



# Building 125 Request for Proposals







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**REQUEST FOR PROPOSALS  
BUILDING 125  
LEASING OPPORTUNITY AT BOSTON NATIONAL HISTORICAL PARK**

<b>Request for Proposals Issued:</b>	February 14, 2014
<b>Site Visit RSVP:</b>	March 18, 2014
<b>Site Visit:</b>	March 19, 2014
<b>Questions Due:</b>	April 4, 2014
<b>Proposals Due:</b>	May 16, 2014

Proposals must be received by the National Park Service no later than 5:00 p.m. (EST) on the due date listed above and should be addressed to:

Building 125 Proposals  
Office of the Superintendent  
Boston National Historical Park  
Charlestown Navy Yard Boston, MA 02129

Site RSVP by email or telephone, and address any questions in writing to:

Ruth Raphael  
Boston National Historical Park  
Charlestown Navy Yard  
Boston, MA 02129

ruth\_raphael@nps.gov  
617-242-5691



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**A. Summary.**

**This Request for Proposals (RFP) provides the opportunity for interested individuals and organizations to submit proposals to the National Park Service (NPS) to lease NPS property at Boston National Historical Park under the following general terms and conditions.**

**1. Property Offered for Lease.**

The property available for lease is Building 125 and the adjacent approximately 3,500 square foot lot. The building, a historic property, consists of two stories, approximately 10,186 square feet of space with potential for a second floor mezzanine that would add an additional 500 square feet.

Building 125, a two story red brick building built in 1905, is located on Baxter Road, Charlestown, Suffolk County, Massachusetts. Building 125, formerly the navy yard paint shop, was located between dry docks #1 and #2 to facilitate the painting of hulls. It housed the function vital to one of the navy yard's primary functions, the construction and refitting of naval vessels. It was one of the first yard buildings to include an electric elevator as part of its original design.

Building 125 is constructed on piles, with concrete encased steel foundation girders, brick bearing walls and steel framed concrete floors and roofs. Large windows provide natural light to the interior.

The building sits on Pier 3 in the historic Charlestown Navy Yard. When the Navy Yard closed in 1974 after nearly 175 years of serving the fleet, 30 acres became part of Boston National Historical Park. The yard is the permanent berthing place for two historic naval vessels, USS *Constitution* and USS *Cassin Young*. Buildings within the park house interpretive exhibits, visitor information, the USS Constitution Museum, a food service facility, park administration, and staff housing. The navy yard attracts over 1,000,000 visitors annually.

One hundred acres of the Navy Yard have been the focus of reuse under the Boston Redevelopment Authority with the private sector. Work to date has included rehabilitation of historic buildings and construction of new structures for office space, health care, residential use, and retail with a commitment to retain an open and accessible waterfront.

**The National Park Service makes no warranty as to the condition or fitness of the premises for any intended use. The bidders will be allowed to conduct their own non-intrusive inspection of the premises.**

## **2. Uses of the Leased Property.**

The National Park Service will consider proposals on the basis of their effect on the historic property and on Boston National Historical Park. To ensure that the historic and architectural values of the property are respected, the Park Service has established guidelines that the lessee must follow in carrying out rehabilitation and subsequent maintenance; all work performed by the lessee must be in accordance with The Secretary of the Interior's Standards for Rehabilitation, as well as the Rehabilitation Guidelines listed on page XX of this RFP. In addition, all proposals must be compatible with the mission of the National Park Service to preserve our heritage, and will be subject to National Park Service planning and operational guidelines. The National Park Service shall retain approval authority over all aspects of the rehabilitation and maintenance of the buildings and grounds.

Consideration should be given to the setting of Building 125. The building is directly on the waterfront and faces Flagship Wharf, a residential condominium building just across dry dock 2, in a rehabilitated navy yard building. A boardwalk and brick walkway with benches make up a public open space that surrounds dry dock 2 and passes directly in front of Building 125. Many of the visitors to the Historic Charlestown Navy Yard come by way of the MBTA water shuttle that arrives at Pier 3 from downtown Boston. All riders of the MBTA water shuttle, including local residents and visitors pass directly in front of Building 125 on their way to and from the water shuttle. The visitor experience as they pass this building and the inclusion of visitor amenities, while not a requirement, will also be an evaluation factor.

Any individual, group, or organization that meets the requirements specified in this Request for Proposals may participate in the competitive process. The qualifications of proposers will be evaluated by the National Park Service to assure that the prospective lessees have the financial resources to carry out the terms of the lease, experience in rehabilitation work, experience in managing properties with similar uses, and the ability to assure the long-range success of the lease arrangements.

While all responsive proposals will be considered, the National Park Service encourages proposals that offer some linkage in concept and execution with the mission of Boston National Historical Park. Such direct linkages with Boston National Historical Park, while desirable and reflected in the Evaluation Criteria, are not a requirement of this request. Complimentary uses, including but not limited to educational, museum or cultural use, hotel, retail, restaurant and office, and active street-level uses such as retail, services and restaurants are encouraged.

## **3. Term of Lease.**

The term of the lease will be negotiated with the selected applicant. The length of the lease shall be for as short a term as possible taking into account the financial obligations of the lessee and other factors related to determining an appropriate lease term. The anticipated term of the lease is 10 years.

#### **4. Fair Market Value Rent.**

The lessee will be required by the lease to pay at least fair market value rent to the NPS. The fair market value rent will be determined by NPS after selection of the best proposal and determined by an appraisal. When determining the Fair Market Value Rent, the NPS will provide rental offsets for capital improvements.

#### **5. Other Terms and Conditions.**

The proposed terms and conditions of the offered lease are as described in this RFP and 36 CFR Part 18. Final terms and conditions will be negotiated between NPS and the selected applicant.

#### **6. Competitive Process.**

This lease opportunity is open to all interested persons on a competitive basis. Whoever submits the proposal judged best under the proposal selection criteria will be given an opportunity to negotiate a final lease agreeable to both the Applicant and NPS.

#### **7. Site Tour and Questions.**

A site tour of the offered property will be held on the date specified on the inside cover page. Please contact Ruth Raphael by e-mail at [ruth\\_raphael@nps.gov](mailto:ruth_raphael@nps.gov) or by telephone at 617-242-5691 to make a reservation.

If you do not understand something in this request for proposals, you must submit your questions in writing via e-mail to [ruth\\_raphael@nps.gov](mailto:ruth_raphael@nps.gov) no later than 5 p.m. EST on the date specified on the inside cover page of this RFP. The questions must be in an electronic format that allows the Service to copy the questions to Microsoft Word. Your questions must specify the section of the request for proposals that is the subject of your inquiry. The Service will respond to your questions in writing and will provide the questions and responses to all those who have asked to be placed on the interested parties list. You may contact Ruth Raphael at the email or telephone number above if you wish to be on this list. Questions submitted after the due date specified on the inside cover of this RFP will not be answered.

#### **8. Proposal Submission Date.**

Proposals under this RFP must be received by 5:00 p.m. EST on the date specified on the inside cover page of this RFP. If no acceptable RFP is received by this date, the NPS reserves the right to continue to accept proposals every Friday until an acceptable RFP is received or the RFP is canceled.

#### **9. Authority.**

This RFP is issued under the authority of 36 CFR 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.

## **B. The National Park Service and Boston National Historical Park**

### **1. The National Park Service and its Mission.**

America's National Park Service was created by Congress to "conserve the scenery and the natural and historic objects and the wild life therein, and to provide for the enjoyment of the same in such a manner and by such means as will leave them unimpaired for the enjoyment of future generations." Additionally, the Congress has declared that the National Park System should be "preserved and managed for the benefit and inspiration of all the people of the United States." The National Park Service has as its overall mission the preservation and public enjoyment of significant aspects of the nation's natural and cultural heritage.

To learn more about the National Park Service, visit our website at [www.nps.gov](http://www.nps.gov). This site includes information about who we are, our mission, NPS policies and individual parks.

### **2. The Park Area**

Boston National Historical Park was established to preserve, maintain and interpret certain historic structures and properties of outstanding national significance associated with the American Revolution and the founding and growth of the United States. The Federal Government owns only three of the sites included in the national park—the Charlestown Navy Yard, Bunker Hill Monument, and Dorchester Heights Monument. The others—the Paul Revere House, the Old North Church, the Old State House, the Old South Meeting House, and Faneuil Hall—are privately or municipally owned and managed.

Most of the historic sites are connected by the Freedom Trail. Recognized as a National Recreation Trail, the 2 ½ mile trail is a walking tour of 16 sites and structures of historic importance in downtown Boston and Charlestown and receives an estimated 2.5 million visitors annually.

Boston National Historical Park is an urban park. All of the sites are located downtown or in Boston's urban neighborhoods of South Boston, the North End and Charlestown.

## **C. Proposal Selection Criteria.**

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

1. The compatibility of the proposal's intended use of the offered property with respect to preservation, protection, and visitor enjoyment of the park area;
2. The financial capability of the Applicant to carry out the terms of the lease;
3. The experience of the Applicant demonstrating the managerial capability to carry out the terms of the lease;
4. Consideration of preparedness for sea level change in the design proposal;

5. The ability and commitment of the Applicant 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; Sustainable design ideas, such as a green roof system, or other green building solutions will be looked upon favorably.
6. The compatibility of the proposal with the historic qualities of the property;
7. The benefit to NPS of the financial and other terms and conditions of the proposal, including, without limitation, the scope of proposed improvements (if applicable), the amount of rent proposed, the proposed term of the lease, and other proposed lease terms and conditions;
8. Minimizing of conflicts (such as crowding, noise, odors, and other environmental factors) between the use of the property and visitor use of Boston National Historical Park.
9. The opportunity for utilization and enjoyment of the property by the public.
10. The proposal utilizes the entire leasehold in a comprehensive manner.
11. The proposer, the team architect, or other key members of the team are experienced in quality historic rehabilitation projects.
12. The proposer is experienced in the type of use being proposed.
13. The proposal considers local zoning and addresses community concerns such as parking and traffic.

#### **D. Rehabilitation Guidelines.**

While changes may be permitted to the building, all proposals must include the rehabilitation of the building and site. All repairs shall be in accordance with the Secretary of the Interior's Standards for Rehabilitation and will be subject to review by the National Park Service.

Rehabilitation shall meet all federal building codes and other applicable nationally recognized codes that govern Federal construction and consider local and state health and building code requirements. The Lessee will be responsible for obtaining all required approvals and permits.

Listed below are general guidelines for the rehabilitation of Building 125. This list is not meant to be definitive or comprehensive, but rather a guideline for the potential lessee.

#### **Exterior Character Defining Features:**

**Form:** The basic form of the building, its symmetry and proportion, is fundamental to its architectural character.

**Setting:** Also vital to the building's character is its location, isolated on a pier between drydocks #1 and #2, surrounded by open space.

**Brick Walls:** Most of the original red brick exterior remains. Though much of the original corbelling was removed, all of the remaining masonry detailing is important: flat and half-round arches, raised pilasters and capitals and raised brick panels.

Granite Trim: The base of the building's center section rests on a rusticated, gray granite water table. Windowsills are also of the same granite.

Roof: Though repaired and repainted a number of times, the metal roof conforms to the original in material and scale. It has been painted both green and red. The existing ventilators, though replacements from 1962, are very close to the originals in size, form and location. Original skylights on the low south wing are gone, but wood covers mark their locations.

Windows: The existing wood windows are original except where they have been replaced with doors or, in two second floor locations, with picture windows.

Doorways: The sliding, wood main entrance door appears to be original or a very old replacement. The date of the hinged personnel door cut into the south leaf is unknown, but an irreversible part of the door now. No other exterior doors appear to be original or of any particular significance. Even the second floor shipping door, though similar to the original, is a replacement from 1952 that is part of a renovation that was detrimental to the building's façade.

## **E. Proposal Content.**

### **1. In General.**

Proposals submitted in response to this RFP should follow the format described below. You are asked to answer questions or supply specific information in response to specified items. Please label your responses correspondingly, and respond fully and accurately to all questions/requests.

### **2. Information Requested.**

#### **a. Applicant Identification**

Please provide the identification and credit information described in Attachment A to this RFP if the applicant is not a business. If the applicant is a business, please provide the identification and credit information described in Attachment B to this RFP under the applicable category(sole proprietorship, partnership, or corporation).

#### **b. Proposed Uses.**

Please describe your proposed use or uses of the property and explain why it is compatible with the preservation, protection and visitor enjoyment of the park area. If the proposed use or uses are revenue producing, describe the business in detail and provide the financial information described in Attachment C to this RFP.

#### **c. Financial Capability.**

Please submit documentation of the source and availability of the funds necessary to carry

out your obligations under the terms of the proposed lease, including, without limitation, any improvement requirements, through bank statements, bank financing commitment letters, or similar documents that convincingly substantiate your financial capability.

**d. Experience.**

Please explain how your experience and background qualifies you as managerially capable of satisfactorily performing the terms and conditions of the offered lease.

**e. Environmental Enhancement.**

Please explain your proposal for managing and using the property in an environmentally enhancing manner through, among other programs and actions you may propose, energy conservation, waste reduction, and recycling.

**f. Rent Offered**

Please state how much annual rent you offer to pay. The amount of rent will be negotiated with the selected applicant, provided that, the final rent must at least equal fair market rental value as determined by NPS.

**g. Term Requested**

Please state the term of the lease that would be acceptable to you. When considering the term, please keep in mind that NPS is required to award leases with as short a term as possible, taking into account the financial obligations of the lease and other related factors.

Shorter terms are considered as more desirable to NPS in the evaluation of lease proposals.

**h. Improvement Plan**

Please submit an improvement plan specifying how the applicant intends to improve the leased property. The plan should comprehensively describe the proposed improvements which the applicant will accomplish and outline a detailed schedule for program development, construction, preservation of the interior and exterior of the structure, completion, and opening for operation. Appropriate preliminary plans and drawings should be included in the plan. Detailed cost estimates should also be included. It shall be the duty of the proposer and their architects and engineers to make their own measurements, observations, and notes of the condition of the property.

**i. Public Agency Approvals**

Successful implementation of a development proposal will involve approvals from numerous public agencies at local, state and federal levels. The RFP indicates that it will be the responsibility of the developer to secure such approvals. Proposals should reflect an understanding of at least the primary approvals that will be required and set forth a strategy for accomplishing this in a timely fashion.

**j. Proposal Surety Bond**

A surety bond in the amount of .05 percent of the total developmental cost or for \$100,000.00 dollars whichever is less will be required at lease signing.

**F. Proposal Submission Requirements.**

Please submit four (4) copies of your proposal accompanied by a transmittal letter signed by a principal of the proposed lessee. The copies should be on 8-1/2" x 11" paper punched with 3 holes and unstapled (suitable for NPS to put in binders) with double-sided copying. Additionally, a pdf copy of your proposal, saved on a CD, should be included.

The proposal must be enclosed in sealed envelope(s), and received at the following NPS office by the close of business on the date specified in Section A above. The face of the sealed envelope shall show the Applicant's name and address, and the receiver's address as shown here:

**Building 125 Proposals  
Office of the Superintendent  
Boston National Historical Park  
Charlestown Navy Yard  
Boston, MA 02129**

Telephonic proposals, faxes, e-mail, and other means of transmittal will not be considered. Proposals will not be returned.

**G. Additional Information and Modifications of Proposals.**

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

**H. NPS Evaluation and Selection of the Best Proposal.**

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. 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 NPS.

It is the intention of the NPS to select the best-submitted proposal as determined under the selection criteria without further submittals or presentations. If this cannot be done, NPS will select those lease proposals that appear most suitable under the selection criteria, and from that group will request additional information or presentations so that the best proposal can be selected.

NPS will negotiate the terms of the final lease with the Applicant determined to have submitted the best proposal under the selection criteria. Award of a lease to that Applicant is dependent on successful negotiation of the final terms of the lease. If negotiations fail, NPS may negotiate with other Applicants for award of the offered lease or terminate this solicitation without liability to any person. If the selected Offeror does not agree to the final terms of the lease within 30 days of presentation, NPS may choose to terminate the selection and NPS may negotiate with other Offerors for award of the offered lease or terminate the lease solicitation without liability to any person.

## **I. Lease Terms and Conditions.**

### **1. Term of Lease.**

The lease to be awarded under this RFP is to have a term that is as short as possible. The lease will not be extended, except that, leases with an initial term of one (1) year or more 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 NPS.

### **2. Lease Provisions**

The lease to be awarded under this RFP will contain the provisions required by Part 18 as well as other provisions determined by 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, without limitation:

- (a) A termination for cause or default provision;
- (b) Appropriate provisions requiring the lessee to maintain the leased property in good condition throughout the term of the lease;
- (c) Appropriate provisions stating that subletting of a portion of the leased property and assignment of a lease, if permissible under the terms of the lease, must be subject to the written approval of NPS;
- (d) 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;
- (e) 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;
- (f) Appropriate provisions stating that the lessee may not construct new buildings or structures on leased property except in limited circumstances;
- (g) 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
- (h) Appropriate provisions that describe and limit the type of activities that may be conducted by the lessee on the leased property.

If a Draft Lease is attached to this RFP, it incorporates these terms.

**J. Confidentiality of Proposals.**

If you believe that a proposal contains trade secrets or confidential commercial and financial information that you do not want to be made public, please include the following sentence on the cover page of each copy of the proposal:

“This proposal contains trade secrets and/or confidential commercial or financial information that the Applicant believes to be exempt from disclosure under the Freedom of Information Act. The Applicant requests that this information not be disclosed to the public, except as may be required by law.”

In addition, you must specifically identify what you consider to be trade secret information or confidential commercial and financial information on the page of the proposal on which it appears, and you must include the following sentence on each such page:

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

Information so identified will not be made public by NPS except in accordance with the requirements of the Freedom of Information Act.

**K. Attachments.**

Attachment A: Site and Vicinity Maps

Attachment B: Site Plan

Attachment C: Views of Building 125

Attachment D: Floor Plans and Sections

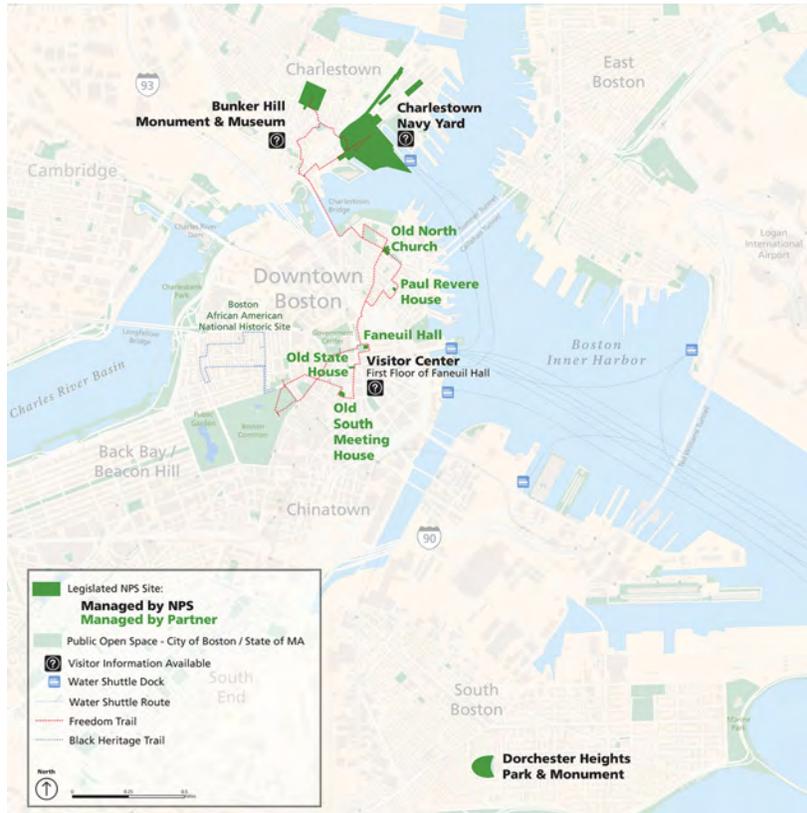
Attachment E: Interior Views

Attachment F: Identification and Credit Information (Individual)

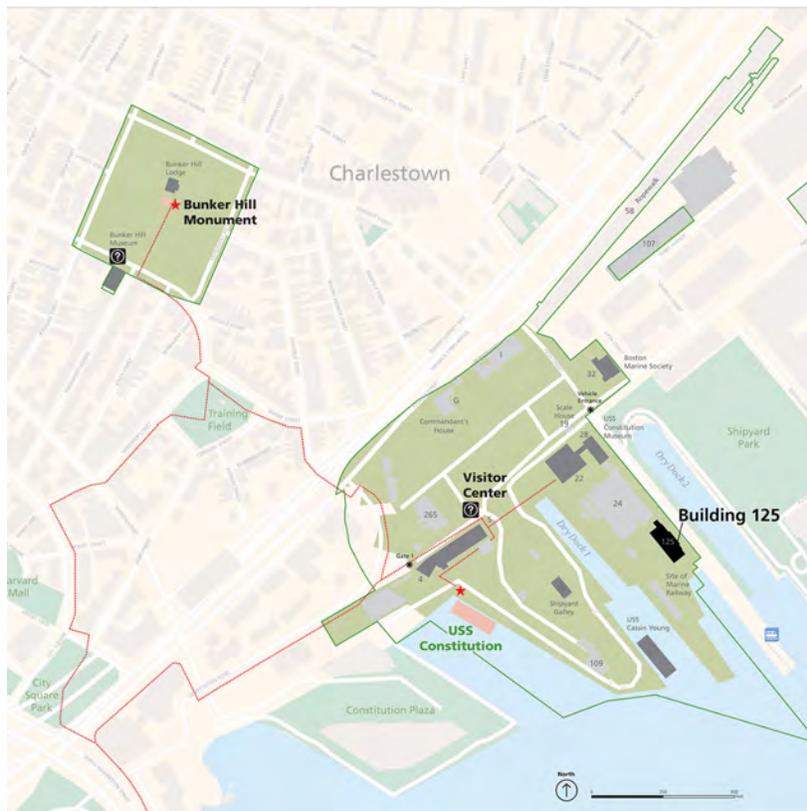
Attachment G: Identification and Credit Information (Business)

Attachment H: Financial Information for Revenue-Producing Use

# Attachment A: Site and Vicinity Maps



Vicinity Map with Boston National Historical Park Sites



Site map of Charlestown Navy Yard



Attachment B: Site Plan





## Attachment C: Views of Building 125



Looking south on Baxter Road



Looking west from east side of Dry Dock 2



Looking south on Baxter Road



Looking east from Pier One



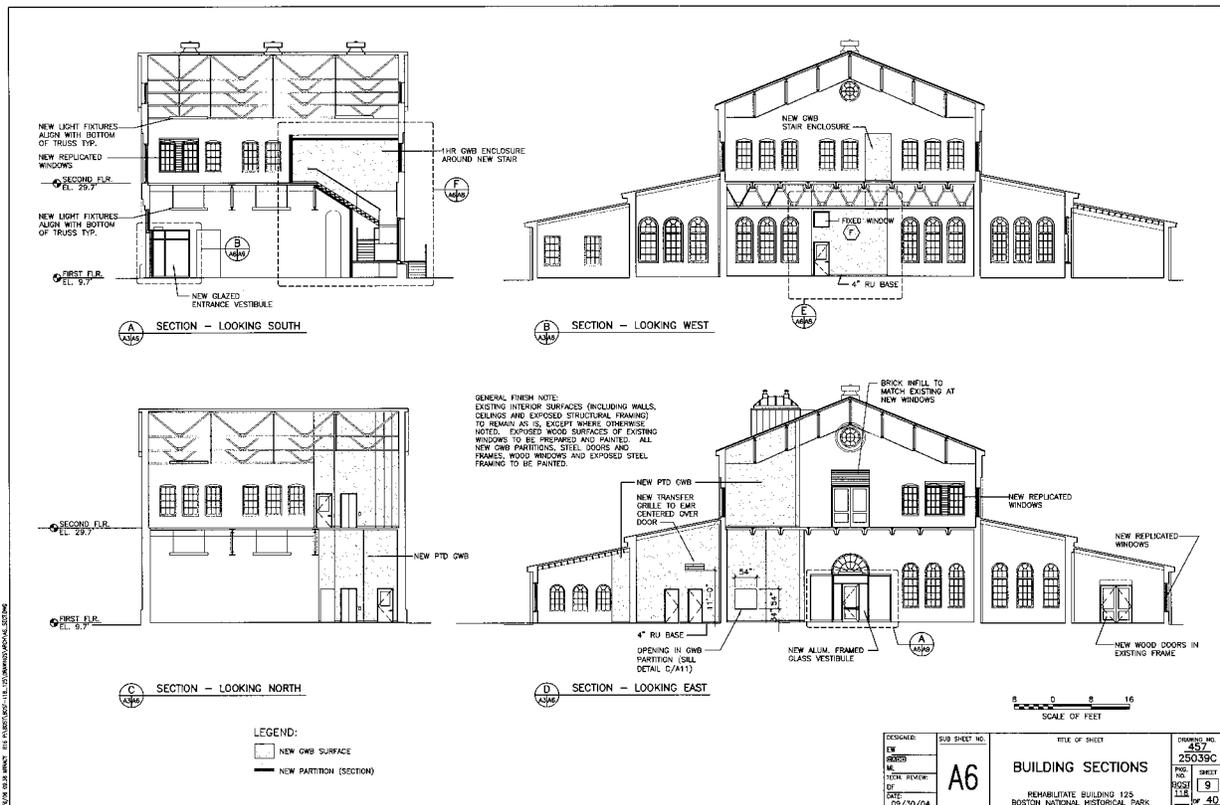
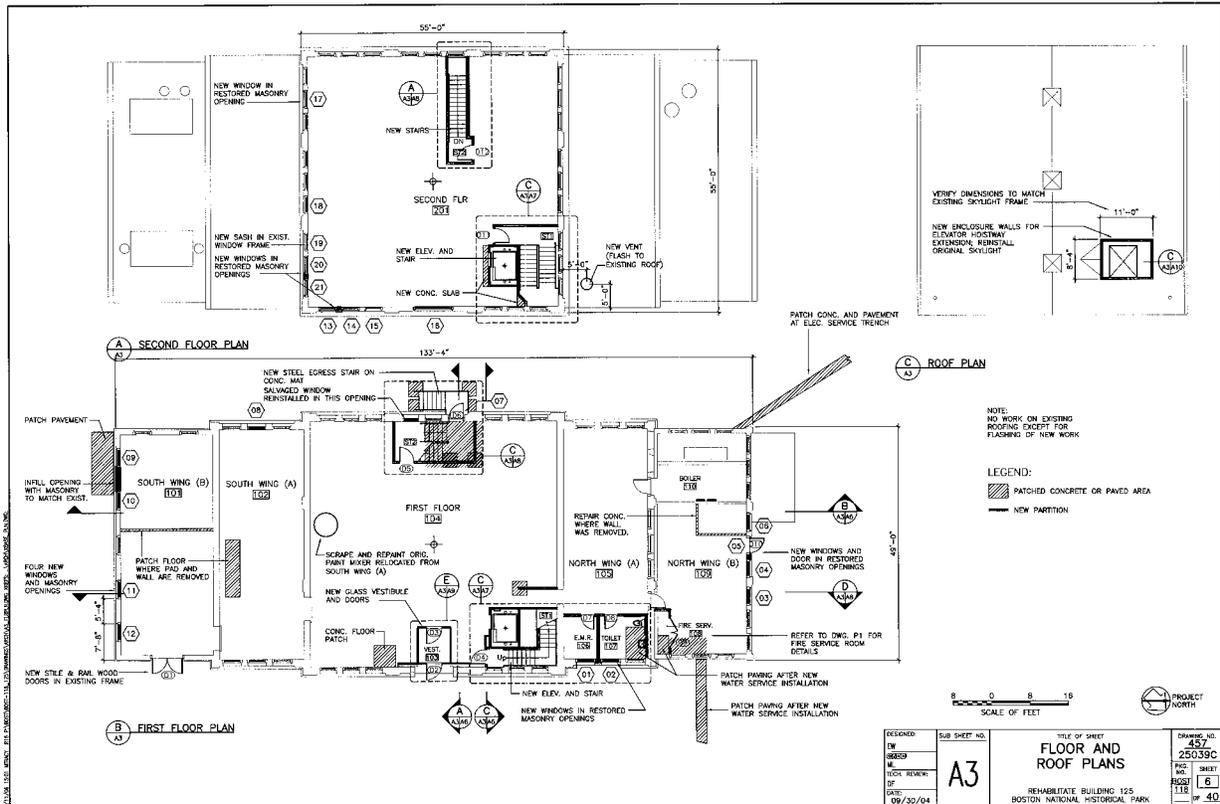
Looking north on Baxter Road



Looking south from north side of Dry Dock 2



# Attachment D: Floor Plans and Sections



All measurements and details are for informational purposes only. The National Park Service makes no warranties or representations, express or implied, as to the accuracy of these drawings.



## Attachment E: Interior Views

See Floor Plans for corresponding Room Numbers



1st Floor, Room 104



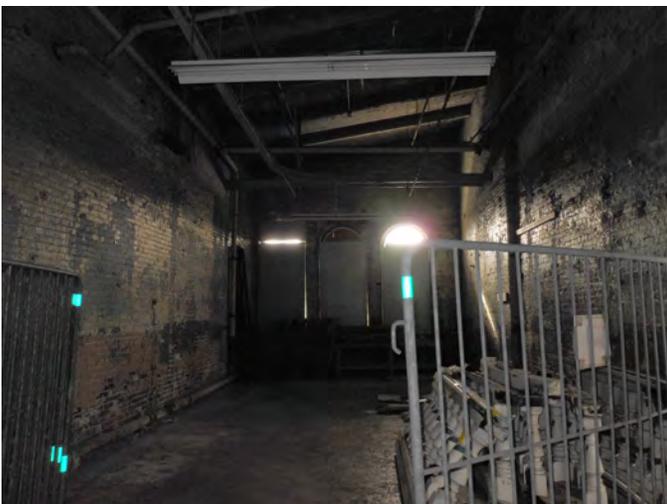
1st Floor, Room 104



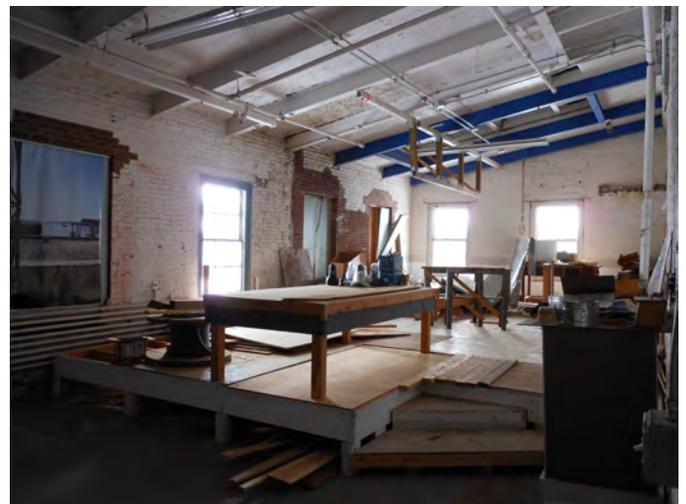
1st Floor, Room 105



1st Floor, Room 109



1st Floor, Room 102



1st Floor, Room 101

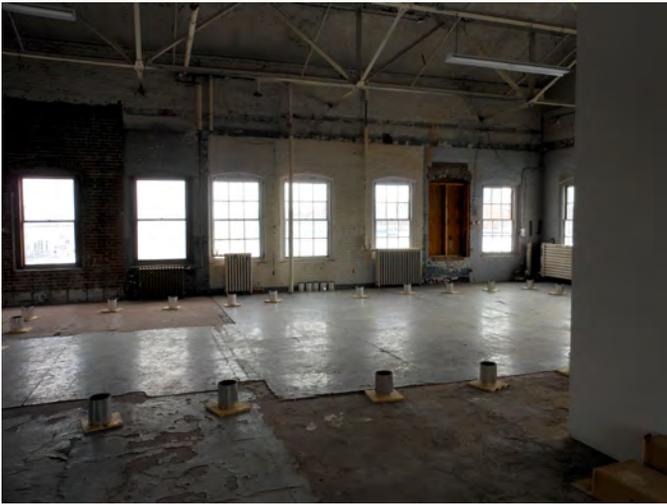




2nd Floor, Room 201



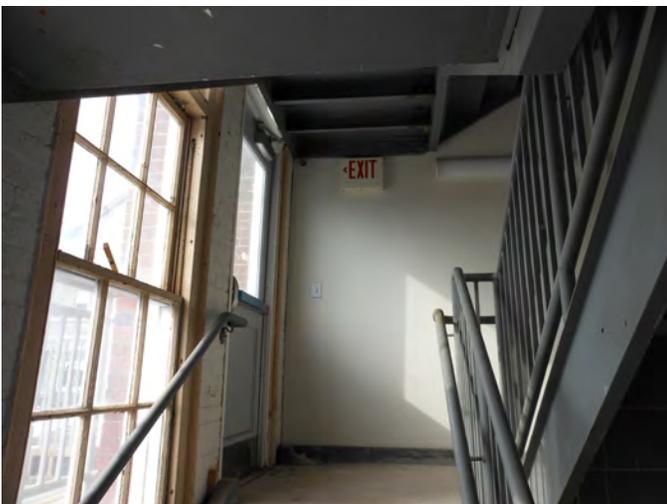
2nd Floor, Room 201



2nd Floor, Room 201



Stairwell 1



Stairwell 2



## **Attachment 7: Identification and Credit Information (Individual)**

### **Identification**

Name

Address

Telephone Number

Fax Number

Education, Degrees, Licenses, Designations, Special Skills

Name of Current Employer

Address

Nature of Business

Dates of Employment

Title of Position Most Recently Held

Description of Duties and Responsibilities (Include number of people supervised)

Proposed Role in Lease Operations

Qualifications for that Role

Estimated Time per Week Dedicated to that Role

### **Credit Information**

1. List any Foreclosures, Bankruptcies, Transfers in Lieu of Foreclosure and/or Work-Out/Loan Modification Transactions during the past 10 years. (If none, so indicate). Attach an explanation of circumstances, including resolution, bankruptcy plan, and/or other documentation as appropriate.
2. Describe any fines or penalties levied by government agencies during the past 10 years. (If none, so indicate)
3. Describe any pending litigation or current lawsuits which if adversely resolved would materially impact the financial position of the Applicant.
4. Attach:
  - a. Personal Financial Statement documenting assets and liabilities.
  - b. Credit Reports for the individual(s) from a major credit reporting company such as Equifax, Experian and Dunn & Bradstreet.
  - c. Two most recent years tax returns.
  - d. Two most recent months bank statements.
  - e. Any additional documentation to determine financial capability



**Attachment 8: Identification and Credit Information (Business)**

1. BUSINESS IDENTIFICATION AND CREDIT INFORMATION:

PARTNERSHIP OR SOLE PROPRIETOR

Name of Entity	
Address	
Telephone Number	
Fax Number	
Email Address	
Contact Person	
Title	
Tax ID #	
Form of Business: % Partnership    % Sole Proprietor    % Other (please describe) _____	
Years in Business	

OWNERSHIP			
Names And Addresses Of Each Partner Or Sole Proprietor	Percentage Ownership	Current Value of Business	Role in Lease Operations

Credit Information

Has Applicant ever defaulted from or been terminated from a management contract or lease, or been forbidden from contracting by a public agency or private company?

If YES, provide full details of the circumstances.

List any Foreclosures, Bankruptcies, Transfers in Lieu of Foreclosure and/or Work-Out/Loan Modification Transactions during the *past 10 years*. (If none, so indicate)

Name of Property	City State	Property Type	Approximate Loan Amount	Lender	Year of Event

Attach an explanation of circumstances, including resolution, bankruptcy plan, and/or other documentation as appropriate.

Describe any fines or penalties levied by government agencies during the *past 10 years*. (If none, so indicate)

Describe any pending litigation or current lawsuits which if adversely resolved would materially impact the financial position of the Applicant.

**Attach:**

Personal Financial Statements

Latest Financial Statement for business for past 2 years

Credit Reports for the entity and key principals, from a major credit reporting company such as Equifax, Experian and Dunn & Bradstreet.

Two most recent years tax returns

Two most recent months bank statements

Any additional documentation to determine financial capability

**Attach Resumes of Principals as follows:**

Name

Address

Telephone Number

Fax Number

Education, Degrees, Licenses, Designations, Special Skills

Name of Current Employer

Address

Nature of Business

Dates of Employment

Title of Position Most Recently Held

Description of Duties and Responsibilities (Include number of people supervised)

Proposed Role in Lease Operations

Qualifications for that Role

Estimated Time per Week Dedicated to that Role

2. BUSINESS IDENTIFICATION AND CREDIT INFORMATION:

CORPORATION

*Complete separate form for the submitting corporation and the parent corporation (include all partners in a joint venture).*

Name of Entity	
Address	
Telephone Number	
Fax Number	
Email Address	
Contact Person	
Title	
Tax ID#	
State of Incorporation	
Date of Incorporation	

OWNERSHIP	NUMBER AND TYPE OF SHARES OR PERCENTAGE OF OWNERSHIP	CURRENT VALUE OF INVESTMENT
Names and Addresses of those with controlling interest or key principals of corporation		
Total of All		
Total Shares Outstanding		

CORPORATE OFFICERS AND BOARD OF DIRECTOR	ADDRESS	TITLE AND/OR AFFILIATION

**Credit Information**

Has Applicant ever defaulted from or been terminated from a management contract or lease, or been forbidden from contracting by a public agency or private company?

If YES, provide full details of the circumstances.

List any Foreclosures, Bankruptcies, Transfers in Lieu of Foreclosure and/or Work-Out/Loan Modification Transactions during the *past 10 years*. (If none, so indicate)

Name of Property	City State	Property Type	Approximate Loan Amount	Lender	Year of Event

Attach an explanation of circumstances, including resolution, bankruptcy plan, and/or other documentation as appropriate.

Describe any fines or penalties levied by government agencies during the past 10 years. (If none, so indicate)

Describe any pending litigation or current lawsuits (other than those covered adequately by insurance) which if adversely resolved would materially impact the financial position of the Applicant.

**Attach:**

Personal Financial Statements of any owners or partners of the parent company, if applicable. Latest Financial Statement for business for past 2 years (Audited, if available)

Credit Reports for the entity and key principals, from a major credit reporting company such as Equifax, Experian and Dunn & Bradstreet.

Two most recent years tax returns

Two most recent months bank statements

Any additional documentation to determine financial capability

**Attach Resumes of Principals as follows:**

Name

Address

Telephone Number

Fax Number

Education, Degrees, Licenses, Designations, Special Skills

Name of Current Employer

Address

Nature of Business

Dates of Employment

Title of Position Most Recently Held

Description of Duties and Responsibilities (Include number of people supervised)

Proposed Role in Lease Operations

Qualifications for that Role

Estimated Time per Week Dedicated to that Role



**Attachment =: Financial Information for Revenue-Producing Uses**

**1. START UP COSTS**

Working Capital: \$ \_\_\_\_\_

Utility Hookups: \$ \_\_\_\_\_

Improvements: \$ \_\_\_\_\_

FF&E: \$ \_\_\_\_\_

Marketing: \$ \_\_\_\_\_

Legal: \$ \_\_\_\_\_

Total Start Up Costs: \$ \_\_\_\_\_

**Explain the basis of all estimates.** The estimates must credibly demonstrate your understanding of the start-up costs associated with this lease opportunity.

**2. Stabilized Operating Proforma**

Revenue:

Expenses:

General/Admin.:

Operations:

Building Maintenance:

Grounds Upkeep:

HVAC:

Utilities:

Security:

Other:

Other:

Other:

Total Expenses:

Net Income After

Expenses:

Annual Cost of

Debt and Equity:

Rent to NPS:

Net Cash flow:

**Explain the basis of all estimates.** These estimates must credibly demonstrate that your net revenue will be sufficient to permit payment of the proposed rent and otherwise demonstrate that your proposal is financially viable.