



**National Park Service
U.S. Department of the Interior**

Klondike Gold Rush National
Historical Park

Alaska Region

**Request for Proposals (RFP) to Lease a Historic Structure
Klondike Gold Rush National Historical Park – Verbauwheide’s Store**



RFP ISSUED: September 6, 2016

**PROPOSALS are Due on November 18, 2016 and will be accepted until 4:00 p.m. Alaska
Time at:**

**Office of the Superintendent
Klondike Gold Rush National Historical Park
National Park Service
Second & Broadway
P.O. Box 517
Skagway, Alaska 99840**

**Contact:
Vickie McMillan at the above address (907-983-9218, Vickie_mcmillan@nps.gov)**

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SECTION 1 – DESCRIPTION OF LEASING OPPORTUNITY

INTRODUCTION

This Request for Proposals (RFP) provides the opportunity for interested individuals and other entities to submit proposals to the National Park Service (NPS) to lease NPS historic property at Klondike Gold Rush National Historical Park, Alaska under terms and conditions set out below and in the proposed lease.

The property available for lease is the historic Verbauwhede's Building, located on the southwestern portion of Lot 6, Block 35, Skagway, according to Plat No.1, Skagway Recording District, First Judicial District, State of Alaska, whose street address is 252 Broadway, Skagway, Alaska. (Adjacent to the alley).



The minimum annual rent for the first year of the lease is \$20,440.00 adjusted thereafter annually according to the Consumer Price Index (CPI). Proposers may offer a higher rent. See Section 3 – Proposal Package, Criterion G and the proposed lease, Section 5 – Rent, for additional information.

More information about the history of the Verbauwhede's building may be found at:

<http://www.nps.gov/klgo/learn/historyculture/verbauwhedes.htm>

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.

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. This site includes information about who we are, our mission, NPS policies and individual parks.

KLONDIKE GOLD RUSH NATIONAL HISTORICAL PARK

The Klondike gold rush of 1897-98 can be traced from Seattle, Washington; through Skagway, Alaska; Dawson City, Yukon Territory, Canada; to the beaches of Nome, Alaska. Skagway was a major gateway to the Klondike and today maintains a remarkable number of historic structures from the fabulous gold rush days. Klondike Gold Rush National Historical Park commemorates this dramatic era.

In 1976 President Gerald Ford signed the enabling legislation for Klondike Gold Rush National Historical Park. The park includes portions of the famous Chilkoot Trail and the downtown Skagway Historic District. In the latter case, NPS owns several historic buildings, some of which have been rehabilitated and adapted for agency use and others of which have similarly been made available for private lease. More information about Klondike Gold Rush National Historical Park may be found at <http://www.nps.gov/klgo>.

VERBAUWHEDE'S BUILDING

The Verbauwheede's Building is located near the southwestern corner of portion of Lot 6 Block 35, which street address is 252 Broadway, Skagway, Alaska. The premises are located within Klondike Gold Rush National Historical Park and the Skagway Historic District. The Verbauwheede's Building is a two-story, wood frame historic commercial structure which has approximately 13 feet of store front and approximately 728 sq. ft. of space (approximately 364 sq. ft. on the first floor and approximately 364 sq. ft. on the second floor.) The space offered for lease does not include mechanical/electrical room (72 sq. ft. on first floor) or the sprinkler valve/fire alarm panel room, both of which are retained by NPS for agency use. Lease space will be delivered in completely finished condition, with the Lessee to provide all furnishings, equipment and signs (see proposed lease).

There are no designated off street parking spaces. A shared trash dumpster is provided on the premises to the rear of the building (see proposed lease).

This property is on the National Register of Historic Places as a contributing element of the Skagway and White Pass National Historic Landmark. Consequently, any proposed alterations to the historic appearance, character, or fabric are subject to evaluation and approval pursuant to Skagway Historic District ordinances and Section 106 of the National Historic Preservation Act.

LIMITATIONS ON USE

The Verbauwhede's building is a historic structure with limitations on alterations, signs, and interior appearance. Proposers should read the lease in its entirety before submitting proposals. Additionally, food service, food preparation, and public overnight accommodations uses are not compatible with the design of, and preservation goals for this building. Arcades, alcoholic beverage service, tobacco products, and entertainment inappropriate for a family audience are also unacceptable. Proposals for such uses will not be responsive to this RFP and will not be considered.

REQUIREMENTS PERTAINING TO THE LEASE

The Lessee is responsible for all taxes or fees arising from occupancy or business activity. Proposers should contact the Municipality of Skagway in order to determine estimated applicable taxes.

All utility expenses must be paid directly by the lessee except for trash removal (i.e. water, sewer, electricity, phone, Internet, etc.)

The NPS will provide regular trash removal from an NPS provided dumpster to be located near the premises to be billed quarterly. Use of this dumpster is shared by NPS and with other NPS tenants of nearby buildings.

NPS will maintain the exterior of the premises, the fire detection and automated fire suppression systems and the heating plant for the building.

The NPS may use the exterior of structures and the grounds of the premises for public interpretation, or any other uses that the Director determines may be in the best interest of the NPS. The NPS retains authority over the preservation and maintenance of the grounds and structures, and total approval authority over their use.

BUILDING CONDITION AND LESSEE CONSTRUCTION RESTRICTIONS

The Verbauwhede's building is a reconstructed historic structure with modern hot-water hydronic heating, electrical, plumbing, and automated fire suppression and warning systems. Inside wire for telephone, Internet, security systems, etc. will be the responsibility of the Lessee. Otherwise, the building will be completely finished and must be accepted and utilized by Lessee "as-is" (i.e. all finished floor, window, ceiling, and lighting treatments must be accepted "as-is").

Interior treatments include wood flooring, painted gypsum wallboard on walls and ceilings, aluminum ceiling panels and painted wood trim around doors and windows. Alterations to the interior finish treatments, including additions to or replacement of ceiling-mounted area lighting fixtures, will

generally not be permitted. Thoroughly modern or industrial lighting, such as long-tube fluorescent fixtures, will not be provided nor permitted. All changes or additions to existing interior treatments which are deemed essential to the intended use should be included as part of the Proposal submitted to NPS.

Exterior building signs and window signs must be consistent with the *Klondike Gold Rush NHP Historic Leaseback Building Sign Guideline* and have prior approval from the Superintendent and separate approval from the Skagway Historic District Commission (HDC). Any sign fabrication, painting, or installation necessitated by the proposal is the responsibility of the Lessee and must be compatible with the historic appearance of the building. The *Klondike Gold Rush NHP Historic Leaseback Building Sign Guideline* is available for inspection in the park offices or by request to the Administrative Officer at vickie_mcmillan@nps.gov.

PERIOD OF THE LEASE

Based upon local market conditions and experience, NPS will consider proposals of as short as five years and as long as 10-years. **NPS proposes the lease to begin by April 1, 2017.**

PRE-PROPOSAL SITE VISIT

Prospective lessees are strongly encouraged to conduct an on-site visit to observe the structure and site first hand. Upon request, Klondike Gold Rush National Historical Park will provide the lessee with copies of any government drawings of the buildings, as well as any available historical data. The NPS assumes no responsibility for differences in dimensions between its plans and drawings and actual on-site conditions.

A pre-proposal site visit of the property may be arranged by contacting the Chief of Administration (907-983-9218, vickie_mcmillan@nps.gov), Klondike Gold Rush National Historical Park, at park headquarters at Second and Broadway, Skagway, Alaska or, by mail at PO Box 517, Skagway, Alaska 99840, Monday through Friday, 8:30 a.m. to 5:00 p.m. (Alaska time).

SECTION 2 – PROPOSAL INSTRUCTIONS

A. PREPARATION OF PROPOSALS

- (1) Proposals need not be on any specific form. However, the requested information must be provided in full in accordance with the instructions within this RFP. If a proposer fails to provide any of the requested information, the proposal may be considered to be non-responsive.
- (2) An original and one electronic copy (flash drive or CD identical to the hard copy) of a proposal are required.
- (3) The name, postal address, telephone number, and email address of the individual authorized to negotiate on behalf of the proposer must be furnished.
- (4) All proposals must be accompanied by an "Offerors' Transmittal Letter" (provided by the NPS in the Proposal Package) signed by a principal of any organization or entity responding to the RFP.

- (5) The government may award a lease based on initial proposals received. Accordingly, each proposal should contain the most favorable terms to the Government, from a technical and monetary standpoint, that the proposer can submit.
- (6) This RFP includes, **IN BOLD CAPITAL LETTERS**, the criteria to be used by the National Park Service to evaluate the proposals. Proposers should ensure that they address the criteria provided. The responses to the criteria are what will be evaluated in order to select the best proposal. The questions provided beneath the criteria should be individually addressed. However, they are not intended to be the only information one could or should provide in addressing those criteria.
- (7) To be considered responsive, the proposal must provide all pertinent information regarding the criteria, and the questions identified below the criteria, and to the other requirements of this RFP.

B. SUBMISSION OF PROPOSALS

- (1) Proposals and any modifications **must be received** by NPS by the due date and time and at the address shown on the cover of this RFP. If you intend to mail a proposal, you should do so early enough to ensure receipt by NPS by the due date. You also may deliver your proposal to NPS at the address and by the date and time shown on the cover of this RFP.
- (2) Proposals and any modifications thereof shall be enclosed in sealed envelopes and addressed to the office specified in the RFP. In the lower left corner of a proposal, place the following information:

RFP-KLGO
Verbauwhede's Building
Klondike Gold Rush NHP
- (3) Electronic (email, fax, etc.) proposals or modifications to proposals will not be considered. Proposals submitted in response to the RFP will not be returned but will be retained by the NPS.
- (4) The RFP does not commit the Government to pay any costs incurred in the preparation or submission of a proposal.

C. QUESTIONS

If you do not understand something in this RFP, you must submit your questions in writing to the contact person identified on the cover of the RFP no later than thirty (30) days in advance of the proposal due date in order to have your questions answered. NPS will respond in writing to all questions and persons placed on the mailing list. Questions submitted after this date may not be answered.

D. PROPOSALS SUBMITTED ON BEHALF OF INCIPIENT PROPOSERS

The proposal package is written upon the assumption that a Proposer is the same legal entity that will execute the draft lease as the Lessee. If the entity that is to be the Lessee is not formally in existence as of the time of submission of a proposal, the proposal must demonstrate that the individuals or organizations that intend to establish the entity that will be the Lessee have the ability and are legally obliged to cause the entity to be financially and managerially capable of carrying out the terms of the lease in accordance with the terms of the proposal. In addition, the proposer must unconditionally state and guarantee in its proposal that the proposer will provide the Lessee with all funding, management and/or other resources proposed.

E. GENERAL GUIDELINES

Proposals should be persuasive as to their feasibility and should reflect a realistic understanding of the values of the property. Proposals should be supported by facts, information, or data that support a need or demand for whatever underlies the project: service, product, use, or activity. Furthermore, proposals should not presume the availability of any federally appropriated funds or the likelihood of philanthropic income from private sources.

The proposed lease is attached to this RFP. **PROPOSERS SHOULD CAREFULLY READ AND CONSIDER THE PROPOSED LEASE AS WELL AS THE OTHER INFORMATION IN THIS RFP BEFORE COMPLETING THE PROPOSAL.**

NPS reserves the right to modify the terms and conditions of this RFP by notice to all persons who have had their name placed on the mailing list.

The format provides for latitude in presentation. A complete Proposal will include comments and information added to the basic format. Please number added pages to correspond to their proper location in the document. The numbering system should allow reviewers to be sure they have all of the submitted information.

The Proposal should be completed with the information provided in the RFP in mind. In the preparation of all proposal materials and when framing the requested answers, Proposers should keep in mind the nature of the operations to be conducted. Proposers should feel free to add to the information requested while staying within its organizational framework. Proposals must set forth accurate and complete information as required by the RFP, including attachments. The penalty for making false statements is prescribed in Title 18 U.S.C. §1001.

Proposals should be as succinct as possible. Proposers are cautioned that nothing should be assumed to be known about the proposal or about the proposer or be presumed to be in the possession of the National Park Service from previous correspondence or submissions. Each proposal should be complete when submitted. This Request for Proposals is being offered under the Historic Leasing Program, not the Federal Acquisition Regulations (FAR). To obtain responses to questions or modifications to the RFP, contact Vickie McMillan (contact information is located on the front cover of this RFP) to be placed on a mailing list. The RFP, responses to questions and RFP modifications is available at the following web address.

<https://www.nps.gov/klgo/getinvolved/historicleasing.htm>

F. USE AND DISCLOSURE OF PROPOSAL INFORMATION

If you believe that your proposal contains trade secrets or confidential commercial or 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 Proposer believes to be exempt from disclosure under the Freedom of Information Act. The Proposer 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 and 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.

SECTION 3 – PROPOSAL PACKAGE

**Offeror's Transmittal Letter
(include with proposal)**

To: Dr. Herbert C. Frost, Ph.D.
Regional Director, Alaska
National Park Service
240 West 5th Ave.
Anchorage, AK 99501

Dear Director:

_____ [Insert Name of Entity/Individual] (or "Offeror") is submitting the enclosed proposal in response to the Request for Proposals (RFP) to lease National Park Service facilities and associated land, Historic Lease No. 9825-17-01 issued by the public notice as listed on www.fedbizopps.gov, at Klondike Gold Rush National Historical Park.

_____ [Insert Name of Entity/Individual] understands that by submitting the enclosed proposal, the terms and conditions contained in the proposal become part of this document (i.e. are incorporated by reference), and that _____ [Insert Name of Entity/Individual] will be bound by the terms of the enclosed proposal, subject to its terms and conditions, if selected as the successful applicant.

The Offeror is enclosing the required "PROPOSAL" in response to the NPS issued RFP.

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 of 18 U.S.C. 1001. The Offeror agrees to meet all the minimum requirements of the Proposed (draft) Lease, and the RFP, and that the Offeror has provided all of the mandatory information specified in the RFP in order to be considered for selection.

The Offeror certifies in accordance with 2 C.F.R. Part 180 and 1400 the following:

- None of the individuals or entities seeking participation in this Lease are 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 seeking participation in this Lease have 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 seeking participation in this Lease are 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 seeking participation in this Lease 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 new Lease:

- 1) To the minimum requirements of the RFP package and to comply with the requirements of 2 C.F.R. Part 180 and Part 1400 (available at www.accessgpo.gov).
- 2) To complete the execution of the final Lease, without substantive modification (except as may be required by the NPS pursuant to the terms of the RFP), within thirty business days after it is presented by the National Park Service; and to meet all the minimum requirements of the Proposed (draft) Lease and the RFP.
- 3) To commence operations under the new Lease at the Commencement Date.
- 4) [Include only if the Offeror is not to be the Lessee] To provide the entity that is to be the Lessee under the draft sample lease with the funding, management, and other resources described in our proposal.

BY _____ DATE _____
(Type or Print Name)

SIGNATURE _____

TITLE _____

ADDRESS _____

(End of Offeror's Transmittal Letter)

CRITERION A. THE COMPATIBILITY OF THE PROPOSALS'S INTENDED USE OF THE LEASED PROPERTY WITH RESPECT TO PRESERVATION, PROTECTION, AND VISITOR ENJOYMENT OF THE PARK AREA.

Submit a detailed operating plan, specifying the proposed use of the property, including specific information on proposed merchandise, services, or related activities, general layout of uses within the premises, proposed furnishings, equipment, signs, and identify your initial opening date. The proposal should be consistent with the lease terms, NPS sign guidelines, and Skagway's historic district ordinances.

The operating plan should provide as much detail regarding the business and proposed use of the building as possible. Be sure to include the proposed schedule of operation (including months, days, and hours).

The NPS will evaluate the compatibility of the proposal's intended use of the leased property with respect to preservation, protection, and visitor enjoyment of the park area. This will include, but not be limited to, how well the operating plan minimizes negative environmental factors such as crowding, noise, and odors, as well as minimizing negative impacts on the visitor use of Klondike Gold Rush National Historical Park and the building itself.

CRITERION B. THE FINANCIAL CAPABILITY OF THE PROPOSER TO CARRY OUT THE TERMS OF THE LEASE.

1. Estimate of Start-Up Costs and availability of needed funding

Estimate the start-up costs for the proposed business. Estimates should include the costs for interior furnishing, equipment and signs proposed in Criterion A, as well as the amount of money that you will need in order to begin the business that you propose to operate. Explain how you arrived at your estimates.

Summarize your estimates below:

Business Start-up costs

Furniture, Fixtures and Equipment	\$ _____
Signs/awning/inside wiring	\$ _____
Merchandise and Supplies	\$ _____
Insurance, Licenses, Permits	\$ _____
Other (explain)	\$ _____
Working Capital*	\$ _____
TOTAL NEEDED FUNDING	\$ _____

** Working capital is liquid assets such as cash and short-term receivables that exceed short-term liabilities and can be used to pay expenses at times when the cash flow is insufficient.*

Explain how you will obtain the funding needed to begin the business. If you plan to obtain funds from lending institutions (banks, saving and loans, etc.) provide a letter (bearing the lending institution's letterhead) of commitment which includes as a minimum the amount of the loan, amount

of interest, term of the loan, and all encumbrances upon the loan. If funds are to be obtained from individuals, provide a current personal financial statement, documentation of assets to be sold, commitments from lenders, bank statements, or other assurances that demonstrates that the funds are available and committed.

2. Demonstrate a sound financial position

a. Provide your financial statements for the two most recent complete fiscal years. Each financial statement should be for a complete fiscal year and should include, at a minimum, an income statement and a balance sheet. An income statement lists all of your income and expenses for the entire year. A balance sheet lists everything that you own and everything that you owe as of the last day of the fiscal year. For sole proprietors, the financial statements may be personal financial statements. If financial statements were audited by an independent accounting firm, include the notes to the financial statements or similar explanatory material and related audit report. If a parent company exists, include its audited financial statements as well.

b. Credit Information

- List any Foreclosures, Bankruptcies, Transfer in Lieu of Foreclosure and/or Work-Out/Loan Modification Transactions during the past 10 years. (If none, so indicate.) Include the name of the property, the city and state, the property type, the approximate loan amount, the lender, and the year of the event. Include an explanation of circumstances, including resolution, bankruptcy plan, and/or other documentation as appropriate.
- Describe any pending litigation or current lawsuits that will materially impact your financial position if adversely resolved.
- Provide a current credit report for the entity submitting the proposal. If you are unable to obtain a credit report for the entity submitting the proposal, please indicate this in your proposal and provide a credit report for the primary shareholders/owners of the entity.

3. Demonstrate proposed use is financially feasible

Demonstrate that you will have the financial ability to meet lease obligations. Provide estimates of the revenues and expenses for the business that will operate in the historic building for the first five years of operation. Show the estimates in the form of the annual pro forma income statements. If applicable, include debt payments for the initial business investment estimated on the previous page. Explain the assumptions on which the projections are based to a degree sufficient for reviewers to judge the validity of the estimates. More detail is preferred over less.

Use the format on the following pages as much as possible. Due to variations among different businesses, blank lines are included to allow adjustments to the form as necessary. If you do not have entries for a caption, leave the caption and provide no figures with it. Please ensure that the entries are legible. You may develop your own electronic spreadsheet provided all of the information is included. Note the preparer of your prospective financial statements and what experience and qualifications the preparer had to do so.

PROSPECTIVE INCOME STATEMENT FORMAT

Annually for Five Years (or lease term if proposing less than five years)

	<u>YEAR 1</u>	<u>YEAR 2</u>	<u>YEAR 3</u>	<u>YEAR 4</u>	<u>YEAR 5</u>
Total Gross Revenue *	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cost of Sales **	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total Cost of Sales	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
GROSS PROFIT ***	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<u>EXPENSES</u>					
Lease Expense to NPS	_____	_____	_____	_____	_____
Salaries & Wages	_____	_____	_____	_____	_____
Payroll Taxes & Benefits	_____	_____	_____	_____	_____
Utilities and Telephone	_____	_____	_____	_____	_____
Operating Supplies	_____	_____	_____	_____	_____
Office Expenses	_____	_____	_____	_____	_____
Depreciation & Amortization	_____	_____	_____	_____	_____
Janitorial	_____	_____	_____	_____	_____
Insurance	_____	_____	_____	_____	_____
Advertising	_____	_____	_____	_____	_____

(continued on next page)

PROSPECTIVE INCOME STATEMENT FORMAT (page2)

Annually for Five Years (or lease term if proposing less than five years)

	<u>YEAR 1</u>	<u>YEAR 2</u>	<u>YEAR 3</u>	<u>YEAR 4</u>	<u>YEAR 5</u>
Expenses (continued)					
Interest	_____	_____	_____	_____	_____
Legal & Accounting	_____	_____	_____	_____	_____
Car & Truck Expenses	_____	_____	_____	_____	_____
Travel, Meals & Entertainment	_____	_____	_____	_____	_____
Sales Taxes on the lease	_____	_____	_____	_____	_____
Local Property taxes on the premises	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL EXPENSES	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
INCOME BEFORE TAXES	_____	_____	_____	_____	_____
(gross profit less total expenses)	_____	_____	_____	_____	_____
Income Taxes	_____	_____	_____	_____	_____
Net Income	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

*Provide a description of the items which comprise gross revenue (i.e. merchandise sales). If more than one major function comprises gross revenue, include estimates for each function (the total of which should equal the amount in the pro forma).

**Include subheadings as necessary. (An example may be a retail operation showing beginning inventory, purchases, and ending inventory).

*** Total Gross Revenue (net) less Total Cost of Sales.

CRITERION C. THE EXPERIENCE OF THE PROPOSER DEMONSTRATING THE MANAGERIAL CAPABILITY TO CARRY OUT THE TERMS OF THE LEASE.

Note to Proposer: In the event that you are not the legal entity that will execute the lease, please explain your relationship to the proposed Lessee and provide the information described below with respect to both you and the proposed Lessee as applicable.

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

- State your legal make-up (individually owned, partnership, corporation, limited liability company.)
- 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 and all business names (dba).
- Use the Business Organization and Credit form contained in this section of this RFP to provide the above information as applicable.

1. Describe your experience managing the type of operation proposed for the lease, or similar operations.

2. Provide detailed resumes for all current and proposed owners and key management personnel including the proposed on-site manager. Identify the specific role the individual is to play and that person's ability to play that role.

3. State whether you have 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 so, provide full details of the circumstances.

4. State whether you have received a warning or notice of noncompliance (including criminal convictions) with laws, regulations, or lease provisions (including notice of intent to void lease.) If yes, explain the circumstances and provide copies of the documents received.

5. Describe work related accidents or incidents in the past ten years that involved you or any of your employees and resulted in property damage exceeding \$1,000.

6. Have you incurred civil fines or levies from any government agency (such as OSHA, fire marshal, etc.)? If so, describe the circumstances and provide copies of the agency's notice.

FORM 1

BUSINESS ORGANIZATION INFORMATION
USE THIS FORM FOR:
CORPORATION, LIMITED LIABILITY COMPANY, PARTNERSHIP OR JOINT VENTURE

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

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

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

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

FORM 2

BUSINESS INFORMATION
USE THIS FORM FOR:
INDIVIDUAL OR SOLE PROPRIETORSHIP

Name of Individual and Tradename, if Any	
Address	
Telephone Number	
Fax Number	
Email Address	
Contact Person (if other than the Offeror)	
Tax ID #	
Years in Business (of same type as required service(s))	
Current Value of Business	
Role in Providing Concession Service(s)	

CRITERION D. THE ABILITY AND COMMITMENT OF THE PROPOSER 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.

Describe any environmental conservation or enhancement activities that you propose to perform.

CRITERION E. THE COMPATABILITY OF THE PROPOSAL WITH THE HISTORIC QUALITY OF THE PROPERTY AND HISTORIC SCENE OF THE SKAGWAY HISTORIC DISTRICT.

Describe how your proposed operation will contain uses, décor, furnishings, and fixtures that are historical in nature and reflective of the Klondike gold rush period.

CRITERION F. THE AMOUNT OF RENT OFFERED AND THE PROPOSED TERM OF THE LEASE.

Please state the annual rent payment for the first year (minimum \$20,440 / year). See Proposed Lease terms for annual lease adjustment provisions. Select which of the following Lease Terms that you propose (minimum of five years, maximum of ten years).

_____ Five Years

_____ Six Years

_____ Seven Years

_____ Eight Years

_____ Nine Years

_____ Ten Years