



**Request for Proposals
RFP# L-ROCR-002-2025**

**Conduit Road Schoolhouse
4954 MacArthur Boulevard, NW
Washington, D.C. 20001**



**Front and Side View of Conduit Road Schoolhouse
(Source: NPS / Claire Hassler)**

Key Dates:

- RFP Release Date:** June 13, 2025
- Site Tours by Appointment only:** July 21st and 22nd, 2025
- Question Submission Deadline:**..... July 24, 2025
- Proposal Submittal Deadline:**..... August 12, 2025, by 4pm ET
- Anticipated Date to Start of Negotiations:** 8 to 12 Weeks after Submission Deadline
- Anticipated Lease Effective Date:**..... TBD Subject to Negotiation

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Attachment A: Draft Lease

Attachment B: Identification, Credit, and Financial Forms (OMB Forms)

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 a proposal to the National Park Service (“NPS” or “Lessor”) to lease the one-room schoolhouse located at 4954 MacArthur Boulevard (“Conduit Road Schoolhouse”), 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 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 Conduit Road Schoolhouse is a historic one-room schoolhouse originally built in 1864 and re-built in 1874. The property is in the Palisades area of Washington, D.C., characterized by residential and commercial uses.

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 (as defined in the Draft Lease). Improvements must be approved in advance by the NPS and carried out in accordance with the [Secretary of the Interior’s Standards for Historic Preservation](#).

A detailed description of the lease terms and conditions are included in the Draft Lease.

The location of the Conduit Road Schoolhouse property offered for lease is depicted in **Exhibit A** below.



Lease Premises

The Conduit Road Schoolhouse consists of one main room, a bathroom, kitchen, and sprinkler room. The historic one story one-room schoolhouse was constructed in 1864 and reconstructed in 1874. The historic one-room building with clapboard siding and brick foundation is setback 6' from MacArthur Boulevard which is a busy, main thoroughfare in the neighborhood. It is across the street from Battery Kemble Park Trail. It is a rectangular building with a small addition on the southeast corner of the back and a wheelchair-accessible ramp in the rear. The schoolhouse is 1,114 square feet and the interior contains hardwood flooring, radiant heating, a kitchen sink, no appliances, a modernized bathroom, and features a tankless water heater with an upgraded electrical system and a fire alarm sprinkler system.

Exhibit A of the Draft Lease depicts the leased premises, and an Inventory and Condition Report can be found in Exhibit C of the Draft Lease.



Figure 1: Southside of building (NPS Photo)



Figure 2: Back of Building (NPS Photo)



Figure 3: Front of Building (NPS Photo)



Figure 4: Back of Building (NPS Photo)



Figure 5: Inside of Building (NPS Photo)



Figure 6: Inside of Building (NPS Photo)



Figure 7: Bathroom and Utility Closet (NPS Photo)



Figure 8: Fire Suppression System (NPS Photo)



Figure 9: Meter, Breaker Box, and Alarm (NPS Photo)

Use of the Lease Premises

Offerors may propose any use of the leased premises that is consistent with applicable law, is consistent with the purposes established by law for the Park Area and is compatible with the programs of the NPS.

Term of the Lease

The lease term could commence as early as Q1 of 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 but for no 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 (as defined in the Draft Lease) and future Alterations (as defined in the Draft Lease) approved by the NPS.

The NPS has determined that the minimum fair market value rent for the property is \$3,528 per month (\$42,336 annually).

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. 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.

Contractors

The Lessee may utilize contractors to perform repairs, replacements, and Improvements, and to provide event services.

- 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 financial and managerial capability to carry out 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. Q&As along with this RFP and its attachments will be posted

<https://www.nps.gov/articles/000/rocr-little-house-rfp-2025.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 Draft 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 the authority to lease historic buildings through its historic property leasing authority (54 U.S.C. § 30621), 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: "Conduit Road Schoolhouse RFP L-ROCR-002-2025"

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.
- 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 applicable Identification and Credit Information form 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 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 this 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 the Conduit Road Schoolhouse including, but not limited to, services and amenities consistent with the authorized uses of the premises as described above in this RFP. Proposed Improvements to the premises related to any proposed uses 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 Conduit Road Schoolhouse 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 and provide the necessary supporting documentation as outlined in Forms 10-352, 10-353, and 10-354, in Attachment B to the RFP. Offeror must complete 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 Conduit Road Schoolhouse in a manner acceptable to the NPS.

NPS Objective: The NPS is interested in proposals with detailed information about the Offeror's

plans for completing Improvements to the schoolhouse and selecting an Offeror who will operate the Conduit Road Schoolhouse in a manner that will serve the interests and needs of the community.

Required Response: Submit a detailed plan describing your proposed Initial Improvements to the premises. Your plan must include, at a minimum: timelines and any applicable project phases; estimated costs for Initial Improvements; and any drawings to include basic design drawings. Also include any proposed addition 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, including, if applicable, any proposed percentage of gross revenues in addition to any base annual rent (see the minimum amount of fair market value rent below). The Lessor may approve rent offsets for Lessee expenditures on approved Improvements made in accordance with the terms of the Draft Lease.

The fair market value rent for the property has been determined to be not less than \$3,528 per month (\$42,336 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 who 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.



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