

# REQUEST FOR PROPOSALS

LEASING OF HISTORIC STRUCTURE

## Hern/Clipper Building RFP-KLGO-04-001

**KLONDIKE GOLD RUSH NATIONAL HISTORICAL PARK**

**SKAGWAY, ALASKA**



**RFP ISSUED: May 19, 2004**

**PROPOSALS MUST BE RECEIVED NO LATER THAN:**

**5:00 p.m. on July 19, 2004**

*AT*

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

## **NOTE**

Proposers are requested to examine this Request For Proposals (RFP) and its Table of Contents to make sure that all sheets and pages mentioned are attached. A total of 21 consecutively numbered pages should be included, starting with the cover as page 1. Any material found to be missing will be supplied upon request. The National Park Service assumes no responsibility for a proposal submitted on the basis of an incomplete RFP.

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ATTACHMENT: Proposed Lease	

## 1. INTRODUCTION

The National Park Service (NPS) invites proposals from individuals and organizations (for-profit and not-for-profit) to lease a portion of the historic **Hern/Clipper Building**, Skagway, Alaska. Tourism, which is the principal business in the city and the region, has been steadily growing in recent years with corresponding increases in retail sales and service activities. This offer is made as part of a strategy to assure preservation of this historic structure and the historic scene within the Skagway Historic District.

The NPS proposes to start the lease on March 1, 2005. NPS will consider proposed lease periods of five years (minimum) to fifteen years (maximum).

Qualifications of proposers will be evaluated by the NPS to assure that prospective lessees have the financial resources to carry out the terms of the lease, experience in managing properties with similar uses, and the ability to assure the long-range success of the lease arrangements. The NPS will consider proposals on the basis of their effect on the historic scene at Klondike Gold Rush National Historical Park, and on the effect any proposed alterations have on the historic significance of the structure. All proposals must be compatible with the NPS's mission to preserve the nation's heritage, and will be subject to NPS planning and operational guidelines.

The NPS will consider proposed uses of the structure that are compatible, non-polluting, visually non-intrusive, and in accordance with the requirements and conditions described in this request for proposals (RFP). The NPS retains use of the exterior of the structure and grounds for public interpretation.

Lease terms must be sufficient to return to the government, at a minimum, the appraised fair market rental value of the property. The fair market rental value is \$36,000.00/year.

The NPS may choose to reject all proposals received at any time, and re-solicit or cancel this RFP altogether when it is in the best interest of the federal government.

## 2. NATIONAL PARK SYSTEM AND HISTORIC LEASING

Although best known for its great scenic parks, more than half the areas of the National Park system preserve places and commemorate persons, events, and activities important in the nation's history. These areas range from archeological sites, to sites related to the lives of modern Americans.

To preserve and protect cultural resources, the management policies of the NPS charge the park manager with the specific responsibility to: "...locate, identify, evaluate, preserve, manage, and interpret qualified cultural resources in every park in such a way that they may be handed on to future generations unimpaired ... consistent with the requirements of law, resource managers and professionals at all levels shall take positive action to perpetuate unimpaired the cultural resources of the National Park System; to prevent adverse effects on these resources by development, visitor use, or resource management activities; and to prohibit vandalism or unauthorized excavation, collection, or appropriation of cultural resources." This policy is the fundamental cultural resources

management mission of the NPS, which is derived from the National Park Service Organic Act of 1916 and from historic preservation law.

In 1982, the NPS established a program to lease historic structures and agricultural lands to individuals and organizations. As authorized by the *National Historic Preservation Act*, as amended, the program is designed to spur rehabilitation and reuse of designated historic structures and land owned by the Federal government (see Title 36 Code of Federal Regulations Part 18 for details). In order to be considered for lease, a property must be owned by the federal government, entered in the National Register of Historic Places, and not be appropriate or necessary for use in park administration, operation, interpretation, etc. Any proceeds from these leases are used to maintain, repair, and preserve historic properties, and to defray the costs of administering the program.

### **3. 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, after years of local effort and a series of historic studies, 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.

In 1998, the Canadian and United States governments commemorated the efforts both countries have made towards preserving the history of the Klondike by dedicating the Klondike Gold Rush International Historical Park. The international park is a combination of the Klondike Gold Rush National Historical Park on the U.S. side and the Chilkoot Trail National Historic Site and other units on the Canadian side. Each agency continues to manage its respective lands and resources as before, but with a greater appreciation of, and consideration for, the contribution that they make in preserving this international story.

## **4. HERN/CLIPPER BUILDING**

### **4.1 Hern/Clipper Building Today**

The building known as the Hern-Clipper Building, 270 Broadway, is situated on a portion of the north half of lots 5 and 6, Block 35, Plat No. 1, Skagway Recording District, First Judicial District, State of Alaska. This building is located mid-block between 2<sup>nd</sup> and 3<sup>rd</sup> Avenues on Broadway within the Skagway Historic District.

The Hern-Clipper Building is part of the Mascot Saloon complex. The building is a two-story, wood frame historic commercial structure which has 21 feet of store front. The portion of the building available for lease is approximately 705 square feet on the first floor. The remaining portion of the first floor, a mechanical room comprised of approximately 90 square feet, is excluded from this lease. Refer to Exhibit A of the draft lease for building drawings.

A trash dumpster on the premises to the rear of the building (see lease exhibits) is shared with the NPS and other nearby lessees.

The following building design criteria, loading limitations, codes, general job construction, and general definitions, and other information pertaining to the building may be useful in preparing lease proposals.

The building was designed for the following loads (the building shall not be used for any activity generating loads greater than those indicated):

- First Floor: 75 pounds per square foot, uniformly distributed (retail or similar use).
- Wind: Basic wind speed, 100 mph, exposure B.
- Seismic: Zone 3.
- Soil Bearing Pressure: 2,000 pounds per square foot.

Building design is based on national codes, including but not limited to, the Uniform Building Code (UBC), Life Safety Code (NFPA-101), the National Electrical Code (NFPA-70).

This property is on the National Register of Historic Places as a contributing element of the Skagway and White Pass National Historical 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.

## **4.2 Pacific Clipper Line Office Building (1898-1904) & Hern Liquor Store (1937)**

Originally part of Skagway's gold rush era "Steamboat Row", the Clipper Building was constructed in 1898. At that time, the building consisted of two structures: a two-story bay windowed building and a one-story addition. The Pacific Clipper Line owned both buildings. In 1904, Albert Rienhart, the owner of the Mascot Saloon purchased the buildings. In 1918, Rienhart sold the entire complex to Perry Hern, Jr. Between 1936 and 1937, Hern constructed the existing two-story "Hern" building on the site of the original one-story structure. In 1977, the NPS purchased the Mascot Saloon group and rehabilitated the older structures to their 1904-1910 appearance.

## **5. REQUIREMENTS PERTAINING TO THE LEASE**

### **5.1 Limitations On Use**

Proposers are advised that food service, food preparation, and public overnight accommodation uses are not compatible with the design of, and preservation goals for, this building. Arcades, alcoholic

beverage service, and entertainment inappropriate for a family audience are also unacceptable. Proposals for such uses will not be considered.

The following items will not be sold or displayed:

- Tobacco products sold from vending machines.
- Illegally obtained materials (e.g. materials from protected areas, sources or species) and merchandise made from illegally obtained materials.
- Merchandise that is improperly labeled as to its source, manufacture, or nature.
- Pre-historic or historic archeological artifacts or vertebrate paleontological specimens except that:
  - Newly carved “fossil” ivory (ancient ivory carved by contemporary individuals) may be displayed and sold provided that they are accompanied by written certification that the ivory was legally collected, transported, and crafted.

Lessee must maintain and make available for inspection by the Superintendent documentation evidencing the origin and nature of merchandise items made in whole or in part from wild plant or animal parts. The Superintendent may also require that same information to be included in public sales displays by the lessee.

NPS will retain the exclusive use of the first floor mechanical room. The lessee is prohibited from utilizing the mechanical room for any use other than accessing circuit boxes, phone panels, etc. (i.e. no storage, workspace, clothes-fitting or the like).

The Lessee is responsible for all taxes or fees arising from occupancy or business activity. The City of Skagway currently levies a 4% sales tax, which applies to both retail sales and to the value of the building lease. In addition, the city assesses a property tax (or equivalent) on leased property. Applicants should contact the City of Skagway in order to determine applicable taxes.

Please refer to the draft lease for a description of the method of allocating utility costs to the leased property. During the past two years, the lessee has incurred an average of \$1,154 per year in utility costs.

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.

## 5.2 Building Condition and Required Construction By Lessee

Hern/Clipper Building is a restored and reconstructed historic structure with heating, electrical, plumbing, fire suppression, and fire warning systems. At the time of occupancy by the Lessee, the building will require no substantial interior finish work by the Lessee beyond that noted below:

- a. Room/Window display furniture and shelving - none is provided; display furniture and shelving are the responsibility of the Lessee and shall be compatible with the historic exterior appearance of the building and the Historic District.
- b. Exterior building signs and window signs – must be consistent with the Klondike Gold Rush NHP Historic Building Sign Guideline (which is available for inspection in the park offices) 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. Signboards and projecting signs, once installed, become the property of the government upon termination of the lease. Temporary window signs are permitted consistent with HDC ordinance excluding political campaign posters, but at no time shall temporary signs exceed 11” x 17” (or equivalent area) dimensions.

All improvements are the responsibility of the lessee. Major additions, modifications, or demolition are incompatible with the preservation goals of this RFP. However, under unusual or compelling circumstances, proposals may suggest modifications if the overall plan makes such changes essential.

All improvements must be designed according to the "Secretary of the Interior's Standards for the Treatment of Historic Properties," (copies available upon request from NPS) and reviewed and approved in writing by the Superintendent, Klondike Gold Rush National Historical Park, prior to implementation. The Superintendent has the authority and responsibility to stop the lessee's adaptive treatment or maintenance work when cultural resources are endangered.

Following selection of a proposal, the lessee is strongly encouraged to assemble all component plans (e.g. lighting fixtures and electrical, plumbing, floor and wall finishes, etc.) into a complete package for NPS review and approval prior to beginning any portion of proposed work rather than seeking approval for components individually as work proceeds. It is the responsibility of the lessee to provide the government with copies of all drawings and related data prepared by or for the lessee.

All repairs, adaptive remodeling and maintenance work on the structures shall be done by qualified technicians, artisans, or trade mechanics. All improvements must meet applicable local, state, and federal building and life-safety codes; final approval to occupy will be reserved by NPS until code inspections are favorably completed.

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 pertinent historical data that

may be available. The NPS assumes no responsibility for differences in dimensions between its plans and drawings and actual on-site conditions.

### **5.3 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 fifteen years duration if a compelling case is made as part of a proposal. NPS proposes to start the lease on March 1, 2005.

## **6. INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF PROPOSALS**

### **6.1 General**

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 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 proposers.

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 18 U.S.C. 1001.

Proposals should be as succinct as possible. The use of filler pages and unnecessary attachments is not encouraged. Elaboration for the purposes of clarity and emphasis is not objectionable. However, unnecessarily elaborate brochures or other presentations beyond that sufficient to present a complete and effective proposal are not desired.

Proposers are cautioned that nothing should be assumed to be known about the offer or about the offerer or be presumed to be in the possession of the National Park Service from previous correspondence or submissions. Each offer should be complete when submitted.

Acceptance or rejection of proposals, modifications, or withdrawals shall be governed by the instructions and conditions contained in this RFP.

A pre-proposal inspection of the property may be arranged by contacting the Chief Ranger, Klondike Gold Rush National Historical Park, Second and Broadway, Skagway, Alaska or, P. O. Box 517, Skagway, Alaska 99840. Telephone (907) 983-9218, Monday through Friday, 8:30 a.m. to 5:30 p.m. AST. Email <reed\_mccluskey@nps.gov>

## 6.2 Instructions and Conditions

### A. PREPARATION OF PROPOSAL

- (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 two (2) copies of a proposal are required.
- (3) The name, address, and telephone number of the individual authorized to negotiate on behalf of the proposer must be furnished.
- (4) 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.
- (5) The 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.
- (6) To apply, a proposer must respond to the criteria and the questions grouped below the criteria and to the other requirements of this RFP.

### B. EXPLANATION TO PROPOSERS.

Any explanation desired by a proposer regarding the meaning or interpretation of the RFP should be requested in writing and with sufficient time allowed for a reply to reach the proposer before the submission of their proposal.

Any information given to a prospective proposer concerning this RFP will be furnished to all prospective proposers as an amendment to the RFP if such information is necessary to proposers in submitting a proposal or if the lack of such information would be prejudicial to uninformed proposers.

This Request for Proposals is being offered under the Historic Leasing Program, not the Federal Acquisition Regulations (FAR). The selection will be based on both technical and revenue considerations. No pre-award information concerning the status of this Request for Proposals will be furnished other than to those proposers contacted for negotiations, if any.

#### C. SUBMISSION OF PROPOSALS

- (1) Proposals and 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-04-001
  - Hern/Clipper Building
  - Klondike Gold Rush NHP
- (2) Proposals may either be mailed or delivered, but in any case must reach this office before the date and local time stated on the cover sheet of this RFP. Mailed proposals should be addressed to:
  - Superintendent
  - Klondike Gold Rush National Historical Park
  - P.O. Box 517
  - Skagway, Alaska 99840Delivered proposals must be addressed and delivered to the NPS at Second Avenue and Broadway, Skagway, Alaska.
- (3) Electronic (phone, fax, internet, 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.

#### D. LATE PROPOSALS, MODIFICATIONS OF PROPOSALS, AND WITHDRAWALS OF PROPOSAL.

- (1) Any proposal received at the office designated in the RFP after the time specified for receipt will not be considered unless:
  - (a) It was sent by registered or certified mail not later than the fifth calendar day prior to the date specified for receipt of offers (e.g., proposal submitted in response to an RFP requiring receipt of offers by the 20th of the month must have been mailed by the 15th or earlier);
  - (b) It was sent by mail and it is determined by the government that the late receipt was due solely to mishandling by the government after receipt at the government installation; or
  - (c) It is the only proposal received.
- (2) Any modification of a proposal is subject to the conditions in 1(a) and 1(b) of this provision.

## **7. USE AND DISCLOSURE OF PROPOSAL INFORMATION**

### **A. DEFINITIONS**

For the purpose of this section, the following terms shall have the meaning set forth below:

- (1) "Trade Secret" means an unpatented, secret, commercially valuable plan, appliance, formula, or process, which is used for the making, preparing, compounding, treating or processing of articles or materials which are trade-commodities.
- 2) "Confidential commercial or financial information" means any business information (other than trade secrets) which is exempt from the mandatory disclosure requirements of the Freedom of Information Act, 5 U.S.C. 552. Exemptions from mandatory disclosure which may be applicable to business information contained in proposals include Freedom of Information Act Exemption, which covers "commercial and financial information obtained from a person (which is) privileged or confidential," 5 U.S.C. 552(b).

### **B. TRADE SECRETS AND CONFIDENTIAL COMMERCIAL OR FINANCIAL INFORMATION**

If the proposer believes that the proposal contains trade secrets or confidential commercial or financial information exempt from disclosure under the Freedom of Information Act, (5 U.S.C. 552), the cover page of each copy of the proposal shall be marked with the following legend:

"The information specifically identified on pages \_\_\_ of this proposal constitutes trade secrets or confidential commercial and financial information which 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. The proposer also requests that this information not be used in whole or part by the government for any purpose other than to evaluate the proposal, except that if an Agreement and Lease is awarded to the proposer as a result of or in connection with the submission of the proposal, the government shall have the right to use the information to the extent provided in the agreement and lease."

The proposer shall also specifically identify trade secret information and confidential commercial and financial information on the pages of the proposal on which it appears and shall mark each such page with the following legend:

"This page contains trade secrets or confidential commercial and financial information which the proposer 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 proposal."

Information in the proposal identified by the proposer as trade secret information or confidential commercial and financial information shall be used by the government only for the purpose of evaluating the proposal, except that (1) if an agreement and lease is awarded to the proposer as a result of or in connection with submission of the proposal, the government shall have the right to use

the information as provided in the agreement and lease, and (2) if the same information is obtained from another source without restriction it may be used without restriction.

If a request under the Freedom of Information Act seeks access to information in the proposal identified as trade secret information or confidential commercial and financial information, full consideration will be given to the proposer's view that the information constitutes trade secrets or confidential commercial or financial information. The proposer will also be promptly notified of the request and given an opportunity to provide additional evidence and argument in support of its position, unless it is administratively unfeasible to do so. If it is determined that information claimed by the proposer to be trade secret information or confidential commercial or financial information is not exempt from disclosure under the Freedom of Information Act, the proposer will be notified of this determination prior to disclosure of the information.

Failure of the proposer to mark information contained in a proposal as trade secret information or confidential commercial or financial information will be treated by the government as evidence that the information is not exempt from disclosure under the Freedom of Information Act.

## **8. PROPOSAL EVALUATION CRITERIA**

The NPS evaluation process will favor proposals offering year-round goods or services to the community of Skagway and/or which offer goods or services which are not otherwise locally available.

Klondike Gold Rush National Historical Park encourages proposals that offer some linkage to the themes of the park. Additionally, an activity or undertaking that would enrich the park visitor's experience would be beneficial. However, while desirable, direct ties with the NPS program are not a requirement of this RFP.

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

1. Submit a detailed "Program Proposal", specifying the proposed use of the property, proposed construction and finish treatments, and time schedule for construction and opening. The proposal should work within the constraints of historical district ordinances/guidelines and historic preservation philosophies. The written program proposal will include line drawings of proposed modifications or additions. The following drawings and scales are recommended:

Site Plan, 1" = 20'-0"  
Floor Plans, 1/8" = 1'-0"  
Building Section, 1/8" = 1'-0"

2. Submit a proposed operating plan. The operating plan should show 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 use the evaluation criteria above in

evaluating your operating plan, including how well the 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.

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

**ESTIMATE OF PROJECT COSTS**

Estimate the start-up costs for the proposed business. Estimates should include the costs for interior finish work 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:

**INTERIOR FINISH WORK**

Labor	\$ _____
Construction Material	\$ _____
Other (Explain)	\$ _____

**BUSINESS START-UP COSTS**

Furniture, Fixtures and Equipment	\$ _____
Merchandise and Supplies	\$ _____
Other (explain)	\$ _____
Working Capital*	\$ _____

**TOTAL NEEDED FUNDING** \$ \_\_\_\_\_

\*Working capital is liquid assets such as cash and short-term receivables that exceed short-term liabilities. It is assumed that some working capital will be needed to begin the business.

**AVAILABILITY OF NEEDED FUNDING**

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, or other assurances that makes a compelling demonstration that the funds are available and committed.

Provide the most recent available financial statements for the entity making the offer. Financial statements should be provided regardless of the amount of “needed funding” estimated above, in order to evaluate the financial position of the proposed entity. The financial statements should be for a complete fiscal year and should include, at a minimum, an income statement and a balance sheet. If the proposer is a sole proprietor, provide 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.

### **DEMONSTRATE FINANCIAL ABILITY**

Demonstrate that you will have the financial ability to meet lease obligations, including lease payments and required regular and cyclical maintenance. 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. Include regular and cyclical maintenance and debt payments (if applicable) 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.

As much as possible, use the format on the following pages. 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. Tell us who prepared 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>
<b>Total Gross Receipts *</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cost of Sales **	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Total Cost of Sales</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>GROSS PROFIT ***</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
 <b><u>EXPENSES</u></b>					
Lease Expense to NPS	_____	_____	_____	_____	_____
Salaries & Wages	_____	_____	_____	_____	_____
Payroll Taxes & Benefits	_____	_____	_____	_____	_____
Utilities and Telephone	_____	_____	_____	_____	_____
Operating Supplies	_____	_____	_____	_____	_____
Office Expenses	_____	_____	_____	_____	_____
Depreciation & Amortization	_____	_____	_____	_____	_____
Repairs & Maintenance	_____	_____	_____	_____	_____
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>
<b>Expenses (continued)</b>					
Interest	_____	_____	_____	_____	_____
Legal & Accounting	_____	_____	_____	_____	_____
Car & Truck Expenses	_____	_____	_____	_____	_____
Travel, Meals & Entertainment	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>TOTAL EXPENSES</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>INCOME BEFORE TAXES</b>	_____	_____	_____	_____	_____
(gross profit less total expenses)	_____	_____	_____	_____	_____
Income Taxes	_____	_____	_____	_____	_____
<b>Net Income</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

\*Provide a description of the items which comprise gross receipts (i.e. merchandise sales). If more than one major function comprises gross receipts, 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 Receipts (net) less Total Cost of Sales.

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

1. Identify the "PROPOSER" (or "PROPOSED ENTITY[S]," that the PROPOSER intends to establish for the purpose of operating this business) making this application. Clearly identify both the formal structure of the primary business ENTITY with which the National Park Service will be dealing, and its owner(s).
2. Identify related, subordinate, and superior ENTITIES and any other organization, ENTITY, contractor, or subcontractor that will have a role in managing, directing, operating, or otherwise carrying out the service to be provided, and describe their role and the relationship between them.
3. Using the format and instructions on the next page (duplicate the form as needed) identify the Proposer, each ENTITY and the Operator and all similarly involved parties or people. Add information as necessary to make the relationships clear.

**PROPOSER, ENTITY, OPERATOR IDENTIFICATION FORM**

A. **Name:**

B. **Present Address:**

C. **Contact Person:**

D. **Present Telephone:**

E. **FAX Number:**

F. **Form of business:** Corporation \_\_\_ Partnership \_\_\_ Individual \_\_\_ Other \_\_\_\_\_  
 (Sole Proprietor) (Explain)

G. **Describe the expected role in operating this business:**

H. **Structure of the Business:**

I. **Ownership:**

<b>Names and Addresses of Owners (Corp: Show Controlling Interest; Closely Held Corp: Show All)</b>	<b>Number and Type Of Shares or Percentage of Ownership</b>	<b>Total Current Value Of Investment</b>
<b>Total of All Owners</b>		
<b>Total Shares Outstanding</b>		

J. **If a corporation, list the names, addresses, and titles of corporate officers and the names and affiliations of the members of the Board of Directors:**

<b>Name</b>	<b>Address</b>	<b>Title</b>

State of Incorporation: \_\_\_\_\_

4. The NPS is looking for an ENTITY that has demonstrated experience in managing the type of business activity proposed. Give specific examples of business operations undertaken by ENTITY. Detail the PROPOSER'S experience and skills in developing efficient, effective, defined, targeted goals for business programs.
5. Describe the business management qualifications and experience of the ENTITY proposed to manage and operate this business.
6. Provide detailed resumes for all current and proposed partners, sole proprietors, and key management employees including the proposed on-site manager. Also provide resumes for owners of corporations and operating officers who will be actively involved in the management of this business. Identify the specific role the individual is to play and establish that person's ability to play that role.

When discussing work experience, be specific with respect to size of operation, dates, area of operation, specific duties, number of people supervised, hours worked per week, and other factors that would be helpful to reviewers in establishing a clear understanding. Do not omit training and education and do not omit special qualifications, ratings, or licenses that are needed in some special occupations.

**CRITERION D. THE ABILITY AND COMMITMENT OF THE OFFEROR 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 environmentally enhancing activities that you propose to perform.

**CRITERION E. THE COMPATABILITY OF THE PROPOSAL WITH THE HISTORIC QUALITY OF THE PROPERTY.**

Additional consideration will be given to proposals that contain uses, décor, furnishings, and fixtures that are historical in nature and reflective of the gold rush period.

**CRITERION F. ADDITIONAL CONSIDERATION WILL BE GIVEN TO PROPOSALS THAT PROVIDE INTERPRETATION OF THE PARK'S NATURAL AND HISTORICAL THEMES.**

It is the goal of the NPS to provide every visitor with multiple opportunities to learn about the purpose and significance of Klondike Gold Rush National Historical Park, its environs, its history, or other related environmental or cultural projects. Describe how the proposal might contribute towards this goal.

**CRITERION G. THE PROPOSER OFFERS ANNUAL RENT AND A LEASE PERIOD THAT MAXIMIZES THE BENEFIT TO THE GOVERNMENT.**

1. The proposer offers to pay additional rent, above that required by this RFP, which the NPS can use in preserving other historic properties under its care. What is the annual rent payment you propose to lease the building (minimum is \$36,000)?
2. Based upon local market conditions and experience, NPS will consider proposals of as short as five years and as long as fifteen years duration. NPS proposes the lease to begin March 1, 2005. List the date you propose the lease to end.

**9. ISSUANCE OF LEASE**

The final acceptance of any proposal will be conditional upon the satisfactory negotiation and execution of the lease and the approval thereof by the Director, NPS, or his/her representative. Acceptance of a proposal will not create any rights on the proposer's part, including, without limitation, rights of enforcement, equity or reimbursement, until the lease and all related documents are executed and approved.

The lease will be issued to the proposer whose proposal conforming to the RFP will be most advantageous to the government. The lease will be subject to the provisions set forth in this request and any other regulatory procedures or clauses applicable to the type of agreement utilized.

The government reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.

The substance of the proposal, as approved by the NPS, will be incorporated in the lease. Significant departure from or failure to perform will be grounds, among others, for termination prior to expiration of the term, at no cost to the National Park Service, and other remedies. The lease will contain provisions permitting amendments with the assent of both parties.