

Request for Qualifications  
For A Temporary Concession Contract  
Providing  
Non-motorized Boat Rental and Storage  
In  
Rock Creek Park  
(Temporary Concession Contract TC-ROCR004-12)

Department of the Interior  
National Park Service  
National Capital Region

Pursuant to the National Park Service Concessions Management Improvement Act of 1998, Public Law 105-391, the Director of the National Park Service may award non-competitive temporary concession contracts for consecutive terms not to exceed three years in the aggregate.

Through a lease held by the National Park Foundation, the National Park Service (NPS) has provided non-motorized boat rental and storage services in the Rock Creek Park (ROCR) since 1999. The lease will be terminated effective upon execution of Temporary Concession Contract TC-ROCR004-12.

The Service anticipates awarding a temporary concession contract for non-motorized boat rental and storage services. The Service may award one temporary concession contract and by law, the term of temporary concession contract may be one year, two years, or three years, or any combination thereof, but not to exceed 3 years.

The National Capital Region (NCR) issues this REQUEST FOR QUALIFICATIONS (RFQ) to determine if an interested operator is qualified to provide non-motorized boat rental and storage as described in the draft Temporary Concession Contract, including all Exhibits, that accompanies this RFQ. The Service is issuing this RFQ to obtain information about the experience and financial capability of entities seeking to provide the non-motorized boat rental and storage. While responses do not constitute offers, the Service plans to rely, in part, on the information provided as a basis for selecting the temporary concessioner.

This RFQ does not constitute a REQUEST FOR PROPOSALS (RFP), nor does this RFQ constitute an offer, either expressed or implied.

In this document, the entity providing information to the Service in response to the RFQ is referred to as the Submitter. When the pronouns “you” and “your” are used, it refers to the Submitter.

### **Responses Considered a Public Document**

The Service considers all responses submitted in response to this RFQ as public documents that it may disclose to any person, upon request, to the extent required or authorized by the Freedom of Information Act (5 U.S.C. § 552).

If you (the Submitter) believe that your response contains trade secrets or confidential commercial or financial information exempt from disclosure under the Freedom of Information Act, you must mark the cover page of the response with the following legend:

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

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

This page contains trade secrets or confidential commercial or financial information that the Submitter 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 response.

The Service will not make public such information so identified except in accordance with law.

REQUIRED SERVICES: Non-motorized boat rental and storage.

#### OPERATING HOURS

Office Hours:

March 1 – September 30  
9:00 a.m. – 5:00 p.m. Daily

Boat Rental:

Approx. April 1 - September 30  
9:00 a.m. – 5:00 p.m. Daily

Storage:

Year round service

The concessioner may close on Federal Holidays.

ASSIGNED GOVERNMENT FACILITIES: Improved bulkhead/deck

### Past Operating Information

<b>Estimated Use</b>	<b>2011</b>
	36,000*

<b>Equipment Inventory</b>	<b>Boats</b>	<b>Stand-up Paddle Boards</b>
Kayaks (single and double) canoes, etc...	175	10

<b>Rates: Boat Storage</b>	<b>Monthly</b>
Approx. 110 spaces (11 racks; 10 boats a rack)	\$50.00

<b>Rates: Boat Rentals</b>	<b>Individual</b> (max rental 3 hours)
Adult	\$14.00
Children (7-12)	\$7.00
Children (0-6)	FREE
<b>Rates: Stand-up Paddle boards</b>	\$25.00 per hour
<b>Rates: Hand Launching</b>	\$10.00 per launch

\*Please note that operating projections are only estimates based on Service assumptions, taking into account appropriate and available historical data and other considerations. Some or all of the projections may not materialize and unanticipated events may occur that will affect these projections. Offerors should be appropriately cautious in the use of all operating estimates. Offerors are responsible for producing their own prospective financial analyses and may not rely on the Service projections. The Service does not warrant and assumes no liability for the accuracy of projections or estimates contained in this RFQ.

Past Operating Information rates were not approved by the NPS under public law and policy. As disclosed in the draft Temporary Concession Contract, and especially its Exhibit A, Operating Plan, the rates charged by a concessioner are subject to the approval of the Service based on comparability.

## **Deadline for Submitting Information**

The Service must **receive** your response by 4:00 p.m. EST on February 6, 2013 addressed to:

Steve LeBel  
Deputy Associate Regional Director  
Office of Business Services  
National Park Service, National Capital Region  
1100 Ohio Drive, SW Room 236  
Washington, DC 20242

The Service will not accept electronically transmitted documents.

### **Information Sought**

To determine the qualifications of those interested in providing the non-motorized boat rental and storage services under the Temporary Concession Contract, this RFQ solicits information concerning the Submitter's:

- Business organization;
- Applicable experience;
- Personnel;
- Financial capacity;
- Real and personal property necessary to provide the services under the Temporary Concession Contract; and
- Capacity to mobilize quickly to avoid an interruption in visitor services.

Please provide thorough responses to all of the information solicited below.

## BUSINESS ORGANIZATION

In the following forms, clearly disclose the Submitter's business entity organizational structure. To the extent that support services such as purchasing or human resources will be provided by a corporate parent or affiliate, you should clearly identify how this support benefits the operation.

### **A. Business Organization and Credit Information: Individual or Sole Proprietorship**

<b>Name of Individual and Trade Name, if any*</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Email Address</b>	
<b>Contact Person (if other than the Offeror)</b>	
<b>Tax ID Number</b>	
<b>Years in business of the same type as the required services</b>	
<b>Current Value of Business</b>	
<b>Role in Providing Concession Service(s)</b>	

Due to difficulties determining authority to act and ownership, the Service will not consider an offer from a husband and wife jointly as a purported business entity. Either one individual must serve as the Submitter or the husband and wife must form a corporation, partnership, or limited liability company to serve as Submitter.

\* If the sole proprietorship acts under a name other than that of its owner (i.e., does business as, company name, also add the jurisdiction where the company's trade name is registered, if any.

**B. Business Organization and Credit Information: Corporation, Limited Liability Company, or Partnership**

Complete separate form for the submitting business entity and any and all parent entities.

<b>Name of Entity and Trade</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Email Address</b>	
<b>Contact Person</b>	
<b>Title</b>	
<b>Tax ID Number</b>	
<b>State of Formation</b>	
<b>Date of Formation</b>	

<b>OWNERSHIP</b>	<b>NUMBER AND TYPE OF SHARES OR</b>	<b>CURRENT VALUE OF INVESTMENT</b>
<b>Names and Addresses of those with controlling interest and key principals of business</b>		
<b>Total Interests Outstanding and Type(s)</b>		

<b>OFFICERS AND DIRECTORS OR GENERAL PARTNERS OR MANAGING MEMBERS OR VENTURERS</b>	<b>ADDRESS</b>	<b>TITLE AND/OR AFFILIATION</b>

Attach a copy of the following:

Certificate from state of formation stating that the entity is in Good Standing.  
 A description of the relationship of any and all parent entities to the Submitter with respect to funding and management.

## **EXPERIENCE**

Using no more than 3 pages (8.5 x 11; 1 inch margins; 10 point or larger font), provide a description of your experience in the operation and management of non-motorized boat rental and storage, or similar business.

1. Name of entity providing the service
2. Location where the service is/was provided
3. Amenities and other related services offered in this operation
4. Role of Submitter in providing the service
5. Number of years in this operation
6. Number of rentals during most recently completed operating year/season; average number of rentals during the past 5 (five) operating years/seasons.
7. Annual revenue earned during most recent completed operating year/season; average revenue during the past 5 (five) years/seasons.
8. Any relevant experience providing the operation and management of non-motorized boat rental and storage requiring the responsible stewardship of natural resources.
9. Any relevant experience providing the operation and management of non-motorized boat rental and storage requiring the integration of resource interpretation into instructional services.
10. Any other information relevant to the experience of the Submitter relative to the provision of the services required under this contract, or similar services.

## **NEGATIVE OPERATING HISTORY**

Disclose all notices of violations, fines, penalties, citations, or similar matters the Submitter\* has received at any time in the last five years, whether as a principal or employee of Submitter or otherwise, from any following agencies: National Park Service, Environmental Protection Agency, Occupational Safety and Health Administration, Department of Environmental Protection, or any other federal, state, or local environmental, health, or safety regulatory agencies.

If there have been any infractions, please disclose the basis of the notice of violation, fine, penalty, citation, etc., the date it was issued, the issuing agency, and how the Submitter or its principals addressed the notice of violation, fine, penalty, citation, etc.

\* In this context, submitter includes all parent entities, subsidiaries, or related entities under the primary entity and for corporations – the executive officers, directors, and controlling shareholders; for partnerships – general partners; for limited liability companies – managing members; for joint ventures – each venturer.

## **PERSONNEL**

Describe in the format provided, the qualifications you will require for individuals to fill the positions listed below in the format provided. Do not submit resumes or describe the qualifications of specific individuals.

<b>Minimum Qualification Information</b>			
	<b>Relevant Experience</b>	<b>Minimum Qualifications</b>	<b>Certifications (If Applicable)</b>
<b>Executive who directly supervises the general manager</b>			
<b>General Manager</b>			
<b>Safety Manager</b>			

Describe your staffing plan, including existing and projected capacity to provide the personnel necessary to meet the terms and conditions of the draft Temporary Concession Contract.

### **FINANCIAL CAPACITY**

Failure to provide all of the information requested on these forms may result in a reduced understanding by National Park Service of the Submitter's ability to provide the services required under the Temporary Concession Contract.

Provide the information described below with respect to the Submitter, including related entities who will provide managerial or financial support (or both) to the Submitter. Disclose whether you intend to create a new legal entity to provide boat rental and storage visitor services under the draft Temporary Concession Contract and, in such case, describe the Submitter's financial relationship to the legal entity.

#### **A. Business Credit Information**

1. Has Submitter ever defaulted from or been terminated from a management or concession contract or been forbidden from contracting by a public agency or private company?

YES

NO

If YES, provide full details of the circumstances.

2. List any foreclosures, bankruptcies, receiverships, transfers in lieu of foreclosure, and/or work-out/loan modification transactions during the past 5 years. (If none, then so indicate.) Attach an explanation of circumstances, including the nature of the event, date, type of debt (e.g., secured or unsecured loan), type of security (if applicable), approximate amount of debt, name of lender, resolution, bankruptcy plan, and other documentation as appropriate.

3. Describe all pending litigation or administrative proceedings (other than those covered adequately by insurance) which, if adversely resolved, would materially impact the financial position of the Submitter. (If none, then so indicate).

4. Describe all lawsuits, administrative proceedings, or bankruptcy cases within the past five years that concerned the Submitter's alleged inability or unwillingness to meet its financial obligations.

5. Provide your most recent financial statement (audited preferred, reviewed acceptable). For sole proprietorships and partnerships, provide personal financial statements for the owner and general partners, as applicable.

If audited financial statement are not available or not representative of your financial history, present an explanation in sufficient detail to enable a reviewer to fully understand the reasons why audited financial statements are not available (for example, if reviewed statements were submitted instead of audited statements, include an explanation as to why the statements were reviewed and not audited). In addition, provide compelling evidence/documentation, accompanied by descriptions, of your financial track record of meeting your financial obligations

6. Provide a current credit report (within the last six months) from a major credit reporting company such as Equifax, Experian, TRW, or Dun & Bradstreet.

#### B. Understanding of Financial Obligations

Demonstrate that your understanding of the required services is financially viable and that you understand the financial obligations of the Draft Temporary Contract by providing the following:

1. Your estimate of the acquisition and start-up costs of this business using the Initial Investment and Start-Up Expense and the Initial Investments and Start-Up Expenses Assumptions forms included in the Excel spreadsheets provided as Appendix A to the prospectus. Explain fully the methodology and the assumptions used to develop the estimate. The information provided should be of sufficient detail to allow a reviewer to fully understand how the estimates were determined. If you will have no initial investment or start-up costs, please include that information on the form.

2. Using the Excel spreadsheets provided in Appendix A, complete the Income Statement and Income Statement Assumptions forms and the Cash Flow Statement and the Cash Flow Statement Assumptions forms found in tabs to the Excel spreadsheets.

Provide estimates of prospective revenues and expenses of the concession business in the form of annual prospective income and cash flow statements for a 3 (three) year term of the Temporary Concession Contract.

Please complete the Operating Assumptions tab to fully explain your financial projections.

3. Additional general notes regarding the provided forms found in Appendix A attached to the RFQ:

- The Service has provided forms that request the information in the format it desires. These forms may differ from the format and requirements set forth in generally accepted auditing standards (GAAS) with regard to prospective financial statements. The Service does NOT request that the prospective financial statements be reviewed in accordance with GAAS. In situations where the information requested departs from GAAS, the Service requests that the information be provided in the format requested and NOT in conformance with GAAS.
- Do not add or eliminate rows on the Excel spreadsheets provided in the appendix. Columns should not be deleted and formulas must not be changed; however, columns may be added to adjust the number of years to the Draft Contract term, if necessary. If you wish to provide additional information, do so in additional spreadsheets, outside of the ones provided. If additional information is provided, clearly identify how it fits into the income statement, cash flow, and/or assumption tables. For the purpose of the proforma statements utilize the calendar year as the fiscal year.
- Provide a clear and concise narrative explanation of the method(s) used to prepare the estimates and the assumptions on which your projections are based. Information must be sufficiently detailed to provide a full understanding of how the estimates were determined.
- Complete all of the forms provided and submit both a hard copy, and an electronic Excel spreadsheet file on a CD (compact disk.)

If the Service enters into discussions with you toward award of a Temporary Concession Contract, you may have to demonstrate your ability to obtain the required funds such as obtaining letters of commitment from lending institutions.

### **PERSONAL PROPERTY NEEDED FOR THE OPERATIONS**

Describe your existing owned or leased inventory of personal property (including non-motorized boats and equipment) and assets necessary to meet the terms and conditions of the Temporary Concession Contract. For example, include the fleet of non-motorized boats you will commit to meeting the requirements of the Draft Temporary Concession Contract.

### **ABILITY TO MOBILIZE TO COMMENCE OPERATIONS**

Using not more than 5 pages (8.5x11; 1 inch margins; 10 point or larger font), describe your plan (including a timeline) to mobilize your resources to commence partial or full provision of the boat rental and storage services described in the draft Temporary Concession Contract to begin operations by approximately April 1, 2013. As necessary, please refer to information (such as staffing) you have provided elsewhere in your response.

**CERTIFICATE OF BUSINESS ENTITY**

(Respondents who are individuals should skip this certificate)

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_ of the [specify one – corporation/partnership/limited liability company/joint venture] named as Submitter herein; that I submitted this information on behalf of the Submitter, with full authority under its governing instrument(s), within the scope of its powers, and with affirmative representation that the information provided is true and correct based on information available to me as of the date signed below.

Name of Entity: \_\_\_\_\_

By \_\_\_\_\_  
(Type or Print Name)

Date \_\_\_\_\_

Original Signature \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATE OF INDIVIDUAL/SOLE PROPRIETORSHIP**

I, \_\_\_\_\_, certify that I am the individual] named as Submitter herein and affirmatively represent that the information provided is true and correct based on information available to me as of the date signed below.

By \_\_\_\_\_  
(Type or Print Name)

Date \_\_\_\_\_

Original Signature \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_