



PROSPECTUS

An opportunity for
Outfitting & Guiding
at the
Spencer Glacier Whistle Stop



Offered by:

**USDA FOREST SERVICE
Chugach National Forest**

**Glacier Ranger District
145 Forest Station Road, PO Box 129
Girdwood AK 99587**

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October 26 2015

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I. INTRODUCTION

The Glacier Ranger District, Chugach National Forest (CNF) has identified a need for a variety of commercially provided recreation services that use the Spencer Glacier Whistle Stop as part of the service provided. The activities that are being solicited include non-motorized lake and river float trips and watercraft rentals; glacier hiking and climbing; overnight camping and camping gear rentals; and trail hiking and transportation services. This prospectus is intended for parties interested in providing the described services on a recurring basis. A summary of the offerings in this prospectus is shown in Table 1, page 8.

The objective in permitting these activities on National Forest System lands is to answer a public need to provide opportunities for outfitted and/or guided experiences at the Spencer Glacier Whistle Stop for the public which:

- are high quality
- improve public safety
- increase knowledge and skills of participants related to glaciers, icebergs, and cold water travel
- promote the Leave No Trace land ethic
- meet Forest Service goals of land stewardship and resource protection
- maintain a backcountry setting outside of the Developed Recreation Complex

The Authorized Officer for permits that are issued will be the District Ranger for the Glacier Ranger District. The final decision on the selection of applicants, the number of service days authorized, and whether to allow the same service or use by more than one operator is at the sole discretion of the Authorized Officer. The Forest Service reserves the right to reject any or all applications if they do not best serve the needs of the public.

Any oral statement by any representative of the USDA Forest Service which modifies the conditions of this prospectus is an expression of opinion only, and confers no special rights upon any applicant. Further, if a contradiction exists between this prospectus and the Special Use Permit, the Special Use Permit governs.

The stipulations described in this prospectus are the result of many documents, including:

1. Decision Notice and Finding of No Significant Impact (FONSI) dated October 14, 2015, included as Appendix B.
2. Spencer Whistle Stop Recreation Capacity Study dated February 19, 2015, Appendix C.
3. Whistle Stop Design Narrative, available for review at the Glacier Ranger District (GRD) office in Girdwood.
4. Environmental Impact Statement (EIS) and Record of Decision (ROD) for the Whistle Stop Project, completed in 2006, available for review at the GRD office.
5. Chugach National Forest Revised Land and Resource Management Plan, 2002 (Forest Plan), available for review at the GRD office.

II. DESCRIPTION OF AREA

The

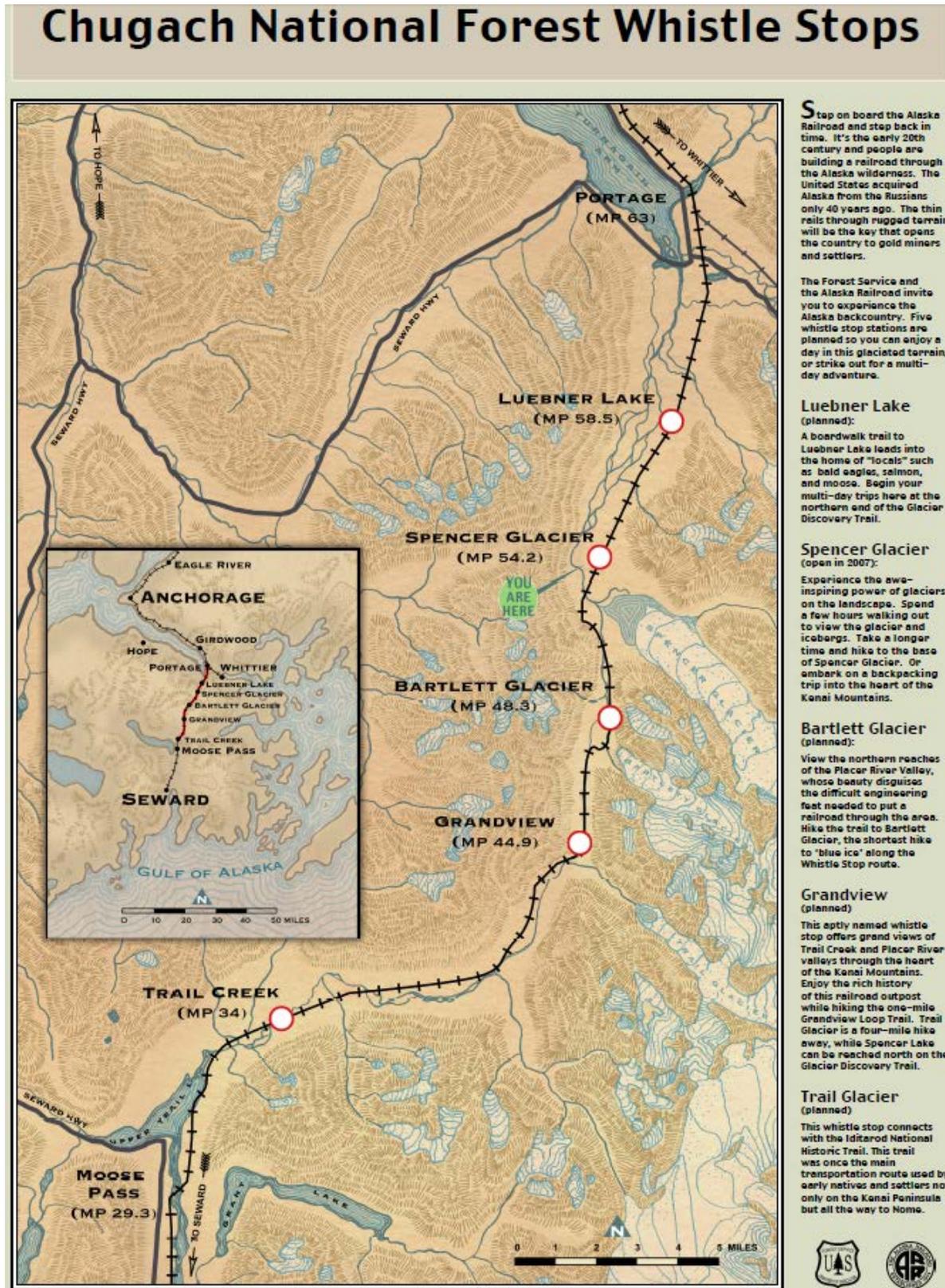


Figure 1: Whistle Stop Overview Map

Whistle Stop Project was developed through a partnership between the CNF and the Alaska Railroad Corporation to:

- 1) Increase backcountry recreation opportunities available to CNF visitors,
- 2) Promote opportunities for visitor information and education, and
- 3) Provide a unique transportation and recreation experience

During snow-free seasons, visitors ride the train from Anchorage, Portage, and Whittier, to the developed “whistle stops”. The project promotes an edge-of-wilderness experience for people, where they can appreciate the beauty of the surrounding landscape and escape the hustle and bustle of modern life, with simple facilities that provide a sense of security and offer basic comfort. The limited development provides people a glimpse of what the Alaska backcountry is all about.

Spencer Glacier Whistle Stop (WS) was the first whistle stop constructed, while Grandview WS opened in 2014. No other WS’s have been developed yet.

The map at right depicts the facilities at the Spencer Glacier WS, and the “Developed Recreation Complex” (area inside of pink dash-dot line, abbreviated DRC). Facilities currently on site include:

- Pavilions and vault toilet at the WS’s train station area
- Placer River footbridge (1 mile from train station)
- Group campsite for up to 25 people (vault toilet, water hand pump, food storage, fire ring, tables; 1.2 miles from train)
- Lake-shore glacier viewing platform (1.5 miles from train station)
- Boat launch area (no developed features, a hand carry launch)
- Dispersed campsites areas
- 7 miles of trail:
 - Spencer Glacier Tr. - 3 miles
 - Spencer Bench Tr. - 3 miles
 - Glacier Discovery Tr. - 1 mile
- Spencer Bench Public Use Cabin

Facilities not available for outfitter and guide use include the group campsite (although use of the vault toilet is acceptable), dispersed campsites, and the Spencer Bench cabin.

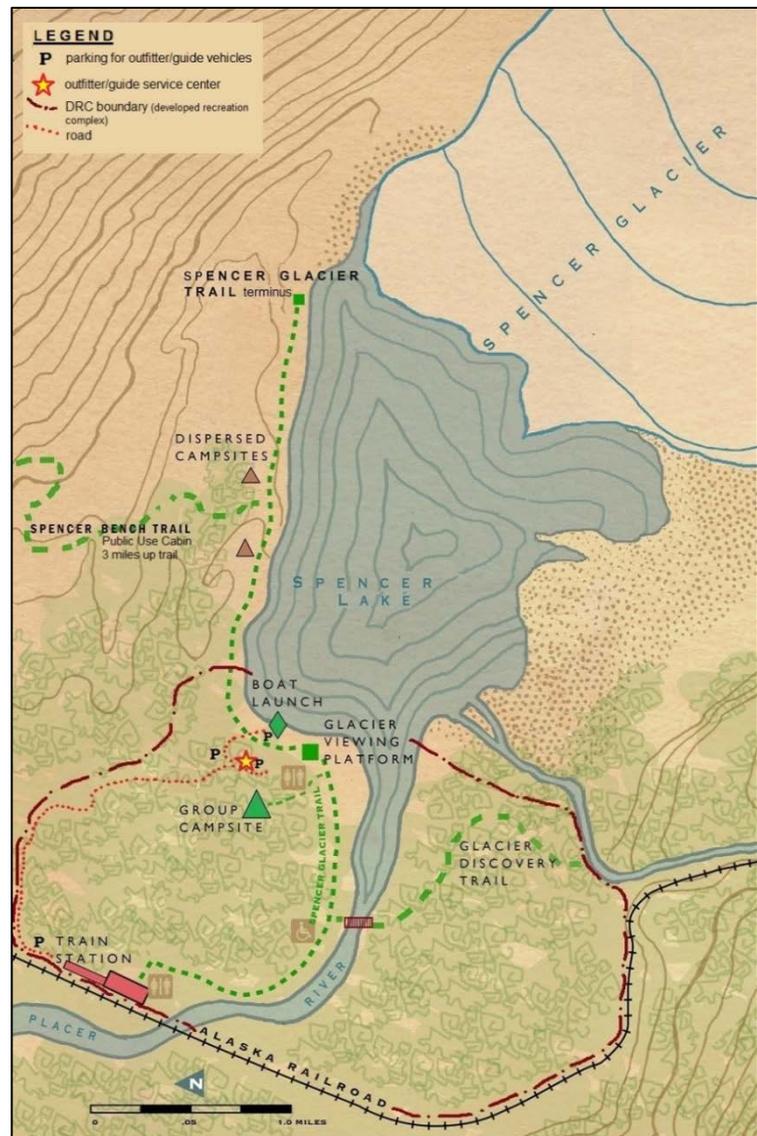


Figure 2: Spencer Glacier Whistle Stop facilities



Figure 3: Train Station facilities



Figure 4: Spencer Glacier and the Viewing Platform

Currently, two commercial operators in the Spencer Glacier WS area provide raft and kayak trips on Spencer Lake and Placer River, canoe trips on Spencer Lake, and glacier hiking and climbing on Spencer Glacier.

Ridership was about 4,000 in 2008, the first full year of WS service. Approximately 9,000 people rode the train to the Spencer area from May to September 2014.

Potential Developments:

- The Alaska Mountain and Wilderness Huts Association is assessing options for providing overnight accommodations.
- Forest Service trail crews, assisted by volunteers and youth crews, will continue constructing trails between Spencer and Grandview.
- A second carry-in boat launch area may be further developed.
- Parking at the train station area will be improved so vehicles are less visible from train.
- Primitive campsite areas for outfitter and guide use will be located on the south side of Spencer Lake on moraines recently de-glaciated and accessible by boat.

III. OFFERING

The services and activities being sought are meant to help people acquire the confidence, skills, equipment, and backcountry ethic to enjoy their public lands without altering the lands by their use. Specifically, at Spencer Glacier, skills and equipment to pursue recreation activities while safe and reasonably comfortable in an often cold and wet environment are critical.

Activities wholly contained within the developed recreation complex (DRC) have no capacity limits. Some activities continue beyond the DRC and have capacity limits. The limits and how they were determined are described in Appendix C, Capacity Study.

A. Needed Services:

- 1) **Hiking** – Hiking skills are relatively easy to master and do not require substantial time to learn. However, the Spencer Glacier WS setting provides some risk, challenge and a potential for solitude; characteristics that are unique and essential to reconnect people to undeveloped nature. *The Forest Service is soliciting*

guided hiking services on trails within and outside of the DRC to provide these value-added services for hikers (such as proper raingear, and pre-trip advice on clothing choices.)

- 2) **Lake Boating** – Spencer Lake, with Spencer Glacier’s face looming about 2 miles east of the boat launch calves icebergs into the lake and provides an exceptional boating experience. Client safety and exposure to glacial ice are experiences a guided boat excursion on Spencer Lake can provide. *The Forest Service is soliciting for limited non-motorized guided boating opportunities, as well as non-motorized watercraft rentals to be provided for the public.*
- 3) **River Boating** – The Placer River offers a unique wild-land setting in a one day excursion. Client safety, comfort and the preservation of wild land character are experiences that guided river boating can provide. *The Forest Service is soliciting for limited non-motorized guided river floats, as well as non-motorized river-ready watercraft rentals to provide these experiences to the public.*
- 4) **Equipment Rentals** – People who venture out to the Spence Glacier WS come from all over the world; those traveling far from home may not have brought out-door gear they are familiar with using because of its bulk or weight. The Alaska Railroad restricts what can be transported on the train, including stove fuel, bear spray and non-inflatable watercraft. These reasons point towards the need to provide equipment rentals for the types of activities the Forest Service is promoting at the Spencer Glacier WS. *The types of equipment the Forest Service is soliciting for rental includes: non-motorized small watercraft such as paddle boards, kayaks, pack rafts, paddle rafts, oar rafts; camping gear such as tents, sleeping pads, bear spray, cooking gear, and gear carts. The Forest Service is also soliciting for sale of items that include kerosene, white gas and firewood.*
- 5) **Camping** – Camping in bear country is a specialized skill that many people are not familiar or comfortable with. Client safety and comfort for an overnight experience in a wild-land setting are experiences that an outfitter and guide camp can provide. *The Forest Service is soliciting for a limited amount of fully-outfitted, primitive camping opportunities for visitors to the Spencer Glacier WS. The Forest Service will identify up to three non-developed camp sites on the south side of Spencer Lake to be used by outfitter and guides. No permanent facilities will be present, except for bear-proof food lockers. All other camp gear must be brought in for each overnight stay.*
- 6) **Glacier hiking and climbing** – Experiencing a glacier first-hand, up close and personal is something not soon to be forgotten. Client safety with the proper specialized equipment and instruction on ice climbing techniques along with solitude on the ice, are experiences that guided hiking and climbing on glaciers accessible from the Spencer Glacier WS can provide. *The Forest Service is soliciting for a limited amount of guides to outfit and guide glacier hiking and climbing trips.*
- 7) **Transportation** – The train station is over a mile away from the Spencer Glacier WS’s prime attraction – a close-up experience with the ice-berg-studded lake and glacier. Some train riders are unable to walk this distance in the limited time allowed by the train schedule. Getting to the end of the 3-mile Spencer Glacier Trail and back to the train station in time for the returning train is nearly impossible for hikers. An overnight stay requires packing food and gear out to one of the camp areas, all of which are over a mile from the train. Rafters prefer to launch at the lake, but moving a 50+ lb. raft and oar frame, paddles, cooler, etc. to the launch site would be a massive undertaking. *These needs have led the Forest Service to solicit for transportation services for the general public from the train to the lake area. This service should provide a safe and fully enclosed vehicle to carry a minimum of 10 passengers and their gear.*

Table 1. Available recreation and related service opportunities; service days, daily limits, party size, and limits by activity. The abbreviation DRC stands for Developed Recreation Complex. A service day is one person on a guided trip on National Forest for any part of a day.

No.	Activity	Maximum O/G Daily Capacity to be Authorized	Total Service Days Available	Notes
1a	Hiking on Spencer Glacier Trail within the DRC	Unlimited parties, no party size limit	Unlimited	
1b	Hiking on trails outside of the DRC	7 parties of up to 30 people	2,100	See Note 1
2	Lake Boating	1 party of up to 100 people, plus 2 parties of up to 30 people	16,000	Low profile boats (no sails), dark upper surfaces, maximum 10 passenger capacity
3	River Boating	1 party of up to 100 people, plus 2 parties of up to 30 people	16,000	Only 1 party of up to 100 will be authorized. See Note 2
4a	Equipment rentals			
4b	Firewood & Fuel Sales			Authorized under a separate vendor permit
5	Camping	3 parties of up to 10 people per party	3,000	South side of lake. Exact locations to be determined
6	Glacier hiking and/or climbing	3 parties up to 30 each	3,000	See Note 1
7	Transportation	unlimited	unlimited	Should be able to carry at a minimum 10 people plus their gear

Note 1: Helicopter access to glaciers and alpine areas is limited to 3 landings total per day. No landings are allowed between 2 PM and 5 PM.

Note 2: Only 1 party of up to 100 will be authorized to launch per day. They will have the option of a Spencer Lake tour or Placer River float or both. As train capacity is increased beyond the existing afternoon Glacier Discovery train, the second larger size activity would be available to authorize.

B. Allocation of Use: Permits for commercial outfitter and guide services will be competitively awarded in the following manner.

1. The Forest Service will be issuing permits only to those applicants that successfully demonstrate their abilities in this business opportunity.
2. Each applicant must apply for no less than 20 service days and may apply for the maximum available allocation, but applicants are encouraged to apply for only the use they would realistically use.
3. The number of successful applicants will be based upon the overall qualifications of the applicants as

ranked according to the evaluation criteria found in Section VII.

IV GENERAL INFORMATION

- A. Other Land Owners/Managers:** This prospectus is soliciting for services on National Forest System lands at the Spencer Glacier WS. Use of private or other lands (including adjacent railroad land) cannot be authorized through this prospectus. Since the Alaska Railroad provides the only land based transportation to the site, applicants must submit proof of permission or agreement from the Alaska Railroad if they intend to use the train as part of their service. If applicants plan to use other lands as part of their proposed operation, they must submit proof of permission from the landowner to use or cross those lands.
- B. Transportation:** Vehicles utilized to transport clients to their activity location and for a shuttle service should be able to carry at a minimum 10 people plus their gear. Activities that utilize helicopters for transportation to glaciers and alpine areas are restricted to a total of three landings per day. No landings may occur between 2 PM and 5 PM and no landings are allowed within the DRC.
- C. Base Camps:** The Forest Service anticipates allowing one base camp area for each selected outfitter and guide. The base camps will be accessible by vehicles and can include temporary storage structures. Each selected outfitter and guide will choose a base camp location in one of two approved areas. No overnight camping will be authorized.

The type of storage structure depends on whether or not the structure will be used or seen by the general public. All such structures will use dark materials to minimize their visibility. Temporary structures not in plain view can be modern aluminum-framed portable structures, while those in plain view shall look and feel like historic wall-tents, although modern wall tents will be allowed.

- D. Cost Recovery:** Applications are subject to Cost Recovery pursuant to 36 CFR251.58(c)(1)(ii) and (c)(3)(iii) and will be collected through an application fee. The application fee will cover a portion of Forest Service costs of preparing, issuing, and evaluating the applications. Everyone who submits a proposal during the solicitation process agrees to participate in a Cost Recovery Agreement. The fee is listed in Section IX, *Submitting the Proposal*.

A Cost Recovery Agreement is mandatory for all administrative work that involves 50 or more hours to complete. The cost to process an application includes labor and operating costs and any additional environmental analysis costs or site specific studies associated with their operation that leads to a special use permit. The Authorized officer will notify successful applicants of Cost Recovery fees in writing.

- E. Special Populations:** In recognition of the desire by the Forest Service to serve the needs of special populations, proposals specifically designed to meet the needs of these populations are encouraged. Special populations include, but are not limited to, persons with physical or mental disabilities, disadvantaged youth, and/or the elderly. However, no service can exclude anyone as per civil rights laws.
- F. Human Waste:** The vault toilets, located at the train station and near the group campsite, are available for use by outfitter and guides and their clients. It will be the responsibility of the selected applicants to provide their clients with portable facilities or other methods for containing human waste and to remove the waste off site for proper disposal. This is particularly applicable for overnight camping activities.
- G. Food Service and Storage:** Food, such as sandwiches, snacks or cooked meals, may be provided to clients as part of an authorized guided activity. However, all food must be packed in and packed out daily. No food

may be left unattended or stored overnight. The exception would be when overnight camping and food is stored in bear proof containers.

V. SELECTION OF SUCCESSFUL APPLICANTS

A. Evaluation and Selection of Applicants: Proposals will be evaluated and rated by a panel of Forest Service employees who are knowledgeable in the fields of recreation and outfitter and guide management. Anyone directly involved in the administration of the program will be ineligible to serve as a panel member, to ensure neutral evaluation of applications.

After all proposals have been rated, the panel will recommend to the Authorized Officer those proposals that the panel feels are best qualified to be awarded a permit. The Authorized Officer has final selection authority to accept or reject the recommendations of the panel.

B. Notification and Appeal: Selection of successful applicants is anticipated by February 19, 2016. After the selection has been approved by the Authorized Officer, all applicants will be notified of the successful applicants via certified U.S. mail.

The selection of the successful applicant(s) is appealable under 36 CFR 214.4(c)(2). An appellant must file a notice of appeal within 45 days of the date on the notice of written decision of selection. If the decision is appealed, permits will not be issued until the appeal has been resolved.

It is anticipated that permits will be issued in time for the 2016 operating season.

C. Post Selection : Once an applicant has been selected, the following information must be submitted and approved by the Forest Service prior to issuance of a special use permit:

- 1) A final operating safety plan containing all the items included in the proposed operating plan submitted in response to the prospectus.
- 2) Documentation of required liability insurance.
- 3) All required state licenses, as applicable.

The permit holder will be required to submit all these items within 30 days of the date of the selection letter. If these requirements are not met within the 30-day period, a special use permit will not be issued. The applicant who receives the next-highest rating may then be selected for the special use permit, subject to the same requirements. Seasonal employees' CPR, first aid and other certifications can be provided prior to the start of operations.

VI. PERMIT REQUIREMENTS

The selected applicant(s) will be subject to the following conditions of Forest Service special use permits:

A. Issuance of Permits: Each selected applicant will be issued a priority permit for two years. If during this period the holder demonstrates successful performance, the permit will be extended for an additional eight years. Permits will be eligible for reissuance for subsequent 10-year terms provided the holder maintains

acceptable performance. The prospectus and bid submitted by a successful applicant will become a part of the special use permit.

B. Fees: The annual fee for an outfitter and guide permit is determined by a fee schedule in the Alaska Region (see Appendix F). The current minimum fee (for 2015) is \$107.93 and is non-refundable. A fee will also be charged for the occupancy of National Forest System sites assigned to the holder, for example, for each base camp. No refunds or credits will be given for authorized but unused assigned sites. The current assigned site fee is \$210. Fees for equipment rentals are also determined by the Alaska Region fee schedule. The fee for the sale of fuel and firewood is based on a percentage, currently 3%, of gross revenue. The prices established by the permit holder for the services they provide are subject to Forest Service approval.

C. Actual Use Reports: The permit holder will furnish the Glacier Ranger District with the following information for each trip: date, activity, location, number of clients, and number of guides. The Forest Service will provide permit holders with copies of the Actual Use Report that will be used for reporting the requested information.

Actual Use Reports must be submitted within 30 days of completion of the holder’s approved operating season. The report must be certified (signed) by the holder as complete and accurate. Failure to submit timely use reports may lead to an unacceptable performance evaluation and may be cause for revocation of the permit.

D. Insurance Requirements: Insurance coverage for commercial activities shall be Comprehensive General Liability. Holders must name the U.S. as “additional insured.”

Table 2. Minimum Insurance Requirements by policy type and type of special use.

MINIMUM COVERAGE AMOUNTS FOR LIABILITY INSURANCE			
FSM/FSH Cite	Type of Special Use	Minimum Coverage Amount (in thousands of dollars)	
2721.53 2709.11	Outfitting and Guiding	SPLIT LIMIT POLICY (property/injury or death of one/injury or death of multiples)	COMBINED POLICY
	Day Hiking	25/300/300	300
	Rafting and Boating, Class I-III	25/500/500	500
	Equipment Rentals	25/100/300	300
	Camping	25/300/300	300
	Transportation	25/500/500	500

E. Inspections and Performance Evaluations: Permit holders will receive periodic performance ratings and site inspections. Non-compliance with permit requirements may result in a probationary rating, revocation action or termination action. The evaluation system that the Chugach National Forest uses can be found in Appendix D.

F. Advertising: Permit holders must submit brochures or rate cards that display current rates and services offered. Any print, online, or other advertisement must include language that states that the outfitting and

guiding services are being offered on the Chugach National Forest and are authorized under a Special Use Permit.

- G. Record Keeping:** All original records of use by date, activity, location, fee charged, number and name of clients must be retained and readily available for inspection for five years.
- H. Non-Discrimination:** A holder of a special use permit from the Forest Service who provides services to the public must provide equal opportunity for all people to participate. The permit holder is responsible for ensuring nondiscrimination in the delivery of their services to the public on bases covered by Federal law (race, color, national origin, religion, sex, gender identity [including gender expression], sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity). As a public service provider the permit holder's responsibilities for complying with Federal Civil Rights laws include, but are not limited to, signing a special use permit, which certifies compliance with Civil Rights laws. If there is a contract for ancillary services, you must obtain a signed assurance from that provider. The holder will be required to display posters setting forth this policy of nondiscrimination (provided by the Forest Service) at the public entrance to the premises, and at other locations as directed by the Forest Service. Print and online advertisements must identify the holder as an equal opportunity provider and employer. The holder will be required to participate in periodic reviews of their programs and activities to ensure that they comply with Civil Rights laws.
- I. Outfitter and Guide Policy:** The Special Use Permit(s) will be administered in accordance with Forest Service policy. Permit holders and their employees are expected to understand the terms and conditions under which they operate. See Appendix E for an example of a priority use permit.

VII. EVALUATION CRITERIA

The evaluation criteria are listed below. The information is not all-inclusive. Add any information that is pertinent to the evaluation criteria. Please be thorough in addressing each criterion:

- A. Description of Activities and Services Offered to the Public.** Provide information regarding the services you will provide.
- 1) Activities and services requested (from Table 1 - Available Recreation and Related Service Opportunities).
 - 2) Total number of service days per activity requested, maximum party size requested, and consistency with capacity limitations as described in Table 1
 - 3) Description of mode of transportation and/or vehicle(s) used to transport clients to base camp, campsite or location of guided activity. Include vehicle capacity, color and maintenance standards.
 - 4) Description of water craft to be used, including capacity, color, and maintenance standards. Include description of boat launch site.
 - 5) Location and description of base camp, including type and color of structures and any other items proposed.
 - 6) Description of equipment or gear to be used by clients.

7) Describe how all proposed facilities, water craft, and vehicles, etc., are consistent with the setting and history of the area.

B. Experience. Application will be evaluated on the experience and qualifications of the applicant (and their staff) relative to the services and activities they propose to provide. For example, National Outdoor Leadership training certificate, years and description of previous experience as an outfitter and/or guide, etc. Describe how operations will be managed to adapt to the unique conditions that are associated with the Spencer Glacier WS area. For example, train schedules, inclement weather, winds, wildlife issues, dynamics of glacier operations, etc.

C. Financial Capability. The financial capability of the proponent to operate and maintain an outfitting and guiding business and the demonstrated ability for the business to be successful. Applicant must provide a balance sheet or financial records for the past three years, and the business projections for the next three to five years.

D. Operating and Safety Plan. How safety is provided for and what kinds of emergency and evacuation procedures will be implemented; including the type of communications that will be used. Describe how safety is provided for when conducting activities in bear country, cold water, near falling ice, and in extreme weather conditions. Provide information on safety and/or first aid training of the applicant and staff.

E. Type and Quality of Customer Service. Applications will be evaluated on the kind and quality of the service proposed in terms of meeting public need.

- 1) Teaching skills to make people more comfortable and therefore more connected with nature.
- 2) Helping people acquire the confidence and skills to use specialized equipment.
- 3) Helping impart a backcountry ethic to clients so they learn how they can enjoy their public lands without altering the landscape.
- 4) Demonstrating the ability to provide a quality client experience (i.e., the type of operation, type of equipment, and how guests will be cared for.)
- 5) Meeting the mission of the Forest Service which is "Sustain the health, diversity, and productivity of the Nation's forests and grasslands to meet the needs of present and future generations."
- 6) Providing services to special populations. Special populations include, but are not limited to, persons with physical or mental challenges, disadvantaged youth, and/or the elderly. Note: proposals specifically designed to meet the needs of these populations are encouraged.

VIII. EVALUATING THE PROPOSALS

Applications will be evaluated using a non-weighted method. The following are the qualitative factors for each criterion:

- **BLUE (Exceeds)** - The proposal is very comprehensive, in-depth, clear and uniformly outstanding in quality. Consistently high quality performance can be expected. The proposal, as written, exceeds requirements and demonstrates an exceptional understanding of goals and objectives of the prospectus. One or more major strengths exist. No significant weaknesses exist.

- **GREEN** (Acceptable) - The proposal meets all minimum requirements and generally is of high quality. Proposal demonstrates an acceptable understanding of goals and objectives of the prospectus. There may be both strengths and weaknesses, but the strengths outweigh the weaknesses. Deficiencies are minor and easily corrected. Proposal is acceptable as written. Satisfactory performance can be expected.
- **YELLOW** (Marginal) - The proposal fails to meet minimum requirements. Proposal demonstrates a fair understanding of the goals and objectives of the prospectus. Weaknesses outweigh any strengths that exist. Weaknesses will be difficult to correct and would require negotiations.
- **RED** (Unacceptable) - The proposal fails to meet minimum requirements. Proposal fails to demonstrate an understanding of the goals and objectives of the acquisition. The proposal has one or more significant weaknesses that will be very difficult or impossible to correct. Major proposal revision(s) are required for minimum acceptability.

The Forest Service will consider only the applicant's written application package and any past performance information obtained by the Forest Service. During the evaluation process, the evaluation panel may contact any references, including all federal, state, and local entities that have had a business relationship with the applicant. The evaluation panel may also consider past performance information from other sources. The submission of false information will negatively affect the applicant's rating.

The evaluation panel will make a recommendation to the Authorized Officer those applicants that the panel feels are qualified to be awarded a permit. The Authorized Officer will make the selection decision. All applicants will be notified of the selected applicants via certified mail.

IX. SUBMITTING THE PROPOSAL

A. Submittal Directions:

- 1) Applications for a recreation special use permit to provide outfitting and guiding services and vendor services will be accepted by mailing **three (3)** copies of the completed proposal and **one (1)** thumb drive (with a copy of the proposal saved to it) to:

**Glacier Ranger District
Chugach National Forest
ATTN: OUTFITTER/GUIDE APPLICATION ENCLOSED
P.O. Box 129
Girdwood AK 99587**

Applicants hand delivering the application or submitting the application via FedEx or UPS may use the physical address of:

**Glacier Ranger District
145 Forest Station Road
Girdwood, AK 99587**

- 2) Applications will be accepted until Close of Business (COB), on **December 15, 2015**. Material submitted with the application will not be returned unless specifically requested. Applicants should make a copy of their applications for their own records.
- 3) Incomplete applications could adversely affect your chances for selection and may be excluded from consideration. Applications submitted after COB, **December 15, 2015** will not be considered.

- 4) Payment of **\$100.00** is due upon submission of an application. Payment must be paid in the form of a bank draft, money order, or cashier's check payable to the USDA-Forest Service to cover a portion of the costs of preparing, issuing, and evaluating the prospectus. Payments will be credited on the date received by the designated Forest Service collection officer.

B. Required Information for the Application: To be considered, each applicant must submit the information requested below. Be thorough in describing your personal and/or company history and background. You may include any additional information you feel is pertinent to the evaluation criteria.

- 1) A completed Special Use Application, SF 299. (Appendix G-1).
- 2) A completed outfitter and guide Proposed Operating and Safety Plan. You may use, but are not required to use, the Chugach National Forest Operating and Safety Plan template (Appendix G-2).
- 3) Detailed topographic map(s) showing preferred base camp locations and parking areas, (see Appendices A-1 and A-2 for location options) and any non-federal lands needed in the proposal.
- 4) A balance sheet or financial records for the past three years, and the business projections for the next three to five years.
- 5) A minimum of two personal and two business references is recommended. **Do not submit client testimonials or letters.**
- 6) If the proposed operation includes the use of any land other than Chugach National Forest Lands, the applicant must submit written permission from the landowner to use these lands as part of the operation. Include landowner's contact information in permission document.

To avoid unnecessary expense for the applicant, insurance policies, brochures, etc., should not be obtained until after an award has been made.

X. Glossary

Primitive camping: No permanent facilities except bear-proof lockers are present, all other camp gear must be brought in for each overnight stay. Fire rings need to be dismantled and cleaned out at end of each use season.

Service Day: An allocation of use constituting a day or any part of a day on National Forest System lands for which an outfitter or guide provides services to a client. For a day trip, the number of service days is the same as the total number of clients.