

Request for Qualifications

For Temporary Concession Contracts Providing

Interpretive Visitor Transportation Services

At

National Mall and Memorial Parks
(Temporary Concession Contract TC-NAMA002-11)

Arlington House in Arlington National Cemetery
George Washington Memorial Parkway
(Temporary Concession Contract TC-GWMP004-11)

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 series of concession contracts, the National Park Service (“Service”) has provided interpretive visitor transportation services in the National Mall and Memorial Parks (Mall) and to Arlington House in Arlington National Cemetery (within the George Washington Memorial Parkway or Parkway) for several decades. The incumbent concessioner, Landmark Services Tourmobile, Inc., has advised the Service that it intends to cease providing those services effective November 1, 2011.

The Service anticipates awarding temporary concession contracts for interpretive visitor transportation services to approximately 20 stops within the Mall, including Union Station, and to Arlington House. The Service may award one or more temporary concession contracts for the Mall, one temporary concession contract for Arlington House, or one temporary concession contract for both the Mall and Arlington House. By law, the term of temporary concession contracts may not exceed 3 years.

The National Capital Region (NCR) issues this REQUEST FOR QUALIFICATIONS (RFQ) to determine if an interested operator is qualified to provide interpretive visitor transportation services 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 interpretive transportation services. 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(s).

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 Visitor Services

Interpretive motorized transportation services using multi-passenger motorized vehicles.

OPERATING HOURS

Mall:

Hours of Operation: Daily
9:30 a.m. —4:30 p.m. except New Year's Day, Thanksgiving Day, Christmas Day, and during certain special events

Headway: 20 Minutes

Arlington House:

Hours of Operation: Daily
8:30 a.m.—6:30 p.m. April through September
8:30 a.m.—4:30 p.m. October through March
Last departure is 30 minutes prior to the closing of the Cemetery.

Headway: 15 Minutes

VEHICLES

The Service owns and may provide 85-passenger Trams and 110-passenger Supertrams for use to provide the interpretive transportation services to Arlington House in lieu of the Submitter's vehicles.

The temporary concessioner must perform all vehicle maintenance and repair outside the Mall and the Parkway.

The Department of Defense may allow overnight storage of transportation vehicles adjacent to the Visitor Center at Arlington National Cemetery.

ASSIGNED GOVERNMENT FACILITIES

The Service will not assign government facilities to the Concessioner(s).

Past Operating Information

Approximate Ridership	2010	2011 thru August
Arlington House	685,000	489,500
National Mall	137,900	80,100

Vehicles (Current Service)	85-passenger Trams	110-passenger Supertrams
Arlington House	3	5
National Mall	7	0

Rates: National Mall	Individual	Group (20+)
Adult	\$32.00	\$31.00
Children (3-11)	\$16.00	\$15.50

Rates: Arlington House	Individual	Group
Adult	\$8.50	\$8.00
Children	\$4.25	\$4.00
Senior (65+)	\$7.50	\$7.50

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 4:00 p.m. EDT on November 4, 2011 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 interpretive transportation services under the Temporary Concession Contract(s), 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

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

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.

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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.

Name of Entity and Trade Name, if any	
Address	
Telephone Number	
Fax Number	
Email Address	
Contact Person	
Title	
Tax ID Number	
State of Formation	
Date of Formation	

OWNERSHIP	NUMBER AND TYPE OF SHARES OR PERCENTAGE OF OWNERSHIP	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 a copy of the following

- Certificate from state of formation stating that the entity is in —~~God~~ 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" margins; 10 point or larger font), provide a description of your experience in the operation and management of interpretive transportation services.

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
4. Number of years in this operation
5. Number of passengers transported during most recently completed operating year/season; average number of passengers transported during the past 5 (five) operating years/seasons.
6. Annual revenue earned during most recent completed operating year/season; average revenue during the past 5 (five) years/seasons.
7. Any other information relevant to the experience of the Submitter relative to the provision of interpretive transportation 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.

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

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

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 the interpretive visitor services under the draft Temporary Concession Contract and, in such case, describe the Submitter's financial relationship to the legal entity.

Business Credit Information

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.

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.

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).

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.

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.

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

Provide a narrative explanation of your understanding of the financial investment you anticipate making in the first year of operations under the draft Temporary Concession Contract and disclose your sources of such funding. 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.

REAL AND PERSONAL PROPERTY NEEDED FOR THE OPERATIONS

Describe your existing owned or leased inventory of personal property (including vehicles and equipment), real property, and assets necessary to meet the terms and conditions of the Temporary Concession Contract. For example, include the fleet of vehicles you will commit to meeting the requirements of the Draft Temporary Concession Contract, your maintenance facilities (which cannot be on Service property), your base of operations.

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 interpretive transportation services described in the draft Temporary Concession Contract. As necessary, please refer to information (such as staffing) you have provided elsewhere in your response.

CERTIFICATE OF BUSINESS ENTITY OFFEROR
(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 _____ Date _____
(Type or Print Name)

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 _____ Date _____
(Type or Print Name)

Original Signature _____

Title _____

Address _____
