

*United States Department of Agriculture
Forest Service*

*Tongass National Forest
Juneau Ranger District*



2015 Prospectus for Outfitter, Guide & Transport Services

Mendenhall Glacier Recreation Area

July, 2015

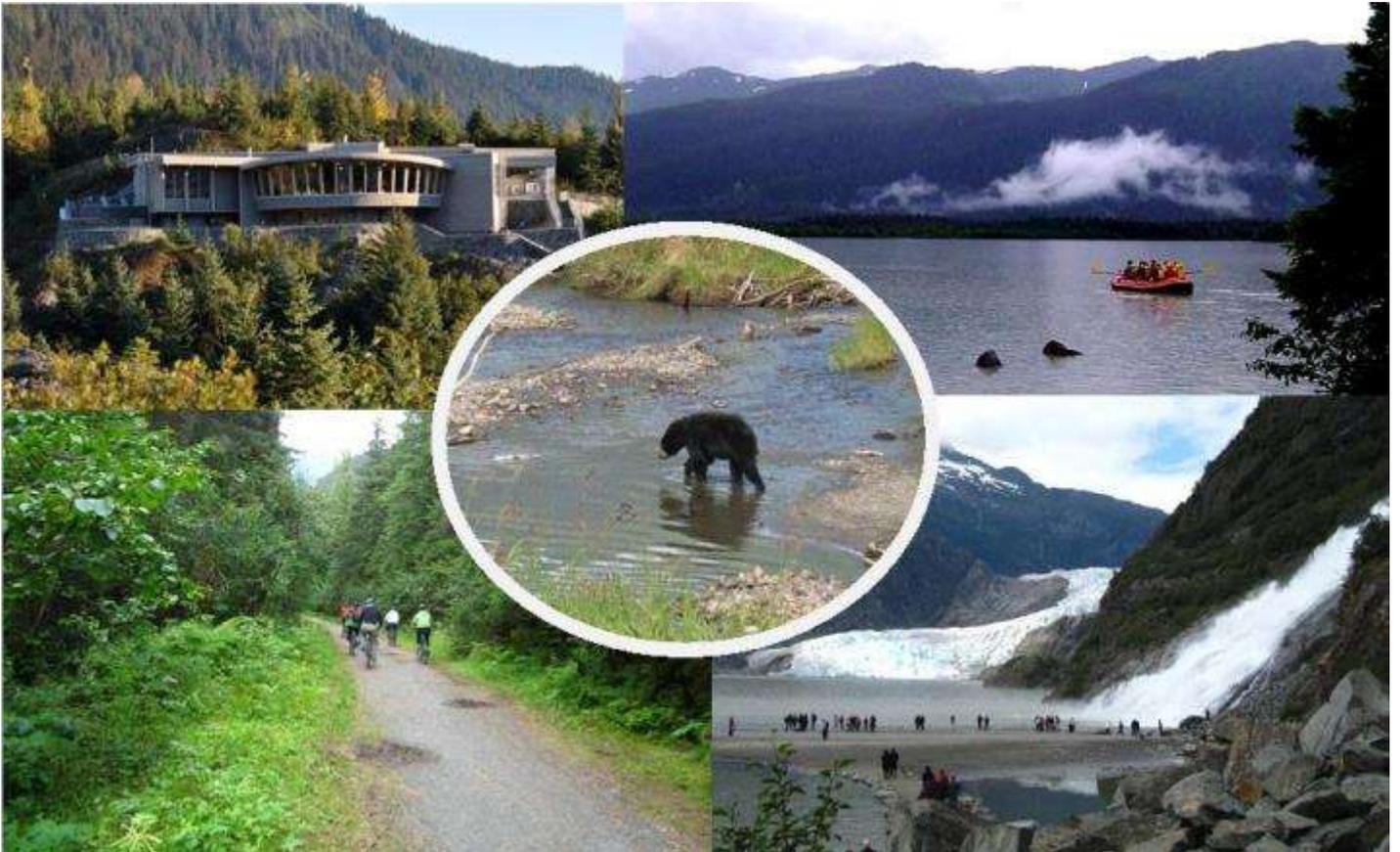


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Section 1 - Introduction

This prospectus is being issued by the Forest Service to invite proposals from interested tourism businesses to provide commercial recreation services to the visiting public. The goal is to select tourism businesses best suited to provide visitors with a safe, satisfying recreation experience, while minimizing impacts to resources.

The competitive process results in the division of service days amongst tourism businesses. Each service day represents a client participating in an activity, such as hiking, kayaking, or riding a bus.

The 2014 ***Mendenhall Glacier Recreation Area Management Plan Revision for Commercial Guide, Outfitter and Transport Services Environmental Assessment*** (hereafter 2014 MGRA Management Plan Revision) describes the overall capacity for recreation use for the Mendenhall Glacier Recreation Area. The final decision on the 2014 MGRA Management Plan Revision set the number of commercial services days allowable per MGRA subunit. This prospectus is a means to divide the pie (of available commercial service days) into slices, by activity type.

The Authorized Officer for this process and the decision is the Juneau District Ranger.

Proponents are advised to read this package carefully, including the sample permit in Appendix C, and discuss with agency contacts if questions arise. While this document contains descriptive information regarding the area and opportunity, proponents are responsible for making their own determination of economic feasibility, assessment of business opportunity, and fact-checking. Forest Service estimates of costs, expected use, conditions, or other business factors are only of a general nature. It is the bidders' responsibility to make their own estimates the basis of their proposals.

Each proponent must provide a complete bid package. Bids are evaluated based upon responses to selection criteria set to meet certain objectives. See *Appendix A- Bid Package*, which contains all forms, templates, and criteria you will need to prepare your bid package.

Question about this prospectus should be directed to Jennifer Berger or Jessica Schalkowski at the Juneau Ranger District office. Visit us between 8:00 am and 4:30 pm Monday through Friday. Our physical location and mailing address is 8510 Mendenhall Loop Road, Juneau, Alaska 99801. Our phone number is 907-586-8800. Email jberger@fs.fed.us or jlschalkowski@fs.fed.us .

A. Definitions

The following terms and definitions will be helpful in reviewing the information presenting in this prospectus.

Authorized Officer – Line Officer responsible for signing a permit. This is the Juneau District Ranger.

Guiding – Providing services or assistance (such as supervision, protection, education, training, packing, touring, subsistence, transporting people, or interpretation) for profit or gain to individuals or groups on National Forest System lands. The term "guide" includes the permit holder's employees and agents.

Outfitting – Renting on or delivering to National Forest System lands for profit or gain any vehicle, boat, camping gear, or similar supplies or equipment. The term "outfitter" includes the permit holder's employees and agents.

Permit Holder – An applicant who has received a special use authorization to conduct outfitting, guiding, or transporting activities.

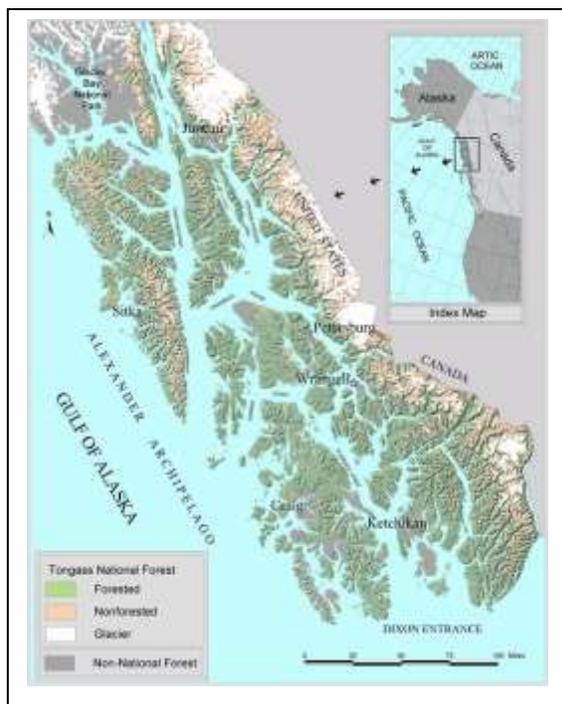
Priority Use – Forest Service directives allow for authorization of use for up to 10 years, based on the holder's past use and performance and applicable program or project decisions. **Regarding this prospectus, successful bidders will be issued special use permits for up to 5 years.** See *Section 3 – Part B. Post Section* for more information. Renewal is at the sole discretion of the authorized officer.

Service Day – An allocation of use constituting a day or any part of a day on National Forest System lands for which a transporter, outfitter or guide provides services to an individual client.

Special Use Permit/Special Use Authorization – These terms are used interchangeably for the authorization to conduct commercial activities on National Forest System lands. A Special Use Authorization is not a contract. It is permissive in nature and is not saleable, transferable or assignable in whole or in part. Special Use Authorizations are enforceable under 36 CFR 261.1. See Appendix C – Sample Special Use Permit FS-2700-4i.

Transporting - Delivering people to National Forest System lands for profit or gain using any vehicle – taxi, bus, van, car, truck, plane, boat, etc. The term "transporter" includes the permit holder's employees and agents.

B. Area Description



Tongass National Forest

At 15.9 million acres, the Tongass National Forest (TNF) is the largest National Forest in the United States. This temperate rainforest is filled with islands, salmon streams, and towering mountains that sweep down into thick old-growth forest.

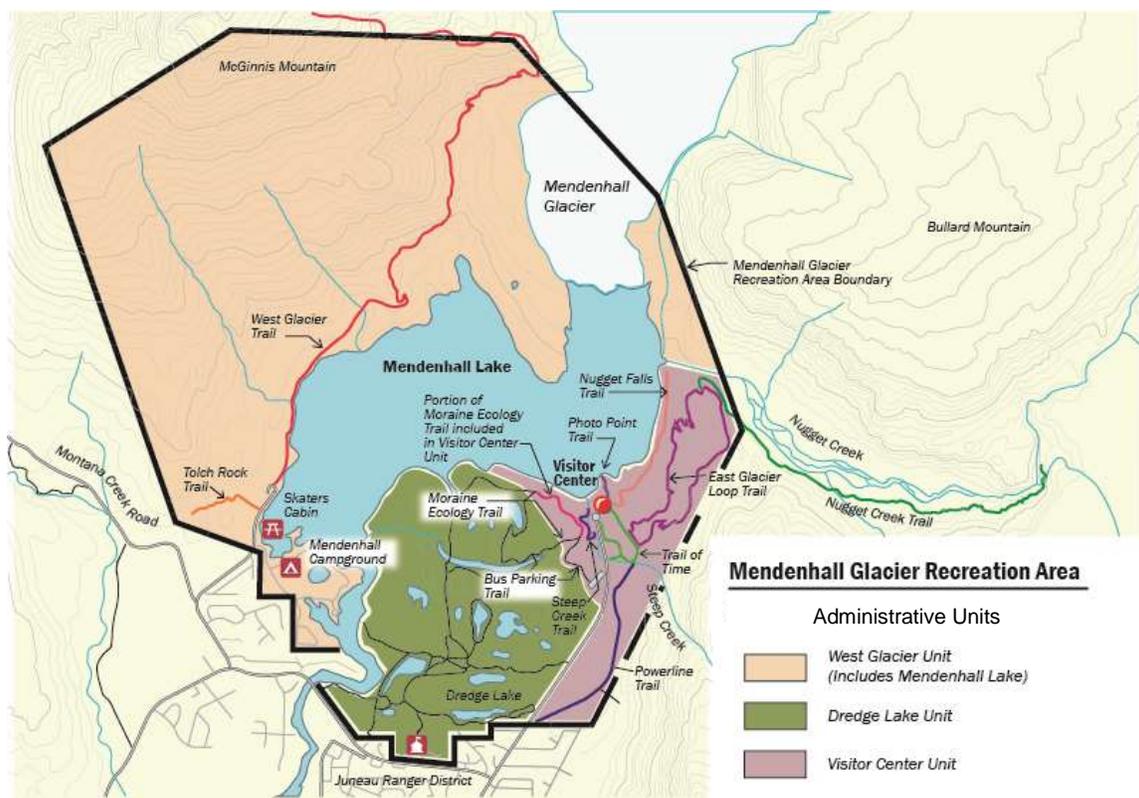
Subsistence resources, recreation activities, and various forest products are associated with the TNF. These amenities form an important part of the quality of life for many residents of Southeast Alaska.

With little private land in the region to provide these resources, TNF resources are extremely important for local communities and the overall regional economy.

Mendenhall Glacier Recreation Area

The Mendenhall Glacier Recreation Area (MGRA) is a Special Interest Area within the TNF. The area has been popular with local and out-of-town visitors since the 1920s, but was formally established and set aside for public recreation use in 1947. The MGRA is unique in that it is located adjacent to the urban development of Alaska's capital city, Juneau. High levels of commercial tourism (relative to other forest locations) are based primarily on the cruise ship industry.

The MGRA is one of the most popular attractions for visitors to Juneau. Many opt for a commercial tour or transport. Others utilize the city bus or ride with local family and friends. The largest concentrations of visitors to MGRA arrive between May 1 and September 30 each year. Visitation during that time has increased significantly from 200,000 in 1999 to over 400,000 in 2014.



The Mendenhall Glacier Visitor Center (MGVC) sits within the MGRA and provides a panoramic view of Mendenhall Glacier, educational exhibits and a film overviewing the region. The center also includes a gift shop and restroom facilities. Near the first parking lot are additional restrooms, informational kiosk, covered pavilion and bus shelter. A variety of hiking trails traverse the MGRA.

Commercial services at MGRA include guided excursions on trails, the river, and the lake; outfitter services such as rental of kayaks delivered to the lake shore; and transport services such as taxis, vans, and buses. Commercial services allow the MGRA to accommodate a high level of tourism during peak periods by using mass transportation which can reduce traffic and parking demand, by providing guided

tours that can disperse visitors onto various trails and other areas, and by providing interpretive services to educate and inform visitors about the physical and biological characteristics of the area.

Weather in the area is generally fair May through September, averaging approximately 60 degrees Fahrenheit, and typical of temperate rainforest, is often rainy or windy. Weather factors can limit visitors’ ability to access specific locations within the MGRA if conditions persist or change rapidly.

Activities that take place on the lake or river have additional risks from changing wind conditions and cold waters. Mendenhall Glacier empties into Mendenhall Lake where glacial calving sends ice bergs afloat, which sometimes roll over without warning.

Glacier ice caves in the area receive substantial publicity. Ice caves that appear along the edges of the Mendenhall Glacier are constantly changing and challenging to access. Any travel to or on the glacier requires allowing for an adequate time and proper safety equipment.

The MGRA is black bear habitat. Guides and their clientele must use practices that will enhance the safety of both themselves and black bears. This includes:

- Keeping all foods and flavored beverages inside vehicles.
- Maintaining a high awareness of bear behavior.
- Understanding and practicing techniques to minimize surprises to bears.
- Applying appropriate techniques in order to avoid provoking a bear.

Table 1: MGRA References

Reference	Website
Mendenhall Glacier Recreation Area	http://www.fs.usda.gov/detail/tongass/about-forest/offices/?cid=stelprdb5400800
Mendenhall Glacier Recreation Area Planning Page Contains <ul style="list-style-type: none"> • 1996 MGRA Management Plan • 2014 MGRA Management Plan Revision & Capacity Analysis • 2015 Finding of No Significant Impact 	http://www.fs.fed.us/nepa/nepa_project_exp.php?project=37050

Section 2 – Offering

This offering will provide successful bidders the opportunity and authorization to provide outfitting, guiding and transport services to the Mendenhall Glacier Recreation Area. This prospectus addresses the peak season of May 15th through September 15th along with the shoulder season of May 1st – May 15th and September 15th – September 30th. The MGRA recreation capacity limit (including non-commercial and commercial uses) and commercial allocation limits were analyzed and established in the 2014 MGRA Carrying Capacity document and 2014 MGRA Management Plan Revision. No commercial facilities, developments or concessions are being authorized during this prospectus.

Prospective bidders must summarize the service day amounts and locations being requested by completing the Bid Package Cover Sheet. Further explain tour offerings/proposals through submission of a Proposed Operating Plan and other applicable bid package documents. **See Appendix A - Bid Package, which contains all forms, templates, and criteria you will need to prepare your bid package.**

The furnishing of public services at reasonable rates is a major objective of this prospectus. The Forest Service shall not allow excessive prices.

NOTE FOR COMPANIES CURRENTLY PERMITTED TO OPERATE IN THE MENDENHALL GLACIER

RECREATION AREA: There are companies that have permits currently valid to 2019 or longer. These permits and authorized service days remain valid for those businesses and are not available in this prospectus pool of service days. **If a company wants additional service days over what is currently authorized on their permit, they can apply for additional days as part of this prospectus offering.** If they compete successfully, those service days will be added to the existing permit through a permit amendment.

PERMIT CLOSURES: Should a holder of a permit cease operations or if the permit is terminated or revoked for any reason, other existing holders will be eligible to apply for additional service days in proportion to the original award for the remainder of the prospectus term. For example, an operator who receives 10% of the initial total allocation would be eligible for 10% of service days returned. Holders who receive less than 1% initially would be eligible for 1%. Any remaining days would become part of a temporary use pool. This reallocation is at the sole discretion of the authorized officer.

Part A. Outfitting and Guiding Opportunity

Outfitting and guiding opportunities are available for each of the MGRA subunit locations listed in Table 2 below. We will consider proposals for activities including road-based nature tours, interpretation and education, hiking, biking, wildlife and glacier-viewing, or paddle-craft activities. All opportunities are day use (no overnight uses will be considered).

Note:

- **Accompanying clients away from vehicles is considered guiding and should be applied for through this category of use.**
- **Proposals for trips that access multiple subunit locations – Due to established location capacities, if a proposed tour offering uses multiple subunits (ex. the lake AND a trail) you'll need to apply for service days at both locations.**
- **** The Mendenhall Glacier Recreation Area has an identified peak season of May 15th through September 15th and a shoulder season of May 1st – May 15th and September 15th – September 30th. You are required to identify your estimated service day amounts for peak season vs. shoulder season in an operating plan. Note that service days are not interchangeable between peak and shoulder seasons so calculate your service day estimates carefully.**

WEST GLACIER UNIT:

MENDENHALL LAKE –This prospectus authorizes up to 15,672 service days for outfitting visitors or guiding clients in water-based activities on Mendenhall Lake and is currently limited to paddle-craft activities only.

- Commercial boats on Mendenhall Lake will be limited to a maximum of 20 people including guides, consistent with the lake’s Recreation Opportunity Spectrum designation.
- Commercial use is NOT allowed at Skater’s Cabin, Mendenhall Lake Campground or beaches near these areas.
- All commercial uses on the lake surface must comply with restrictions near gull colonies and tern nesting areas.
 - All boats will be required to stay at least 250 meters from marked nesting areas during the nesting period.
 - If disturbance is noted by Forest Service staff, special use permit conditions may be modified to require increased buffer areas or other conditions.
 - Landings on the exposed gravel beach within 250 meters of the nesting areas identified annually by Forest Service staff will be restricted during the nesting period noted above.
- Lake tours can be no closer than 100 yards from the face of the glacier due to safety distances established for overall public use.
- Commercial boat tours are required to launch from existing hardened shoreline areas. No new infrastructure for launching boats is authorized.
- Commercial boats on Mendenhall Lake will be required to meet all relevant U.S. Coast Guard regulations for commercial boat operations, as applicable.
- Boats that have been used on other waterbodies should be thoroughly cleaned prior to use on Mendenhall Lake to prevent the potential spread of invasive species.

TOLCH ROCK, WEST GLACIER TRAIL, WEST GLACIER UNIT GENERAL FOREST LANDS –3,672 service days will be authorized for guiding on Tolch Rock Trail, 7,299 service days will be authorized for guiding on West Glacier Trail and 7,069 service days are available for guiding within the remaining West Glacier Unit General Forest Lands (lands not specifically named above such as the rock peninsula, other shoreline areas or routes/developments later identified).

- Bike tours are prohibited on Tolch Rock or West Glacier Trails.

VISITOR CENTER UNIT:

Table 2 lists the number of service days available on designated Visitor Center Unit trails: STEEP CREEK, MORaine ECOLOGY, TRAIL OF TIME, EAST GLACIER, NUGGET FALLS and POWERLINE TRAIL.

- Due to narrow trail width and confined beach area, group size on Moraine Ecology Trail is limited to 12 people.
- Commercial use of the Dredge Lakes area remains prohibited.
- Guides may be required to use the outer tour bus parking area in the Visitor Center Unit for staging and parking to reduce congestion in the areas closer to the Visitor Center building.
- Bike tours are only allowed on Glacier Spur Rd. and Powerline Trail.

Part B. Transporting Opportunity

Visitors often seek commercial transportation services to access the Mendenhall Glacier Visitor Center from locations around town (ex. airport, ferry or cruise-ship dock). We will consider proposals for transport services to the Visitor Center Subunit of MGRA – this service consists of point-to-point transport only. **This does not authorize drivers to leave transport vehicles to accompany (guide) clients about the Visitor Center Subunit. Those wishing to guide clients are advised to respond to the criteria for Outfitting and Guiding and explain your operation fully in the operating plan.** In this prospectus there are 156,809 service days available for transporting and/or guiding in the general Visitor Center subunit.

Following is a summary of the available service days:

Table 2: Offering Summary

MGRA Subunit	Service Type	Commercial Service Day Allocation Total	Service Days Issued under currently valid permits	Service Days Available in this prospectus
VISITOR CENTER UNIT				
Visitor Center	Transporting and/or Outfitting/Guiding	408,344	251,535	156,809
Powerline Trail	Outfitting/Guiding	11,016	5,600	5,416
Steep Creek Trail	Outfitting/Guiding	3,060	0	3,060
Moraine Ecology Trail	Outfitting/Guiding	18,360	0	18,360
Trail of Time	Outfitting/Guiding	11,016	0	11,016
East Glacier Trail	Outfitting/Guiding	7,344	45	7,299
Nugget Falls Trail	Outfitting/Guiding	3,060	0	3,060
WEST GLACIER UNIT				
West Glacier Unit General Forest Area (not specific to lake, river or trails named below)	Outfitting/Guiding	7,744	675	7,069
Mendenhall River	Outfitting/Guiding	15,000	15,000	0
Mendenhall Lake	Outfitting/Guiding	16,240	568	15,672
West Glacier Trail	Outfitting/Guiding	7,344	45	7,299
Tolch Rock Trail	Outfitting/Guiding	3,672	0	3,672

Part C. Fees

There are 4 costs bidders may incur as a result of applying to this prospectus:

1. **Cost Recovery Fee** – This is a fee charged per service day requested in this prospectus. The Forest Service is required to assess cost recovery fees to recover the agency’s processing costs for special use applications, subject to requirements and limitations described in 36 CFR 251.58.

At the completion of the solicitation period, the estimated total prospectus cost of \$33,152 will be divided by the total number of days applied for to determine the fee per service day. You will be required to sign a cost recovery agreement (Appendix D: Sample Category 6 Major Cost Recovery Agreement) and will be issued a bill in the amount of the fee per service day multiplied by the number of service days for which you have applied. The minimum cost recovery processing fee is \$100.

Your bill must be paid within 30 days of bill issuance for your bid to be considered as an application to be evaluated for award of service days.

2. **Service Day Fee** – This is the permit “flat fee” required for providing outfitting, guiding, or transporter services within the MGRA. If you are awarded service days through this prospectus, you will be required to pay this fee prior to use each season. A refund or credit will be given for service days not utilized during the operating season. Per Forest Service Handbook 2709.11, R-10 Supplement 2709.11-2014-1, the fee for 2015 is:
 - a. \$5.40 per service day for outfitting or guiding,
 - b. \$1.63 per service day for transporting to Visitor Centers,
 - c. In 2015, the minimum annual fee for occupancy is \$107.93. The annual minimum occupancy fee is required and is not refundable, but will be credited against the total calculated annual fee.

An index is applied to the flat fee, which may result in increased fees over time.

With the approval of the Recreation Site fee, described below, beginning in 2016, the “Visitor Center” fee category (\$1.63 in 2015) will be used for any commercial tour operator that uses the Visitor Center Unit Center regardless if they are transporting or guiding. Permittees that operate only within the West Glacier Unit will still be charged the service day fee for outfitting and guiding (\$5.40 in 2015). If your tour accesses both the West Glacier Unit and Visitor Center Unit, you’ll be charged the Visitor Center Unit flat fee (\$1.63 in 2015) and Recreation Site Fee (\$5.00) explained below. This is the same fee charged for tours that use only the Visitor Center Unit.

3. **Recreation Site Fee** – Beginning May 1, 2016, this \$5.00/person fee for visitors age 16 or older will be assessed for usage of facilities within the MGRA Visitor Center Unit *in addition to* the Visitor Center building between May 1-September 30. These facilities include: the lower

restrooms, pavilion, bus shelters, trail to Photo Point, Steep Creek trail and facilities that may be constructed near the site to enhance visitor experiences or safety. Permittees will be billed for this fee and required to pay in advance of use, as is the case for service day fees. Permittees will also need to provide their clients with a receipt or proof of payment of this site fee. More information on this fee can be found on the following websites:

http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprd3824677.pdf

<http://www.fs.usda.gov/detail/tongass/news-events/?cid=STELPRD3839697>

4. **Assigned Site Fee** – This is a fee required to store equipment on site. The assigned site fee for 2015 is \$210.00. An index is applied to the flat fee, which may result in increased fees over time.

Per FSH 2709.11, Chp. 30, 37.22 establishes collecting Outfitter and Guide fees under the following timelines:

- Based on authorized use and pre-season estimates, a total estimated fee for the year will be calculated prior to the operating season.
- Due dates for all payments will be established prior to the start of the operating season.
- The fees will be collected from the holder as follows –
 - a. Collect the total annual estimated fee in advance when it is less than \$500.
 - b. Collect half of the total annual estimated fee in advance and the remainder by mid-season when the total is equal to or greater than \$500, but less than \$2,500.
 - c. Collect one-third of the total annual estimated fee in advance and the remainder in two equal payments by mid-season when the total is \$2,500 or more.

Section 3 – Selection Process & Criteria

Bids received in response to this prospectus will be evaluated by a panel of Forest Service employees, using the selection criteria listed below and fully described in *Appendix A – Part 3*. The panel's ratings will be based on the material and responses to evaluation criteria submitted by the bidder. Bids will be ranked according to the score assigned by the panel.

Bids must be typed (not hand-written). Failure to provide adequate information for each of the selection criteria may result in a lower rating.

Selection of successful bids is anticipated by October 15, 2015. All bidders will be notified via certified mail whether or not they were successful.

The Forest Service will only consider the submitted written bid package and any past performance information obtained by the agency. During the evaluation process, the panel may contact references listed by the applicant, including all local, state or Federal entities that have issued the applicant a current or past permit. In addition, the Forest Service may consider past performance information from other sources.

A. Selection Criteria

Selection criteria categories are listed below. **Full explanation and scoring of the selection criteria is shown in Appendix A – Part 3.** Be thorough in your responses.

- Business Model
- Guest Experience
- Workplace Practices
- Operations
- Energy
- Resource/Community Protection

The selection panel will make recommendations to the Authorized Officer as to which bidders offer the best service to the public, partnership with the Forest Service and protection of resources. The Authorized Officer will make all selection decisions. Bidders will be notified of outcome by certified mail.

B. Post-Selection

Upon notification of selection, the bidder must submit the following items for Forest Service review prior to issuance of a special use permit:

1. A finalized operating plan (assistance available from assigned permit administrator)
2. Documentation of liability insurance, if applicable. See below.
3. A state business license and any other required federal, state, or local certifications.

Failure to provide these materials by date of permit issuance will result in forfeit of service days.

Insurance coverage for outfitting and guiding activities shall be Comprehensive General Liability. The minimum coverage for outfitter and guide activities shall be \$300,000 combined single limit (CSL) per occurrence with the following exceptions.

- If defense costs are included within the liability limits of the insured, the minimum coverage shall be increased to \$500,000.
- If the authorized activity is van or bus transportation, or river or lake trips, which has a party size greater than 13 people, the minimum coverage shall be \$500,000 CSL.
- If the authorized activity involves transportation by aircraft, the minimum coverage shall be \$2,000,000 CSL.

Permit holders must name the U.S. Government as “additional insured”. The policy must also contain a specific provision or rider to the effect that the policy shall not be cancelled or its provisions changed or deleted before thirty (30) days written notice to the Authorized Officer. The permit holder must provide an authenticated copy of the insurance policy to the Forest Service upon issuance of the policy.

Note that future analysis of risk for outfitting and guiding activities may result in increased minimum insurance coverage amounts for authorized holders.

Successful bidders will be issued special use permits as follows:

- Applicants with existing special use permits on the TNF will receive a permit amendment or be issued a new 5-year priority use permit.
- Applicants who are not currently authorized to provide outfitter, guide, or transporter services on the TNF will be issued 2-year *transitional* priority use permits. Satisfactory performance at the completion of the initial 2-year period may result in an extension to complete the 5 years. Issuance of priority use permits is at the sole discretion of the authorized officer.

See *Appendix C – Sample Special Use Permit* for an example of the permit that will be issued to successful bidders.

Section 4 – Solicitation Instructions

A. Instructions for Submitting Bids

Proponents must submit a typed (not hand-written) bid for the proposed business opportunities offered in this prospectus. Proponents are strongly encouraged to visit the MGRA prior to submitting a bid, as well as undertaking extensive review of maps and other information regarding the area.

All bids must be submitted to:

Brad Orr
 Juneau District Ranger
 Attention: Jenn Berger
 8510 Mendenhall Loop Road
 Juneau, AK 99801

Bids must be received by the close of business (4:30 pm Alaska Time Zone) on September 15, 2015 in order to be considered. Postmarks are not honored. To be considered:

- Bids must be submitted in a sealed envelope with the name and address of the proponent displayed on the outside.
- “MGRA Prospectus” must be clearly marked on the outside of the envelope.
- All bids must be signed. Person signing for an entity must have authority to sign for that entity.
- Include bidder’s current contact info: address, telephone number, and email address.
- Contain all of the required documents described in the prospectus.
- Late bids will NOT be accepted and will be returned.

Proponents must submit **one original and four copies** of their bid and supporting documents.

Corporations must include:

- Evidence of incorporation and good standing.

- If reasonably obtainable, the name and address of each shareholder owning 3 percent or more of the corporation's shares and the number and percentage of any class of voting shares that each shareholder is authorized to vote.
- The name and address of each affiliate of the corporation.
- If an affiliate is controlled by the corporation, the number of shares and the percentage of any class of voting stock of the affiliate owned, directly or indirectly, by the corporation.
- If an affiliate controls the corporation, the number of shares and the percentage of any class of voting stock of the corporation owned, directly or indirectly, by the affiliate.

Partnerships, limited liability companies (LLCs), associations, or other unincorporated entities must submit a certified copy of the partnership agreement or other documentation establishing the entity or a certificate of good standing under the laws of the state where the entity is located.

B. Bid Requirements

Bid must be typed and printed (not hand-written) and must include or address each of the following:

1. A signed cover sheet
2. A proposed operating plan that includes the required information
3. Selection criteria responses, as well as any supplemental materials
4. Financial Form FS-6500-24. Financial statements and plans for financing are secured in confidence and are not public information.
5. Up to 3 professional/business references. Do not submit client "testimonials" or letters.

See Appendix A- Bid Package, which contains all forms, templates, and criteria you will need to prepare your bid package.

C. General Terms, Qualifications and Reservations

All proponents have an equal opportunity to apply. Except for members of Congress, Resident Commissioners and current Forest Service employees, any individual or entity may apply.

The Forest Service does not guarantee a profitable operation. Rather, proponents are responsible for reviewing the prospectus and making their own determination concerning business viability.

The Forest Service reserves the right to select the successful applicant based solely on the initial application, without written or verbal discussions.

The Forest Service reserves the right to reject any or all applications and to rescind the prospectus at any time before a special use permit is issued.

Any oral statements made by a representative of the Forest Service shall not modify the requirements of this prospectus. If it is determined that an error or omission has been made or additional information is required a written amendment will be made available.

Both the prospectus and the bid submitted by the successful applicant become part of the special use permit.

If there is a conflict between the terms of the prospectus and the special use permit, the terms of the permit will control.

Each applicant warrants that no person or selling agency has been employed or retained to solicit or secure acceptance of his or her bid under this invitation upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee except a bona fide employee or bona fide established commercial selling agency maintained by this applicant for the purpose of doing business. For breach of warranty, the Government shall have the right to annul any award under this invitation without liability, or at its option to recover from the applicant the amount of such commission, percentage, brokerage or contingent fee in addition to the consideration herein set forth.

All costs incurred by the proponents for the items submitted for this offering shall be the sole responsibility of the proponent.

The information contained in the applications will be kept confidential to the extent permitted under the Freedom of Information Act (5 USC 552) and the Privacy Act (5 USC 552a).

Question about this prospectus should be directed to Jennifer Berger or Jessica Schalkowski at the Juneau Ranger District office. Visit us between 8:00 am and 4:30 pm Monday through Friday. Our physical location and mailing address is 8510 Mendenhall Loop Road, Juneau, Alaska 99801. Our phone number is 907-586-8800. Email jberger@fs.fed.us or jlschalkowski@fs.fed.us .

Section 5 – Appendices

Appendix A- Bid Package

- 1- Cover Sheet**
- 2- Operating Plan Template**
- 3- Selection Criteria**
- 4- Financial Form FS-6500-24**
- 5- References (no more than 3)**

Appendix B- Sample Mendenhall Glacier Visitor Center Stipulations

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