

**PROPOSAL PACKAGE**

And

**ANILCA SECTION 1307 PREFERRED OPERATOR APPLICATION**

CC-WRST018-13

Department of the Interior  
National Park Service

Wrangell-St. Elias National Park and Preserve  
Proposal to Operate Guided Tours of Historic Buildings  
within  
Kennecott Mines National Historic Landmark

## PROPOSAL SUBMISSION TERMS & CONDITIONS

1) The Offeror's Transmittal Letter set forth below indicates your acceptance of the terms and conditions of the concession opportunity as set forth in this Prospectus. It indicates your intention to comply with the terms and conditions of the Contract. The letter, submitted without alteration, must bear original signatures and be included in the Offeror's Proposal Package. The National Park Service (Service) will review the entire Proposal Package to determine whether your proposal in fact accepts without condition the terms and conditions of this Prospectus. If not, your proposal may be considered non-responsive, even though you submitted an unconditional Offeror's Transmittal Letter.

2) The Proposal Package is drafted upon the assumption that an Offeror is the same legal entity that will execute the new concession Contract as the Concessioner. If the entity that is to be the Concessioner is not in existence as of the time of submission of a proposal, the proposal must demonstrate that the individual(s) or organization(s) (hereinafter Offeror-Guarantor) that intends to establish the entity that will become the Concessioner has the ability and is legally obliged to cause the entity to be financially and managerially capable of carrying out the terms of the Contract. In addition, the Offeror-Guarantor must unconditionally state and guarantee in its proposal that the Offeror-Guarantor will provide the Concessioner with all funding, management, and other resources that the Draft Contract requires and the proposal offers.

**OFFEROR'S TRANSMITTAL LETTER**

To:

Regional Director  
Alaska Region  
240 W. 5<sup>th</sup> Avenue  
Anchorage, AK 99501

Dear Director:

The Offeror hereby agrees to provide visitor services and facilities within the Wrangell-St. Elias National Park and Preserve in accordance with the terms and conditions specified in the Draft Concession Contract CC-WRST018-13, (Draft Contract) provided in the Prospectus issued by the public notice as listed in the Federal Business Opportunities ([www.fedbizopps.gov](http://www.fedbizopps.gov)), and to execute the Draft Contract without substantive modification (except as may be required by the National Park Service pursuant to the terms of the Prospectus). If the Offeror is not yet in existence, the undersigned, acting as guarantor(s) of all certifications, agreements and obligations of Offeror hereunder, makes such certifications, agreements and obligations individually and on behalf of the Offeror.

The Offeror is enclosing the required "PROPOSAL" which, by this reference, is made a part hereof.

The Offeror certifies that the information furnished herewith is complete, true, and correct, and recognizes that false statements may subject the Offeror to criminal penalties under 18 U.S.C. 1001. The Offeror agrees to meet all the minimum requirements of the Draft Contract and the Prospectus. The Offeror certifies that it has provided all of the mandatory information specified in the Prospectus.

The Offeror certifies in accordance with 43 C.F.R. Part 42 the following:

- None of the individuals or entities acting as Offeror or with an ownership interest in the Offeror is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from a public transaction by a federal department or agency.
- Within the three years preceding submission of the Proposal, none of the individuals or entities acting as Offeror or with an ownership interest in the Offeror has been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or for violation of federal or state antitrust statutes or for commission of embezzlement, theft, forgery, bribery, falsification of records, making false statements, or receiving stolen property.
- None of the individuals or entities acting as Offeror or with an ownership interest in the Offeror is presently indicted for or otherwise criminally or civilly charged by a federal, state or local unit of the government with commission of any of the aforementioned offenses.
- The individuals or entities acting as Offeror or with an ownership interest in the Offeror have not had one or more public transactions (federal, state or local) terminated for cause or default within the three-year period preceding the submission of the Proposal.

- The individuals or entities seeking participation in this Concession Contract have not had one or more public transactions (federal, state or local) terminated for cause or default within the three-year period preceding the submission of the Proposal.

The Offeror, by submitting this Proposal hereby agrees, if selected for award of the Draft Contract:

- 1) To the minimum requirements of the Prospectus as identified in Part A of this Proposal Package.
- 2) To complete the execution of the final Concession Contract within thirty working days after it is presented by the National Park Service.
- 3) To commence operations under the resulting Concession Contract on the effective date of the Concession Contract.
- 4) To operate under the current National Park Service approved rates until such time as amended rates may be approved by the National Park Service.
- 5) [Include only if the Offeror is not yet in existence.] To provide the entity that is to be the Concessioner under the Draft Contract with the funding, management, and other resources required under the Draft Contract and/or described in our Proposal.
- 6) [Include only if the Offeror is a business entity, rather than an individual] To deliver to the Regional Director within 10 days following the announcement of the selection of the Offeror as the Concessioner, current copies of the following:
  - Certificate from its state of formation indicating that the entity is in "good standing"(if such form is issued in that state for Offeror's type of business entity);
  - Governance documents of Offeror (e.g. Articles of Incorporation and By-Laws for corporations; Operating Agreement for LLCs; Partnership Agreement for Partnerships; or Venture Agreement for Joint Ventures); and
  - If the business entity was not formed in the State of Alaska, evidence that it is qualified to do business there.

OFFEROR or OFFEROR-GUARANTOR (if the Offeror is not yet in existence as of the time of submission):

(If Offeror not yet formed, name of Offeror-Guarantor(s)):

BY \_\_\_\_\_ DATE \_\_\_\_\_  
 (Type or Print Name)

ORIGINAL SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
 \_\_\_\_\_



**CERTIFICATE OF BUSINESS ENTITY OFFEROR**  
(Offerors 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 Offeror herein; that I signed this proposal for and on behalf of the Offeror, with full authority under its governing instrument(s), within the scope of its powers, and with the intent to bind the entity.

NAME OF ENTITY: \_\_\_\_\_

BY \_\_\_\_\_ DATE \_\_\_\_\_  
(Type or Print Name)

ORIGINAL SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PART A

**The minimum requirements for the Draft Contract are identified in this Part A of the Proposal Package. If the Offeror, in its transmittal letter, does not agree to these minimum requirements, its proposal will be considered non-responsive. (The requirements of Part B of this Proposal Package outline detailed submissions referred to in this part, as well as additional secondary selection factors.)**

**PRINCIPAL SELECTION FACTOR 1. THE RESPONSIVENESS OF THE PROPOSAL TO THE OBJECTIVES, AS DESCRIBED IN THE PROSPECTUS, OF PROTECTING, CONSERVING, AND PRESERVING RESOURCES OF THE PARK.**

The Offeror agrees to comply with all terms and conditions specified in the Draft Contract, including compliance with all applicable laws, including, without limitation, environmental protection and conservation laws.

**PRINCIPAL SELECTION FACTOR 2. THE RESPONSIVENESS OF THE PROPOSAL TO THE OBJECTIVES, AS DESCRIBED IN THE PROSPECTUS, OF PROVIDING NECESSARY AND APPROPRIATE VISITOR SERVICES AT REASONABLE RATES.**

The Offeror agrees to comply with all the terms and conditions specified in the Draft Contract, including its exhibits.

The Offeror agrees to operate at the current Service approved rates during the term of the Concession Contract until such time as a new rate schedule is approved by the Service, in accordance with 16 U.S.C. § 5955.

The Offeror agrees to accept the Concession Facilities, and any assigned government personal property “as is” as required by the Draft Contract, Section 8(f).

The Offeror accepts the draft Operating Plan included as Exhibit B of the Draft Contract.

The Offeror agrees to implement an equal opportunity program and comply with the terms of the equal opportunity and handicapped access requirements of the Draft Contract.

The Offeror agrees to develop and implement an effective health and safety program (Concessioner Risk Management Program), according to the requirements of the draft Operating Plan for such programs.

The Offeror agrees to meet the public liability and property insurance requirements of the Draft Contract Exhibit D.

**PRINCIPAL SELECTION FACTORS 3 AND 4 DO NOT HAVE SPECIFIC REQUIREMENTS FOR THIS PART A. INFORMATION IS REQUIRED FOR PRINCIPAL SELECTION FACTORS 3 AND 4 IN PART B.**

**PRINCIPAL SELECTION FACTOR 5. THE AMOUNT OF THE PROPOSED MINIMUM FRANCHISE FEE, IF ANY, AND/OR OTHER FORMS OF FINANCIAL CONSIDERATION TO THE DIRECTOR.**

The Offeror agrees to at least the minimum franchise fee of three percent (3%) of annual gross receipts.

## PART B

### Response to the Requested Information

The Statement of Significance for the Kennecott Mines National Historic Landmark reads, “A vestige of an early 20<sup>th</sup>-century copper mining camp, Kennecott represents the mining techniques of the era. The mines here were among the nation’s largest and contained the last of the great high-grade copper ore deposits of the American West. The world’s first ammonia-leaching plant for extracting concentrations of ore from low-grade ores was designed and first successfully used on a commercial scale here. The camp is little changed since its 1938 closing.” A link to the Kennecott Mines listing in the National Historic Landmarks program, as well as a link to the Kennecott Mines nomination form and the National Historic Landmarks program is included below.

Any tour of the Kennecott National Historic Landmark should recognize the overarching theme of change during the period of significance; change in the Kennecott Valley and the Kennecott Mines; change in Corporate Kennecott; and change in the Kennecott Community.

Nomination:

<http://pdfhost.focus.nps.gov/docs/NHLS/Text/78003420.pdf>

Summary:

<http://tps.cr.nps.gov/nhl/detail.cfm?ResourceId=1800&ResourceType=District>

General Information: National Historic Landmarks

<http://www.nps.gov/history/nhl/ProcessPubs.htm>

<p><b>Submit a tour plan that describes the tour that you will provide. The tour should focus on the period of significance, which is 1900-1938.</b></p>
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The NPS will evaluate the tour plan according to the elements listed in Principal Selection Factors 1 and 2 below. The best offeror’s tour plan will be incorporated into the final contract. Review the selection factors thoroughly to assure that the tour plan addresses the elements to be evaluated in Principal Selection Factors 1 and 2. The minimum information to be included in the tour plan is listed below:

1. Describe how you will introduce the tour.
2. Describe how you will explain why Kennecott was established as a National Historic Landmark (NHL), the purpose of the NHL, the Alaska National Interest Lands Conservation Act, and the significance of Wrangell-St. Elias National Park and Preserve.
3. Identify the major points of information that will be presented in the tour.
4. Explain your tour stops and length of stops. Explain in detail the concepts that you are going to talk about at each of the stops.
5. Describe how you will transition from one stop to the next so that the stops connect

together conceptually.

6. Describe how you will conclude the tour and encourage the visitor to further explore Kennecott?
7. Describe the presentation techniques that will be used.
8. Describe the safety issues related to this operation. Explain how you will address these issues.

**PRINCIPAL SELECTION FACTOR 1. THE RESPONSIVENESS OF THE PROPOSAL TO THE OBJECTIVES, AS DESCRIBED IN THE PROSPECTUS, OF PROTECTING, CONSERVING, AND PRESERVING RESOURCES OF THE PARK. (0-5 POINTS)**

**Service Objectives:**

The primary resource protection goals of the park for this area are:

- (a) Kennecott is a National Historic Landmark. Communicating the significance of why it was designated an NHL to provide the visitor with an understanding of this resource helps the NPS protect and conserve the resource.
- (b) Preserving the artifacts in place, undisturbed and free from damage.

**Subfactor 1a. Communicating the significance of why Kennecott is designated a National Historic Landmark. (1/3 of Principle Selection Factor 1 score)**

The National Park Service will evaluate your proposed tour plan in terms of:

- (1) how well the interpretive tour communicates the significance of a National Historic Landmark Designation,
- (2) how well the interpretive tour communicates the reason Kennecott was designated a National Historic Landmark.

**Subfactor 1b. Preserving the artifacts in place, undisturbed and free from damage. (1/3 of Principle Selection Factor 1 score)**

The National Park Service will evaluate your proposed tour plan to determine how well you will communicate the importance of preserving the artifacts in place, undisturbed and free from damage.

**PRINCIPAL SELECTION FACTOR 2. THE RESPONSIVENESS OF THE PROPOSAL TO THE OBJECTIVES, AS DESCRIBED IN THE PROSPECTUS, OF PROVIDING NECESSARY, APPROPRIATE AND QUALITY VISITOR SERVICES AT REASONABLE RATES. (0-5 POINTS)**

**Note to Offeror:** The NPS objectives for necessary and appropriate visitor services at reasonable rates are as follows:

- (a) Provide visitor services in a safe manner.
- (b) Provide visitors a quality tour experience.
- (c) Provide services at reasonable rates.

**Subfactor 2a. Provide visitor services in a safe manner. (1/4 of Principle Selection Factor 2 Score)**

- (1) Describe the first aid and safety training that guides will receive and any certifications that guides will hold.
- (2) The NPS will review the tour plan to evaluate the safety information presented to clients.
- (3) Describe your means of contacting assistance should assistance be required. Include the communication equipment that will be carried by the guides.

**Subfactor 2b. Provide visitors a quality tour experience. (1/2 Principle Selection Factor 2 Score)**

- (1) The National Park Service will review the tour plan to evaluate the interpretive presentation, specifically:
  - (a) Knowledge of the Kennecott Mines National Historic Landmark, Wrangell-St. Elias National Park & Preserve, and ANILCA.
  - (c) Knowledge of the audience and techniques to engage the audience.
  - (d) The Presentation of the overarching theme of change.
  - (e) The presentation is logical, cohesive and incorporates universal concepts (family, hardship, struggle, etc.)
  - (f) Provides the audience an opportunity to develop intellectual and emotional connections with the story of Kennecott. (The concept of intellectual and emotional connections is articulated in "Meaningful Interpretation" by David Larsen and in the Eppley Institute for Parks and Public Lands "Foundations of Interpretation" on-line course).

(2) Describe in detail how you will train and evaluate each of your guides.

(3) Describe your dress code/uniform requirements.

**Subfactor 2c. Services are provided at reasonable rates (1/4 of Principle Selection Factor 2 Score)**

Rates to the public are subject to NPS approval in accordance with NPS rate approval guidelines. Due to the lack of sufficient comparable operations in the general area the NPS has decided to use a contract specified rate method for this contract. This means that the initial rate will be established in the contract, subject to annual adjustment according to the CPI index. See the draft contract for additional details.

The base rate established in the contract is \$25 for adults and \$12.50 for children 12 and under as the base rate. Offerors may propose a different rate. If a new rate is proposed, the offeror must justify any increase over the proposed base rate. This justification should not modify the scope of the services identified in the prospectus. A proposed rate lower than the base rate will be considered a better offer.

The rates you propose must also be reflected in your financial projections submitted in response to principal selection factor 4. Any proposed rate schedule is not binding on NPS. All rates to be charged the public are subject to NPS approval in accordance with NPS rate approval guidelines.

What is the base rate that you proposed for this contract? Express the rate in terms of a whole dollar amount per adult (i.e. \$25 per adult). The rate for children 12 and under will be one-half of the proposed adult rate.

Adult Rate of \$ \_\_\_\_\_ per adult, with the rate for children 12 and under being ½ of the proposed adult rate.

**PRINCIPAL SELECTION FACTOR 3. THE EXPERIENCE AND RELATED BACKGROUND OF THE OFFEROR, INCLUDING THE PAST PERFORMANCE AND EXPERTISE OF THE OFFEROR IN PROVIDING THE SAME OR SIMILAR VISITOR SERVICES AS THOSE TO BE PROVIDED UNDER THE CONCESSION CONTRACT. (0 – 5 POINTS)**

**Note to Offeror:** In the event that you (the Offeror that signed the Offeror's Transmittal Letter) are not the legal entity that is to be the Concessioner under the final Concession Contract, please explain your relationship to the proposed Concessioner and provide the information described below with respect to both you and the proposed Concessioner as applicable.

**To assist in evaluating your proposal under this and other selection factors, please provide the following information:**

- a. State your legal make-up (individually-owned, partnership, corporation, limited liability company.)
- b. State your relationship, if any, to any superior and/or subordinate organizations. For example, state whether you are a subsidiary of another company or operate independently. Include all related businesses. If you are a sole proprietor, include all of your business names (dba's).

**Note to Offeror:** Use the Business Organization and Credit form contained in this section of this prospectus for this purpose.

**Subfactor 3a. Organization and Personnel**

1. Provide an organizational chart of your business that includes the responsibilities for each position. Identify the position with whom NPS will deal with regarding day-to-day operations and issues.
2. State the minimum education and experience requirements for your interpretive guides. (These requirements will be included in your final operating plan.)

**Subfactor 3b. Experience**

1. Describe in detail the business management experience (resume or other format) of the owners and managers.
2. State in detail your overall background and experience in developing and operating a guided interpretive service.
3. Describe your experience in evaluating interpretive guides and the quality of the service.

**Subfactor 3c. Violations or Infractions**

Provide the following information for the period beginning five (5) years prior to the issue date of this prospectus through the date of submission of the proposal:

Have you defaulted from or been terminated from a management or concession contract, or been forbidden from contracting by a public agency or private company? If yes, provide full details of the circumstances.

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you or any employee been charged with violating any federal, state or local criminal statute or regulation (excluding traffic violations other than DWIs or DUIs)? If yes, submit a copy of the charging document (notice of violation, citation, information, indictment or similar charging document) regardless of the outcome (including dismissal, acquittal, suspended imposition of sentence, plea of guilty or finding of guilty) and an explanation of the circumstances surrounding the charge including any penalty assessed or agreed to and any corrective or mitigating actions taken by the Offeror, current employee or proposed employee.

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you had any work related accidents or incidents that involved you or any of your employees and resulted in personal injury or property damage exceeding \$1,000. If yes, submit a copy of any official report describing the accident or incident from a regulatory agency (for example: Federal Aviation Administration, Coast Guard, or a law enforcement agency) or a land managing agency and an explanation of the circumstances.

Yes \_\_\_\_\_ No \_\_\_\_\_

**FORM 1**

**BUSINESS ORGANIZATION INFORMATION  
CORPORATION, LIMITED LIABILITY COMPANY, PARTNERSHIP  
OR JOINT VENTURE  
(PRINCIPAL SELECTION FACTOR 3)**

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

<b>Name of Entity and Trade-name, if any</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#</b>	
<b>State of Formation</b>	
<b>Date of Formation</b>	

OWNERSHIP	PERCENTAGE OF OWNERSHIP INTERESTS	CURRENT VALUE OF INVESTMENT
Names and Addresses of those with controlling interest and key principals of business		
Total Interests Outstanding and Type(s):		

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

**Attach the following:**

- Description of relationship of any and all parent entities to the Offeror with respect to funding and management.

**FORM 2**

**BUSINESS INFORMATION**  
**INDIVIDUAL\* OR SOLE PROPRIETORSHIP**  
**(PRINCIPAL SELECTION FACTOR 3)**

<b>Name of Individual and Tradename, 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 #</b>	
<b>Years in Business (of same type as required service(s))</b>	
<b>Current Value of Business</b>	
<b>Role in Providing Concession Service(s)</b>	

\* The Service will not accept a proposal from a husband and wife jointly as a purported business entity. Either one individual must serve as the Offeror or the husband and wife must form a corporation, partnership, or limited liability company to serve as Offeror.

\*\*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.

**PRINCIPAL SELECTION FACTOR 4. THE FINANCIAL CAPABILITY OF THE OFFEROR TO CARRY OUT ITS PROPOSAL. (0 – 5 POINTS)**

**Note to Offeror:**

In the event the Offeror is not yet in existence, provide the information described below with respect to both the to-be-formed Offeror and the Offeror-Guarantor(s), **which must unconditionally state and guarantee that the Offeror-Guarantor(s) will provide the Offeror with all funding, management and other resources that the Draft Contract requires and the proposal offers.**

**Subfactor 4(a). Demonstrate that you have a credible, proven track record of meeting your financial obligations by providing the following:**

- 1) The completed Business History Information Form provided on the next page.
- 2) Financial Statements for the two most recent fiscal years, including an income statement and a balance sheet. An Income Statement lists all of your income and expenses for your most recent two fiscal years. A Balance Sheet lists everything that you own and everything that you owe as of the day that you apply (or, if you prefer, as of the last day of your most recent fiscal year)
  - For sole proprietors, the financial statement will be a personal financial statement and should include both an Income Statement and Balance Sheet.
  - For partnerships and limited liability companies, provide personal financial statements for general partners and all members. The statements should include both an Income Statement and Balance Sheet.
  - For corporations, the financial statement should include both the Income statement and Balance Sheet for the corporation.

If the Offeror is not yet formed, provide personal financial statements for the individuals making up the newly formed organization (for example, the general partners in a partnership or the members of a limited liability company).

- 3) A CURRENT credit report (within the last six months) in the name of the Offeror 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 Offeror-Guarantor. This can be in the form of a personal credit report.

**BUSINESS HISTORY INFORMATION FORM  
(PRINCIPAL SELECTION FACTOR 4 - SUBFACTOR 4A)**

Business history information should be provided for the Offeror AND all parent companies. If the Offeror has not been formed yet, business history information should be provided for each Offeror-Guarantor.

The information provided below is for the entity: \_\_\_\_\_

- 1) Has Offeror 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 Bankruptcies, Receiverships, Foreclosures, Transfers in Lieu of Foreclosure, and/or Work-Out/Loan Modification Transactions during the past five years. (If none, then so indicate). Attach an explanation of the circumstances, including 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/or other documentation as appropriate.

- 3) Describe any pending litigation or administrative proceeding (other than those covered adequately by insurance) which if adversely resolved could materially impact the financial position of the Offeror.

- 4) Describe any lawsuit, administrative proceeding or bankruptcy case within the past five years that concerned the Offeror's alleged inability or unwillingness to meet its financial obligations.

**Subfactor 4(b). Demonstrate that you understand the financial obligations of the Draft**

**Contract by providing the following:**

1) Estimate in the table below the property (such as supplies, office equipment, hardhats, uniforms, etc.) that you will be using for the operation. Identify if you already own these items or if they need to be acquired.

Personal Property Items	Quantity	Value	Currently Own? (yes/no)

2) Estimate the amount of money that you will need to begin operating the business in the format of the table below. **Only provide estimates for the Personal Property items (Equipment) that you need to acquire in order to begin operating.** Do not include items that you already own. For Working Capital (cash), estimate the amount of cash that you will need to have available (after purchasing any needed Personal Property (Equipment), Inventory and Supplies, "Other") in order to begin operating the business.

ESTIMATE OF INVESTMENT REQUIRED TO BEGIN OPERATIONS IN THE DRAFT CONTRACT	
Acquisition/Investment Category	Acquisition/Investment Amount
Personal Property (Equipment)	\$
Inventory and Supplies	\$
Working Capital (Cash)	\$
Other (Please Detail)	\$
<b>Total Funds Needed</b>	\$

3) Demonstrate your ability to obtain the required funds or that you already have them by providing documentation to convincingly demonstrate that the funds are available. For example, provide bank statements that demonstrate that you have the funds in hand, or, if you intend to borrow all or part of the funds, provide a commitment letter from the source of the borrowed funds. If you intend to borrow the funds, explain in detail the financial arrangements for the loan.

Subfactor (4c). Demonstrate that your proposal is financially feasible (that you will have a reasonable opportunity to make a profit from your business while carrying out the terms and conditions of the Draft Contract) by completing the prospective Income Statement on the following page. Explain the basis of your estimates by completing the table below and explaining how you developed the expense estimates for this operation.

<b>OPERATING ASSUMPTIONS (PRINCIPAL SELECTION FACTOR 4 - SUBFACTOR 4B)</b>					
<b>Annual Projections for the First Five Years of the Contract</b>					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Revenue Inflation Rate</b>					
<b>Expense Inflation Rate</b>					
<b>Tours:</b>					
<b>Number of Visitors</b>					
<b>Average Revenue per Visitor</b>					

**PROFORMA INCOME STATEMENT  
(PRINCIPAL SELECTION FACTOR 4 - SUBFACTOR 4B)**

**Note: depending on the dollar threshold, some lines may not be used. Please place "N/A" in these lines**

INCLUDE ONLY **IN-PARK** REVENUES AND EXPENSES RELATED TO THE REQUIRED SERVICES AND THOSE AUTHORIZED SERVICES YOU CHOOSE TO OPERATE UNDER THE DRAFT CONTRACT. DO NOT INCLUDE OTHER SERVICES OUTSIDE THE PARK.

**Annual Projections for the First Five Years of the Contract**

	Year 1	Year 2	Year 3	Year 4	Year 5
1. <b><u>Total Tour Revenues</u></b> <sup>(1)</sup>					
2. <b><u>Direct Expenses</u></b>					
3. Salaries and Wages					
4. Payroll Taxes and Benefits					
5. Operating Supplies					
6. Car and Truck Expenses					
7. Other Direct Expenses (Describe*)					
8. * _____					
9. * _____					
10. * _____					
11. <b><u>Total Direct Expenses</u></b> (add lines 3-10)					
12. <b><u>Undistributed Expenses</u></b>					
13. Administrative and General <sup>(2)</sup>					
14. Marketing (Advertising)					
15. Utilities					
16. Repair and Maintenance					
17. Other Undistributed (Describe*)					
18. * _____					
19. * _____					
20. * _____					

21. <b>Total Undistributed</b> (add lines 13-20)					
22. <b>Fixed Expenses</b>					
23. Insurance <sup>(3)</sup>					
24. Other (Describe*)					
25. * _____					
26. * _____					
27. <b>Total Fixed Expenses</b> (add lines 23-26)					
28. <b>NPS Franchise Fee</b>					
29. <b>EBITDA</b> <sup>(4)</sup> (Line 1, minus lines 11, 21, 27 & 28)					
30. Depreciation and Amortization					
31. Interest Paid					
32. <b>Net Income Before Income Taxes</b> (Line 29, minus lines 30 & 31)					

- (1) The revenue projections must be based on the proposed rates.
- (2) Administrative and General should include the costs of managing the business. Costs may include items such as: credit card commissions; legal and accounting fees; travel, meals and entertainment; postage and printing; professional training; telecommunications expenses, etc.
- (3) Insurance: As required in Exhibit D of the Draft Contract
- (4) Earnings before Interest, Taxes, Depreciation and Amortization

**PRINCIPAL SELECTION FACTOR 5. THE AMOUNT OF THE PROPOSED MINIMUM FRANCHISE FEE AND OTHER FORMS OF FINANCIAL CONSIDERATION TO THE DIRECTOR. (0-4 POINTS)**

The minimum franchise fee acceptable to the Service is three (3) percent of gross receipts.

The offer of a higher franchise fee than this minimum is generally beneficial to the Service and accordingly will generally result in a higher score under this selection factor. However, consideration of revenue to the United States is subordinate to the objectives of protecting, conserving, and preserving resources of the Area and of providing necessary and appropriate visitor services to the public at reasonable rates.

State the amount of franchise fee you propose. Such fee must at least equal the minimum franchise fee set forth above. Express this fee as a percentage of annual gross receipts. Do not propose a tiered franchise fee, e.g., 5% on the first \$10,000 of gross receipts, 6% on gross receipts between \$10,001 and \$25,000, 7% on gross receipts between \$25,001 and above.

\_\_\_\_\_ percent of annual gross receipts

**Secondary Selection Factor 1. The quality of the Offeror's proposal to conduct its operations in a manner that furthers the protection, conservation, and preservation of the park area and other resources through environmental management programs and activities, including, without limitation, energy conservation, waste reduction, and recycling. (0 – 3 Points)**

**Service Objectives: Communicating resource issues and limiting visitor impact to local water sources.**

The NPS will review your tour plan and evaluate how well the offeror intends to communicate the relationship between the local community and the NPS and the impact national park visitors can have on the local community. The presentation will be evaluated in terms of communicating the need to keep local water sources clean, as well as energy conservation, waste reduction, and recycling.

## ANILCA SECTION 1307 PREFERRED OPERATOR APPLICATION

The Alaska National Interest Lands Conservation Act (ANILCA), Section 1307, provides provisions under which certain offerors receive a preference for the award of a concession contract. ANILCA Section 1307 and the associated regulations are included in this prospectus.

Offerors should review ANILCA 1307 and the associated regulations to determine if you qualify for an ANILCA 1307 preference. If you believe you qualify, you must submit this application and all of the required supporting documentation by the required date and time (the same date and time at which all other elements of the proposal application are due) in order to be eligible for a preferential right under ANILCA 1307. The National Park Service will review the submitted information and then make a determination on whether or not you qualify for a preference under ANILCA Section 1307.

**It is imperative that offerors thoroughly review the proposal instructions. The proposal instructions explain what an offeror must do to receive a 1307 preference in the award of this contract and how the preference will be applied. This includes circumstances in which more than one offeror qualifies for an ANILCA 1307 preference. As explained in the proposal instructions, qualifying for an ANILCA 1307 preference does not necessarily mean that you will be awarded the contract.**

ANILCA Section 1307 provides for two separate preference categories:

- (1) the Native Corporation(s) which the Secretary determines is most directly affected (and equally affected) by the establishment or expansion of Wrangell-St. Elias National Park & Preserve, and
- (2) persons who are local residents.

The Native Corporation(s) determined to be “most directly affected” under this subpart and local residents have equal preference.

**Most Directly Affected Native Corporation**

In 2002, Chitina Village Corporation applied for and was determined to be a “most directly affected native corporation” of Wrangell-St. Elias National Park & Preserve. Per the regulations, this determination applies to the award of all future visitor service authorizations for this park area, and, as such, Chitina Village Corporation does not need to apply for the preference again.

**All other requirements detailed in the “Proposal Instructions” section of this prospectus still apply, including the requirement to submit a responsive proposal by the date and time due.**

Per 36 CFR 13.325(d), a Native Corporation that did not apply for this determination in connection with an earlier visitor services authorization may apply for a determination that it is an equally affected Native Corporation. Native corporations applying for this status must provide the information requested below:

APPLICATION FOR EQUALLY AFFECTED NATIVE CORPORATION

Any Native Corporation other than Chitina Village Corporation that wishes to apply for “equally affected native corporation” status must submit the following:

- (1) Name, address, and phone number of the Native Corporation; date of incorporation; its articles of incorporation and structure;
- (2) Location of the corporation’s population center or center; and historical and traditional use and land-ownership patterns and their effects on the Native Corporation as a result of the expansion or establishment of Wrangell-St. Elias National Park & Preserve,
- (3) An assessment of the socioeconomic impacts, including historical and traditional use and land-ownership patterns and their effects on the Native Corporation as a result of the expansion or establishment of Wrangell-St. Elias National Park & Preserve,
- (4) Any additional information you consider relevant.

### **Local Resident**

The regulation (36 CFR 13.305) defines local resident as:

(1) For individuals. Those individuals who have lived within the local area for 12 consecutive months before issuance of a solicitation of offers for a visitor services authorization for Wrangell-St. Elias National Park and Preserve and who maintain their primary, permanent residence and business within the **local area** and whenever absent from this primary, permanent residence, have the intention of returning to it. (emphasis added)

(2) For corporations. A corporation in which the controlling interest is held by an individual or individuals who qualify as local resident(s) within the meaning of this subpart. For non-profit corporations a majority of the board members and a majority of the officers must qualify individually as local residents.

The regulation defines local area as “an area in Alaska within 100 miles of the location within the park area where any of the applicable visitor services is authorized to be provided.”

Offerors who believe they qualify as a local resident must apply for local resident status by completing the form on the following page and providing the required information.

APPLICATION FOR ANILCA 1307 LOCAL RESIDENT

Is the entity making this proposal seeking to be qualified as a local resident, as defined in 36 CFR 13.305, for the services proposed under this prospectus?

Yes

No

To qualify as a local resident, each of the following elements must be met and you must provide the requested documentation.

**INDIVIDUALS:**

(1) Has the offeror lived within the local area<sup>1</sup> for 12 consecutive months before the date this prospectus was issued (see issue date on inside cover)?

Yes

No

(2) Has the offeror maintained its primary permanent residence and business within the local area?

Yes

No

(3) Whenever absent from this primary, permanent residence, does the offeror intend to return to it?

Yes

No

(4) Provide copies of the following items. If you do not have any of these items, include an explanation of why it is not provided.

- Licenses issued by the State of Alaska (i.e. Driver's License, hunting or fishing licenses)
- Tax Returns for 2011 (if you don't have tax returns for 2011, explain why and provide your 2010 tax returns – you only need to provide the page that shows your address and you may mark out the numbers on the return if you prefer)
- Voter Registration

If there is an address discrepancy among any of the documents, provide a complete explanation of the reason for the discrepancy.

(5) You may provide other documentation in addition to the items required in (4).

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<sup>1</sup> Local area means an area in Alaska within 100 miles of the location within the park area where any of the applicable visitor services are authorized to be provided.

**CORPORATIONS, PARTNERSHIPS, JOINT VENTURES, AND LIMITED LIABILITY COMPANIES:**

1) Is the controlling interest<sup>2</sup> held by an individual or individuals who qualify as local resident(s) (see above)?

Yes

No

If Yes, provide a list of the individuals of the entity, identifying the interest of each individual (the total should add up to 100%). Also provide corporation by-laws or other similar documentation that clearly identifies the interests of each individual in the entity.

For each local resident for which local preference is being claimed, provide copies of the following items (all items are required. If you do not have one of these items, include an explanation of why it is not provided.)

- Licenses issued by the State of Alaska (i.e. Driver’s License, hunting or fishing licenses)
- Tax Returns for 2011 (if you don’t have tax returns for 2011, explain why and provide your 2010 tax returns – you only need to provide the page that shows your address and you may mark out the numbers on the return if you prefer)
- Voter Registration

**NON-PROFIT CORPORATIONS:**

Do a majority of the board members qualify individually as local residents (see above)?

Yes

No

Do a majority of the officers qualify individually as local residents?

Yes

No

<sup>2</sup> Controlling interest means, in the case of a corporation, an interest, beneficial or otherwise, of sufficient outstanding voting securities or capital of the business so as to permit the exercise of managerial authority over the actions and operations of the corporation or election of a majority of the board of directors of the corporation. Controlling interest in the case of a partnership, limited partnership, joint venture, or individual entrepreneurship, means a beneficial ownership of or interest in the entity or its capital so as to permit the exercise of managerial authority over the actions and operations of the entity. In other circumstances, controlling interest means any arrangement under which a third party has the ability to exercise management authority over the actions or operations of the business.

**If Yes to both questions**, provide a list identifying all members of the board and all officers. For each member and officer that the non-profit is claiming as a local resident, provide copies of the following items (all items are required. If you do not have one of these items, include an explanation of why it is not provided.)

- Licenses issued by the State of Alaska (i.e. Driver's License, hunting or fishing licenses)
- Tax Returns for 2011 (if you don't have tax returns for 2011, explain why and provide your 2010 tax returns – you only need to provide the page that shows your address and you may mark out the numbers on the return if you prefer)
- Voter Registration