed description of the lease terms and conditions are included in the Draft Lease.

The location of the Little House property offered for lease is depicted in **Exhibit 1** below.

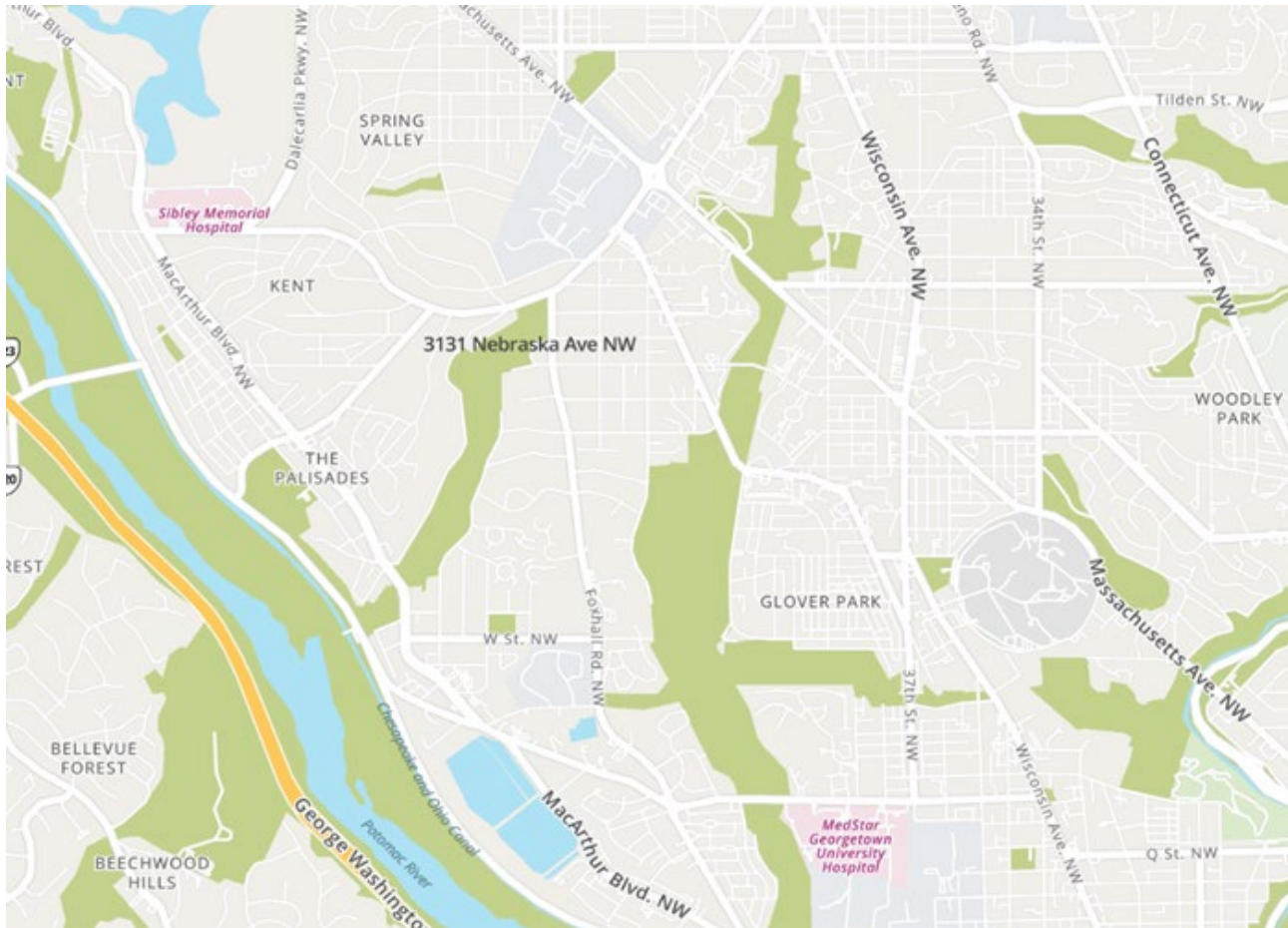


Figure 1: Corner of Nebraska Avenue and Foxhall Road NW, Washington DC

Leased Premises

Exhibit A of the Draft Lease depicts the leased premises, which is comprised of the house, front and back yards, brick patio, a picnic and small recreation area and a gravel parking lot.

Use of the Leased Premises

Key information about authorized uses:

- The lessee may use the leased premises for legal purposes that are usual and customary in the use of a residential building. The proposed use will be evaluated by NPS for appropriateness.



Rear view of Little House and patio (NPS File Photo)

Term of the Lease

The Lease term could commence as early as Early 2026, with rent, insurance, repair and maintenance, utility payments and billing, and all other Lease obligations beginning upon the commencement date of the Lease. However, the actual Lease commencement date is subject to negotiation between the NPS and the selected Offeror. The term (duration) of the Lease proposed by the selected Offeror should be supported by details in the Offeror's response to Criterion 2 and allow for a reasonable return on investment as determined by the Offeror. The NPS is required to award the Lease for the shortest term possible, and in no event for more than 60 years.

Rent

Under 36 C.F.R. Part 18, the Lease must require payment of rent to the government that is at least equal to the property's fair market value rent. The amount of rent included in the Lease will be negotiated with the selected Offeror, provided that the rent is at least equal to the property's fair market value rent as determined by the NPS.

The Lessor may approve rent offsets for the Lessee's expenditures related to deferred maintenance, initial improvements and future alterations approved by the NPS.

The NPS has determined that the minimum fair market value rent for the property is \$6,500 per month (\$78,000 annually). If the premises will be sublet, Lessor may, at its sole discretion, charge Lessee an additional monthly fee in the form of a percentage of gross receipts, as defined in Section 5.4 of the Draft Lease.

Insurance

During the term of the Lease the Lessee must maintain general liability, boiler and machinery, property, worker's compensation and employer's liability, and business interruption and extra expense insurance as may be applicable. Further information regarding insurance requirements can be found in Exhibit B to the Draft Lease. The Lessor will periodically review the Lessee's insurance coverage amounts. These reviews will ensure the Lessee has appropriate coverage in light of any changing circumstances.

Other Terms and Conditions

The proposed terms and conditions of the offered Lease are as described in the Draft Lease and are consistent with 36 C.F.R. Part 18.

Premises Condition

The premises will be leased to the Lessee in their "as-is" condition. As noted above the houses on Nebraska Avenue are in a 100-Year Flood Plain. Mold remediation was completed by the NPS in 2019.

Contractors

The Lessee may utilize contractors to perform repairs, replacements, and improvements..

- The Lessee's contractors must abide by all Lease provisions as well as all applicable laws. The Lessee is responsible for its contractors and compliance with the terms of the Lease.

Utilities

Subject to advance written approval by the Lessor of any utility service, the Lessee at its sole expense must make all arrangements with appropriate utility providers (including the Lessor where applicable), for all utilities furnished to the leased premises, including water, electricity, telephone, cable, and internet access. Any utility service provided by the Lessor will be subject to the Lessor's established policies and procedures for provision of utility services to third parties.

Sustainability

The NPS makes land management decisions within the Park Area to fulfill the mission of the Park Area. Impacts to the environment must be considered during each decision. Water quality is of special concern, as is the use of chemicals and the conservation of energy and natural resources.

- The Lessee must ensure that hazardous and universal waste generated from the site is disposed of in accordance with all applicable laws.
- The Lessee must make every effort to reduce, reuse, and recycle solid waste.

Competitive Process

This lease opportunity is open to all interested persons and businesses on a competitive basis. Whoever submits the responsive proposal determined by the NPS to best meet on an overall basis the proposal selection criteria will be given an opportunity to negotiate the final terms of the Lease with the NPS. The final terms of the Lease must be consistent with the requirements of this RFP.

To be selected by the NPS you must demonstrate that you have the capability to carry out and finance your proposal. The proposal selection criteria and the NPS's process for selecting the Lessee are described in detail in the sections below titled "Proposal Selection Criteria" and "Evaluation and Selection Process." The NPS may determine that a proposal is non-responsive and not consider it further. The NPS also may reject all proposals received and cancel this RFP at any time without liability.

Appointments-Only Site Tour and Additional Information

Requests for site tours must be made two business days in advance via email to NPSNCRLeasing@nps.gov.

The NPS will collect and respond to questions regarding this RFP through the issuance of Questions & Answers (Q&As). Questions must be submitted to the NPS via email to NPSNCRLeasing@nps.gov by the deadline set forth above. Q&As along with this RFP and its attachments will be posted on-

<https://www.nps.gov/subjects/leasing/request-for-proposal.htm>

Proposal Submission Protocol

Offerors may only submit proposals electronically. Proposals that are not received at the designated electronic address below by the specified deadline will not be considered.

The NPS will not consider proposals received by phone, fax, mail, and any other means of transmittal other than email. Please refer to the "Proposals Considered Public Documents" section at the end of this RFP if you believe that your proposal contains trade secrets or confidential commercial and financial information that you do not want to be made public.

Authority

This RFP is issued under the authority of 36 C.F.R. Part 18. This RFP and the offered Lease are subject to and incorporate all terms and conditions of Part 18 as applicable. In the event of any conflict between the terms of this RFP and Part 18, Part 18 controls.

The NPS has general leasing authority (54 U.S.C. § 102102), and other applicable authorities.

REQUIREMENTS

Proposals must be submitted electronically to: NPSNCRLeasing@nps.gov

The subject line should include the following: "Little House RFP L-ROCR-001-2025"

Offerors must submit their proposal in electronic format using Microsoft Word or Adobe Acrobat. Financial data may be in Microsoft Excel format. Proposals must be formatted to 8-1/2" x 11"-page size.

While there is no limit on the file size of your proposal, the total file size of the email submission, including all attachments, cannot exceed 40MB. If your proposal exceeds this limit, you must break it into smaller files and send them in separate emails.

Proposals are limited to 100 pages or less. The NPS will not review or consider information on any pages that exceed the 100-page limit, including attachments, appendices, or other additional materials the offeror submits.

Effective proposals should be organized with the same format and naming system as this RFP and will contain clear, concise answers that address all the required criteria. Proposals that do not provide all required responses will be deemed non-responsive and not evaluated further.

PROPOSAL SELECTION CRITERIA OVERVIEW

The NPS will select the best responsive proposal received under this RFP under the following selection criteria:

- The compatibility of the proposal's intended use of the offered property with respect to preservation, protection, and visitor enjoyment of the Park Area.
- The financial capability of the Offeror to carry out the terms of the Lease.
- The experience of the Offeror demonstrating the managerial capability to carry out the terms of the Lease.
- The ability and commitment of the Offeror to conduct its activities in the Park Area in an environmentally enhancing manner through, among other programs and actions, energy conservation, waste reduction, and recycling;
- The ability and commitment of the Offeror to make improvements to and maintain the leased premises in a manner acceptable to the NPS; and
- The benefit to the NPS of the financial terms of the proposal, including the amount of rent proposed.

PROPOSAL CONTENT

Proposals submitted in response to this RFP must provide the information requested below. You are asked to answer questions or supply specific information in response to the specified items. Please label your responses correspondingly and respond fully and accurately to all questions or requests.

Information Requested

Offeror Identification

Please provide the full identification of the person(s) responsible for each proposal submitted: Name(s), address(es), telephone number(s), e-mail address(es), and fax number(s) if applicable. Your proposal must include an Offeror's Transmittal Letter using the template provided in Attachment C.

Please complete and submit the Business History Information form and the applicable Business Organization Information forms contained in Attachment B to this RFP for the entity and individuals that are to be the Lessee or its principals. There are separate Business Organization Information forms for individuals/sole proprietorships and for corporations/LLCs/joint ventures.

Proposal Selection Criteria

Criterion 1: Use

The compatibility of the Offeror's intended use of the leased property with respect to preservation, protection, and visitor enjoyment of the Park Area.

NPS Objective: Proposals must be compatible with the authorized uses of the premises as described above in the RFP. NPS is also interested in uses of the property that will serve the local community.

Required Response: Describe in detail your proposed operational concept for or your use for the Little House property on Nebraska Avenue, including, but not limited to, services and amenities consistent with the authorized uses of the premises as described above in this RFP, and any other additional proposed uses (services or amenities). Proposed improvements to the premises related to any proposed uses and should be described in your response to Criterion 5.

Criterion 2: Financial

The financial capability of the Offeror to carry out the terms of the Lease.

NPS Objective: The selected Offeror must be capable of operating and maintaining the premises, as well as making the financial investment required for the initial improvements or future alterations described by the Offeror in response to Criterion 5. Offerors must propose a Lease term (duration of Lease) that they believe is necessary for a reasonable return on their investment.

Required Response: Offerors must provide the following information:

- Demonstrate the source and availability of the funds necessary to carry out your obligations under the terms of the Draft Lease, including any proposed initial improvements or future alterations, by submitting bank statements, bank financing commitment letters, or similar documents that substantiate your financial capability. The Service will only consider documentation of illiquid assets (for example, real estate holdings) as relevant to this Criterion if the Offeror also provides evidence of a current line of credit for those assets.
- Complete the appropriate Business History and Business Organization Information forms in Attachment B to the RFP. Offeror must complete Form 10-352, and either Form 10-353 or 10-354 depending on the Offeror's business structure. Additionally, NPS Form 10-355A is to be completed to provide financial information for revenue-producing leases.
- A complete credit report in the name of the Offeror that includes scores and is dated within thirty (30) days prior to the date of its submission to the NPS. The report must be from a major credit reporting company such as Equifax, Experian, TRW, or Dun & Bradstreet. If the Offeror is not yet formed, include a credit report for each of the individuals or entities that will have ownership interests in or control of the potential Lessee.
- Any additional information to support the responses provided in the documents in Attachment B.
- A proposed Lease term (which may not exceed 60 years).

Criterion 3: Experience

The experience of the Offeror demonstrating the managerial capability to carry out the terms of the lease.

NPS Objective: The selected Offeror must be capable of carrying out all terms of the Draft Lease in accordance with the authorized uses and carrying out any required initial improvements (as negotiated).

Required Response: Offerors must submit resumes for key personnel that include a narrative of their experience and background as applicable to carrying out the terms of the Draft Lease, proposed uses, and proposed improvements.

Criterion 4: Sustainability

The ability and commitment of the Offeror to conduct its activities in the Park Area in an environmentally enhancing manner through, among other programs and actions, energy conservation, waste reduction, and recycling.

NPS Objective: The NPS is interested in selecting an Offeror capable of and committed to conserving energy, reducing waste, and recycling, as feasible.

Required Response: Describe methods and approaches you will use to minimize impacts to the environment. Include any innovative environmental stewardship programs and operating procedures you will implement.

Criterion 5: Improvements

The ability and commitment of the Offeror to make improvements to and maintain the Little House premises in a manner acceptable to the NPS.

NPS Objective: The NPS is interested in selecting an Offeror that will improve the premises as compared to other houses of similar, or better, quality.

Required Response: Submit a detailed plan describing your proposed improvements to the premises. Your plan must include, at a minimum: timelines and any applicable project phases; estimated costs for improvements; and any drawings to include basic design drawings. Lease Exhibit D shows a list of Deferred Maintenance that the Lessee will be required to address. Provide detailed descriptions of your plans in your answer. This will be given extra consideration as elements of a better offer. Also include any proposed additions of removable personal property structures that would be installed to support your operational concept.

Criterion 6: Rent

The benefit to the NPS of the financial terms of the proposal, including the amount of rent proposed.

Required Response: Please state how much rent you offer to pay for this Lease. The Lessor may approve rent offsets for Lessee expenditures on approved initial improvements and alterations made towards improving the property in accordance with the terms of the Draft Lease.

The minimum fair market value rent for the property has been determined to be not less than \$6,500 per month (\$78,000 annually).

The NPS will not accept a rent offer in an amount less than the fair market value rent. Offerors may submit proposals with an offer to pay a higher rent to enhance the competitiveness of their submission.

EVALUATION AND SELECTION PROCESS

The NPS will review all responses to this RFP through an evaluation panel assisted by technical consultants as appropriate.

All proposals will first be screened for adherence to the requirements of this RFP. The NPS will not consider non-responsive proposals. A non-responsive proposal is a proposal that was not timely submitted or fails to meet the material terms and conditions of this RFP as determined by the NPS.

Selection of a proposal does not guarantee a lease for the Offeror. The NPS will negotiate the terms of the final Lease with the Offeror determined to have submitted the best overall responsive proposal under the selection criteria. Award of a lease to that Offeror is dependent on successful negotiation of the final terms of the Lease. The final terms of the Lease must be consistent with the requirements of this RFP. If negotiations fail, the NPS may negotiate with other Offerors for award of the offered Lease or terminate this solicitation without liability to any person.

ADDITIONAL INFORMATION AND MODIFICATION OF PROPOSALS

The NPS may request from any Offeror additional information or written clarification of a proposal after the submission date. However, proposals may not be amended after the submission date unless permitted by the NPS. The NPS may not permit amendment of a proposal unless all Offerors that submitted responsive proposals are given an opportunity to amend their respective proposals.

LEASE TERMS AND CONDITIONS

Term of Lease

The term of the Lease is negotiable but may not exceed sixty (60) years. The Lease may not be renewed but may be extended once for a period not to exceed one (1) additional year if the deciding official determines that an extension is necessary because of circumstances beyond the control of the NPS.

Lease Provisions

The Lease to be awarded under this RFP will contain the provisions required by 36 C.F.R. Part 18 as well as other provisions determined by the NPS to be necessary to assure use of the leased property in a manner consistent with the purposes of the Park Area, and, where applicable, to assure the preservation of historic property. Required provisions include:

- A termination for cause or default provision.
- Appropriate provisions requiring the Lessee to maintain the leased property in good condition throughout the term of the Lease.
- Appropriate provisions stating that subletting of a portion of the leased property and assignment of the Lease, if permissible under the terms of the Lease, must be subject to the written approval of NPS.
- Appropriate provisions requiring the Lessee to pay for use of all utilities used by the Lessee and to pay all taxes and assessments imposed by federal, state, or local agencies applicable to the leased property or to Lessee activities.
- Appropriate provisions stating that the Lessee has no rights of renewal of the Lease or to the award of a new lease upon Lease termination or expiration.
- Appropriate provisions stating that the Lessee may not construct new buildings or structures on leased property except in limited circumstances.
- Appropriate provisions requiring that any improvements to or demolition of leased property to be made by the Lessee may be undertaken only with written approval from the NPS; and
- Appropriate provisions that describe and limit the type of activities that may be conducted by the Lessee on the leased property.

A Draft Lease is attached to this RFP and incorporates these terms.

PROPOSALS CONSIDERED PUBLIC DOCUMENTS

All proposals submitted in response to this RFP may be disclosed by the NPS to any person, upon request, to the extent required or authorized by the Freedom of Information Act (5 U.S.C. § 552). If you believe that your proposal contains trade secrets or confidential commercial or financial information exempt from disclosure under the Freedom of Information Act, mark the cover page of each copy of the proposal with the following legend:

“The information specifically identified on pages of this proposal constitutes trade secrets or confidential commercial or financial information that the Offeror believes to be exempt from disclosure under the Freedom of Information Act. The Offeror requests that this information not be disclosed to the public, except as may be required by law.”

You must specifically identify what you consider to be trade secret information or confidential commercial or financial information on the page of the proposal on which it appears, and you must mark each such page with the following legend:

“This page contains trade secrets or confidential commercial and financial information that the Offeror believes to be exempt from disclosure under the Freedom of Information Act, and which is subject to the legend contained on the cover page of this proposal.”

Information so identified will not be made public by the NPS except in accordance with law. The NPS does not warrant and assumes no liability for the accuracy of the information provided in this RFP.



EXPERIENCE YOUR AMERICA™