

Use Code 141

# Prospectus for Campground and Related Granger-Thye Concessions

## Angeles National Forest

U.S. DEPARTMENT OF AGRICULTURE  
Forest Service

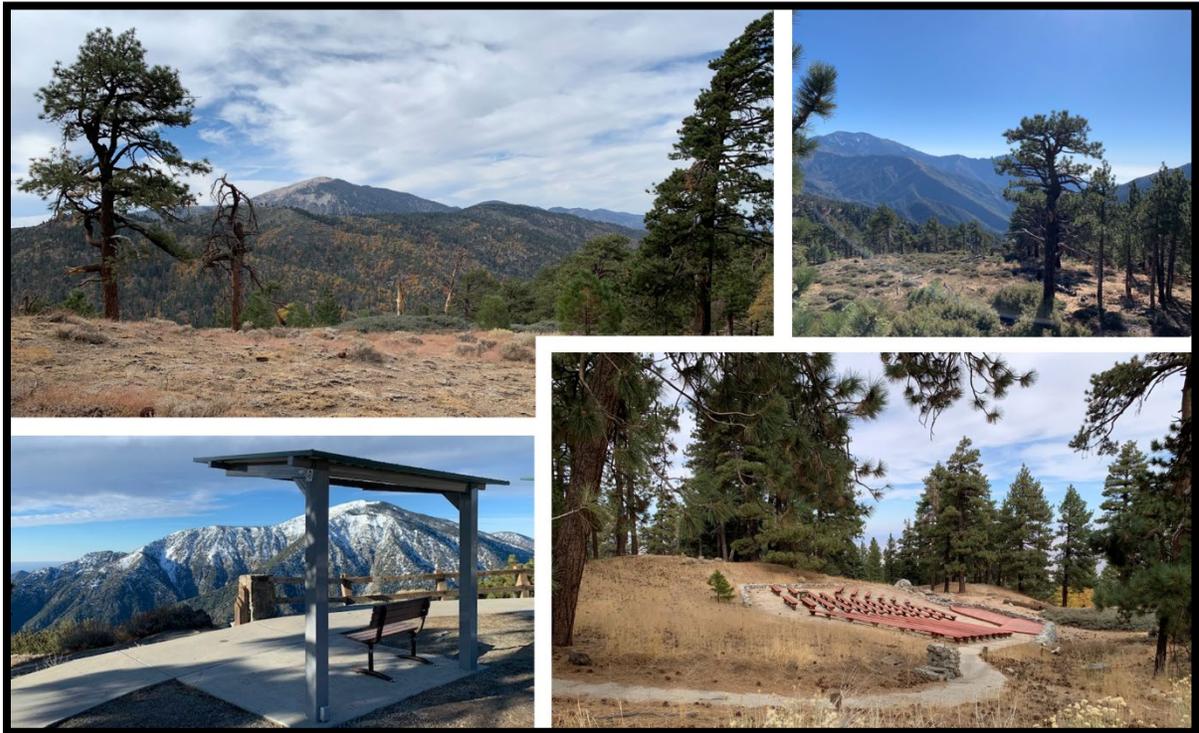


Figure 1. Views from the Angeles National Forest



Forest Service

Angeles National Forest

San Gabriel Mountains National Monument

April 2021



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# I. Business Opportunity

## A. Introduction

This prospectus is being issued to solicit applications for a concession campground special use permit. A permit to provide high-quality public service in the operation and maintenance of Government-owned recreation facilities located on the San Gabriel Mountains National Monument of the Angeles National Forest will be issued. The permit will include the following developed sites listed in Table 1. To see the location of the sites in this prospectus, please see Appendix 1 Vicinity and Area Maps.

**Table 1. Site name and type**

Site Name	Site Type
Appletree	Campground
Arch Picnic	Day Use
Grassy Hollow *	Visitor Center
Grassy Hollow Picnic	Day Use
Inspiration Point Trailhead	Day Use
Jackson Flat	Group Campground
Jackson Lake Picnic	Day Use
Lake	Campground
Mescal Picnic	Day Use
Mountain Oak	Campground
Northshore Fishing Site	Day Use
Peavine	Campground
Table Mountain	Campground
Vincent Gap Trailhead	Day Use

\* See section O for special considerations.

The authorized officer for this business opportunity is the Forest Supervisor for the Angeles National Forest.

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The current permit for this concession expires on December 31, 2020. Over the past three years, this concession has generated the following gross revenues:

Year	Gross Revenue
2017	163,573.50
2018	158,819.45

Year	Gross Revenue
2019	156,082.25
<b>Three Year Average Gross Revenue</b>	<b>\$159,491.73</b>

These figures only include camping fees and day use fees, no additional amenities. **For Jackson Flat, Lake, Mountain Oak and Table Mountain campgrounds only.** These revenue numbers do not include sales of Adventure Passes or revenue for the sites that have been previously operated by the Forest Service.

## B. Area Description

### Overview of the Angeles National Forest

The Angeles National Forest covers about 700,000 acres and is the backyard playground to the huge metropolitan area of Los Angeles.

The land within the Forest is as diverse in appearance and terrain as it is in the opportunities it provides for enjoyment. Elevations range from 1,200 to 10,064 feet. Much of the Forest is covered with dense chaparral which changes to pine and fir-covered slopes as you reach the majestic peaks of the higher elevations.

The Angeles National Forest offers natural environments, spectacular scenery, developed campgrounds and picnic areas, swimming, fishing, skiing and the solitude of quiet wilderness areas. Trails winding throughout the forest accommodate hikers, equestrians, mountain bikers, and off-highway vehicle enthusiasts.

For general information on the Angeles National Forest and the sites included in the prospectus, refer to the forest [webpage](https://www.fs.usda.gov/main/angeles/home) (<https://www.fs.usda.gov/main/angeles/home>).

## C. Description of Developed Recreation Sites and Facilities

The description of each developed recreation site included in this prospectus is found in Appendix 20 Description of Developed Recreation Sites and Facilities. Please use descriptions in Appendix 20 together with the maps of developed sites in Appendix 2 and Appendix 3, Inventory of Government-Furnished Property.

## D. Government Furnished Property

The Forest Service will provide certain property in conjunction with the concession campground special use permit (see Appendix 3 of the prospectus). Included in this inventory are a description, the quantity, and the estimated replacement cost of the applicable property.

## E. Government Furnished Supplies

The Forest Service will not furnish any supplies for day-to-day operation of the concession. Government-furnished supplies will be limited to those necessary for programmatic consistency, including:

- Title VI signs.

Forms necessary to report use and revenue can be found in the Appendices Section of the prospectus. Specifically, *see Appendix 5 Sample Use Report.*

Publications necessary to maintain programmatic consistency are listed below, along with a URL address where they can be viewed and downloaded.

- “[Cleaning Recreation Sites](http://www.fs.fed.us/t-d/php/library_card.php?p_num=9523%201206)”  
(Found at: [http://www.fs.fed.us/t-d/php/library\\_card.php?p\\_num=9523%201206](http://www.fs.fed.us/t-d/php/library_card.php?p_num=9523%201206))
- “[In-Depth Design and Maintenance Manual for Vault Toilets](http://www.fs.fed.us/eng/php/library_card.php?p_num=9123%201601)”  
(Found at: [http://www.fs.fed.us/eng/php/library\\_card.php?p\\_num=9123%201601](http://www.fs.fed.us/eng/php/library_card.php?p_num=9123%201601))
- “[Vault Toilet Pumping Contract Specifications and Guidelines for Preparing Contracts.](http://www.fs.fed.us/t-d/php/library_card.php?p_num=9223%201308)”  
(Found at: [http://www.fs.fed.us/t-d/php/library\\_card.php?p\\_num=9223%201308](http://www.fs.fed.us/t-d/php/library_card.php?p_num=9223%201308))

## F. Utilities and Waste Management

Certain utilities and infrastructure exist for the developed recreation sites identified in this prospectus. The permit holder will be responsible for securing, managing, and paying for these utilities. Applicants should contact current service providers to obtain estimated costs for the utilities. These utilities are listed below in Table 2. Additional service providers may be available. Applicants should check with applicable chamber of commerce or other resources in order to obtain a full list of service providers.

### Water

Water availability and water systems are addressed in the individual campground narratives found in the Recreation Site Descriptions section (Appendix 20 Description of Developed Recreation Sites). The permit holder is required to operate and maintain the water systems for the campgrounds in compliance with applicable federal, state and local laws and regulations for the operation and maintenance of a public drinking water system.

*The water system that provides water to Table Mountain, Mountain Oak and Lake Campgrounds is currently owned and operated by the Forest Service. The Forest is pursuing options to transfer the ownership of this water system, as it serves more permit holders than Forest Service facilities. The Forest anticipates that the impacts of transferring ownership would be minimal.*

### Garbage

The permit holder will be responsible for garbage removal at all sites.

### Liquid and Solid Waste Disposal

The permit holder is responsible for pumping all vault toilets and septic systems at the developed recreation sites.

**Table 2. Utility Contacts**

Utility Type	Company Contact
Electrical	Southern California Edison
Telephone	No local provider / FS system
Propane	Multiple local providers
Water	USFS Systems
Garbage	Multiple local providers
Liquid & Solid Waste Disposal	CR&R Environmental Services

## II. Forest Service Concession Programs and Policies

Government-owned concessions are authorized by special use permits issued under Section 7 of the Granger-Thye (GT) Act, 16 U.S.C. 580d, and implementing regulations at 36 CFR Part 251, Subpart B.

In addition, there are certain Forest Service programs and policies that apply to campground concession. All applications must be consistent with these requirements.

### A. Recreation.gov

The Angeles National Forest participates in Recreation.gov, which provides nationwide, toll-free telephone reservations for single-family or group camping sites, rental cabins, permits, tours, tickets, and other recreational facilities. Visitors pay the camping fee at the time they make a reservation, and no fees are collected at the site (although the permit holder may allow occupancy of any site that is unreserved and charge on site for that use). Recreation.gov is part of the Recreation One-Stop Program, which is managed by the Washington Office Recreation, Heritage, and Volunteer Resources staff. The Forest Service contacts and program managers for Recreation.gov are listed below. Applicants should not contact the Recreation.gov contractor directly.

**Table 3. Rec.gov contacts**

Name	Location	Contact
Matt Boisseau	Pacific Southwest Region Rec.gov Coordinator	Phone: (707)562-8846 Email: mboisseau@usda.gov
Susan Valente	Forest Service Contracting Officer's Technical Representative (COTR) PO Box 10 Granby, CO 80446	Phone: (303) 621-4170 Email: susan.valente@usda.gov

Recreation.gov is the only authorized reservation system for Forest Service-developed recreation sites, including but not limited to campgrounds, cabins, and group use areas. Applicants may recommend adding sites to or deleting sites from Recreation.gov or changing the number of sites that may be reserved, the minimum number of days per reservation, or the location of sites that may be reserved. The permit holder also may make these recommendations during the term of the permit. The authorized officer will decide whether to accept or reject the recommendations.

Under Recreation.gov, the following guidelines must be followed, unless there are compelling operational reasons:

1. For each developed recreation site included in Recreation.gov, at least 60 percent of the units must be available for reservations. The rest of the units may be occupied on a first-come, first-served basis.

Reservation windows vary by type of site and are as follows:

- Individual campsites: from 6 months to 0-4 days prior to arrival date, depending on location.
- Group use areas: from 12 months to 0- 4 days prior to arrival date, depending on location.
- 2. When Recreation.gov is utilized, the permit holder is responsible for on-site administration and will be required to:
  - Obtain daily arrival reports (DARs) each morning by establishing at least one central facsimile location, email address, or other means of obtaining and distributing DARs.
  - Develop a system for posting reservations at the sites so other visitors know which units are reserved.
  - Post and hold reserved sites for 26 hours past the posted check-in time.
  - Ensure that the party with the reservation is the party using the site.
  - Resolve any disputes over the use of reserved sites by drop-in campers.
  - Verify that visitors hold a valid federal pass (listed below) before giving the discount on fees for those passes (*see* section II.B). Do not discount fees if a visitor cannot present a valid pass.
    - ◆ Golden Age or Golden Access Passport.
    - ◆ America the Beautiful–The National Parks and Federal Recreational Lands Senior Pass or Access Pass.
    - ◆ Other passes as required by the authorized officer and described in this prospectus, such as local area passes.
  - Develop inventory data for sites being added to Recreation.gov, and update data for sites including fees charged the public and temporary site closures. Submit data updates to Recreation.gov at least annually.
  - Communicate to Recreation.gov any emergency closures or other relevant operational changes as they occur.
  - Approve customer refunds as appropriate and process them through Recreation.gov. Refund policies can be found at [Recreation.gov](https://support.recreation.gov/) (<https://support.recreation.gov/>).

Because reservations can be made up to a year in advance for group sites and up to 6 months in advance for family sites, Recreation.gov is currently accepting reservations for the upcoming operating season. Fees received by Recreation.gov will be held by the Forest Service and distributed following issuance of a special use permit to the successful applicant. In the final year of the permit, fees will be held in the same manner until a new permit is issued. The permit holder will honor reservations made prior to issuance of the permit at the price in effect when the reservations were made. If funds are distributed prematurely for dates outside the permit term, a bill for collection will to be issued to the permit holder.

## **B. Pass Discounts**

The permit holder must provide a 50 percent discount on recreation fees charged under REA at developed recreation sites covered by this prospectus to holders of Golden Age and Golden Access Passports, as well as holders of the Interagency Senior and Access Passes.

Specifically, holders of these passes are entitled to a 50 percent discount on the fee for a single campsite occupied by the pass holders. The pass holders are not entitled to a discount on the fee for a multiple-family campsite, cabin, or group use area or any additional campsites occupied by those accompanying the pass holders. The 50 percent campsite discount does not include utility, water, or any other hookup fees.

Any loss of fee revenue from honoring the passes should be factored into applicants' bids.

The permit holder will not be required to offer discounts on camping to holders of the Annual or Volunteer Pass.

The following is a list of sites covered by this prospectus where the 50 percent discount for passes applies:

**Table 4. Expanded Amenity Sites (Campgrounds)**

Expanded Amenity Sites	Passes Accepted
Appletree Campground Lake Campground Mountain Oak Campground Table Mountain Campground	Interagency Lifetime Passes <ul style="list-style-type: none"> <li>• Senior Pass</li> <li>• Access Pass</li> <li>• Golden Access</li> <li>• Golden Age Pass</li> </ul>

Standard Amenity Recreation Fee Sites Under REA [Reserved]. The Forest Service is proposing a revision to FSM 2344.3 to address treatment of standard amenity recreation fee sites in the concession program. The agency reserves the right to amend a special use permit issued under this prospectus to be consistent with any change in that directive.

**Table 5. Standard Amenity Sites (Day Use Sites)**

Standard Amenity Sites	Passes Accepted Currently
Arch Picnic Grassy Hollow Picnic Grassy Hollow Visitor Center Mescal Picnic Vincent Gap Trailhead Inspiration Point Trailhead Jackson Lake Picnic Peavine Campground	Currently, these passes cover 100% fees on federal lands. Passes are displayed with hangtag on rear-view mirror of vehicle.  <b>Interagency Lifetime and Passes</b> <ul style="list-style-type: none"> <li>• Senior Annual and Lifetime Passes</li> <li>• Access Pass</li> <li>• Golden Access</li> <li>• Golden Age Pass</li> <li>• Military Annual Pass &amp; Gold Star Family</li> <li>• Annual Passes</li> <li>• Every Kid Outdoor 4<sup>th</sup> Grade Annual Pass</li> </ul>

For more information on the pass program on the Angeles National Forest, please visit this [website](https://www.fs.usda.gov/main/angeles/passes-permits/recreation) (https://www.fs.usda.gov/main/angeles/passes-permits/recreation).

## C. Camp Stamps

Camp stamps must be honored at their face value and submitted to the authorized officer for reimbursement.

## D. Site Closure

The Forest Service reserves the right to close all or a portion of any area in this prospectus for repair; construction; floods, snow, extreme fire danger, or other natural events; wildlife protection; or risks to public health and safety. The Forest Service shall not be liable to the permit holder for lost revenue, operating costs, or any other losses resulting from these closures. However, for fee calculation purposes, the permit shall be placed in non-use status as provided by FSH 2709.11, section 31.23.

See Appendix 12 Potential Government Maintenance, Reconditioning, Renovation, and Improvement Projects for sites that will potentially be impacted in upcoming years due to maintenance.

## E. Administrative Use

If the Forest Service requires the permit holder to provide a service for the agency, the permit holder will be compensated for that use.

## F. Applicable Forest Orders

Forest Orders may be issued to address a variety of management concerns on a particular forest. Forest and Regional orders related to the offering are identified in Appendix 4. Additional applicable forest orders may be issued in the future.

## G. Fee Tickets and Compilation of Use and Revenue Data

The permit holder must provide fee tickets to visitors that include at least the following information:

- The site number and total amount paid.
- The date of issuance and number of days paid for.
- If a pass is used, the pass number.
- The number of people in the group.
- The number of vehicles and their license plate numbers.

The permit holder must provide use and revenue data to the Forest Service (*see* Appendix 5 of the prospectus for a sample use report). Use reports must be completed monthly and at the end of the operating season for each developed recreation site, provided that when the holder performs GT fee offset work in lieu of paying the land use fee in cash, use reports may be submitted quarterly, rather than monthly. At a minimum, monthly and year-end use reports must include:

- The total number of units occupied based on daily counts.
- The total number of people based on daily counts.
- The percentage of occupancy by month.

- Total recreation fee revenue.
- Total fee revenue for other goods and services.
- The total number of Camp Stamps collected.
- The total number of passes used.

In addition, year-end use reports must include:

- Total fee revenue collected under the reservation system.
- Total taxes paid.
- Total gross revenue.
- Total net revenue.

## H. Customer Service Comment Cards

The permit holder must identify methods and procedures for collecting and responding to customer's needs and complaints. At each developed recreation site in this offering the method must include how visitors can give feedback on the facilities and services at that site. The traditional customer service mail in card is optional and other methods can be proposed (see Appendix 6 of the prospectus for the traditional customer service card and, Appendix 9, Annual Operating Plan, Section 3 Customer Service).

## I. Performance Evaluations

At a minimum, the Forest Service will perform a year-end performance evaluation within four months of the close of the operating season (see Appendix 7 of the prospectus). An unsatisfactory rating may be cause for suspension or revocation of the special use permit. Sustained satisfactory performance is required for a permit extension.

## J. Accessibility

The Architectural Barriers Act of 1968 (ABA) and Section 504 of the Rehabilitation Act of 1973 require new or altered facilities to be accessible, with few exceptions. In 2004, the Architectural and Transportation Barriers Compliance Board (Access Board) issued revised accessibility guidelines for buildings and facilities subject to the ABA and the Americans with Disabilities Act (ADA). These new guidelines are called the ADA/ABA Accessibility Guidelines. In 2006, the Forest Service issued the Forest Service Outdoor Recreation Accessibility Guidelines (FSORAG). The FSORAG addresses types of recreational facilities, including developed recreation sites that are not covered by ADA/ABA Accessibility Guidelines.

Any Government maintenance, reconditioning, renovation, or improvement (see section III.C) must meet ADA/ABA Accessibility Guidelines, where applicable, as well as the FSORAG.

The FSORAG and the ADA/ABA Accessibility Guidelines are posted on the Forest Service's [website](http://www.fs.fed.us/recreation/programs/accessibility) at (<http://www.fs.fed.us/recreation/programs/accessibility>). Questions regarding ADA/ABA Accessibility Guidelines may be referred to the Access Board at [www.access-board.gov](http://www.access-board.gov). Questions regarding the FSORAG may be referred to the accessibility coordinator for the local National Forest.

The permit holder is responsible for ensuring effective communication with visitors with disabilities, including persons with impaired vision or hearing, so that all visitors may obtain information on accessible services, activities, and facilities.

## K. Camping Unit Capacity

### Number of Vehicles Per Camping Unit

A single-family camping unit may accommodate one vehicle. A “vehicle” is defined as any motorized conveyance, except that for purposes of vehicular capacity, two motorcycles are considered one vehicle. Additional vehicles may be allowed at a camping unit, if the camping unit can safely accommodate them. When extra vehicles are allowed, an extra fee of up to 50 percent of the camping unit fee may be charged for each extra vehicle. If an extra vehicle exceeds the camping unit capacity (i.e., the extra vehicle causes a safety hazard or resource damage), the customer may be required to pay for an additional camping unit or park in an overflow parking area, if available. One towed vehicle per single camping unit will be allowed for no extra charge if it can be parked completely on the surfaced area and does not create a safety hazard. Examples of towed vehicles include a boat trailer or a car towed by a motor home.

### Group Site Capacity

The capacity established for group sites is as follows:

**Table 6. Group Site Capacity**

Facility/Site Name	People	Vehicles
Jackson Flat Group Campground	180	51
Table Mountain Group Campground	32	8

### Day Use Site Capacity

**Table 7. Day Use Site Capacity**

Facility/Site Name	People	Vehicles
Arch Picnic Area	14	4
Grassy Hollow Picnic Area	91	26
Inspiration Point Trailhead	105	30
Jackson Lake Picnic Area	112	32
Mescal Picnic Area	31	9
Northshore Fishing Site	70	20
Table Mountain Amphitheatre	150	30
Vincent Gap Trailhead	248	71

## L. Stay Limit

Campers at developed overnight sites will be limited to no more than 14 days during any consecutive 30-day period.

## **M. Fees Charged to the Public**

The permit holder may charge the public fees only to the extent that the Forest Service can charge recreation fees under REA. All recreation fees must be specified per developed recreation site. The holder must honor the proposed pricing through the first full operating season. Thereafter, the holder may propose price adjustments with justification.

Permit holders may not charge for any of the following:

- Solely for parking, undesignated parking, or picnicking along roads or trailsides.
- General access, unless specifically authorized by REA.
- Dispersed areas with low or no investment, unless specifically authorized by REA.
- Persons who are driving through, walking through, boating through, horseback riding through, or hiking through NFS lands without using the recreational facilities and services for which a fee is charged.
- Camping at undeveloped sites that do not provide the minimum number of facilities and services prescribed by REA.
- Use of overlooks or scenic pullouts.
- Travel by private, noncommercial vehicle over any national parkway or any road or highway in the Federal-aid System that is commonly used by the public as a means of travel between two places, either or both of which are outside an area in which recreation fees are charged.
- Travel by private, noncommercial vehicle, boat, or aircraft over any road, highway, waterway, or airway to any land in which the person traveling has a property right, if the land is in an area in which recreation fees are charged.
- Any person who has a right of access for hunting or fishing privileges under a specific provision of law or treaty.
- Any person who is engaged in the conduct of official federal, state, tribal, or local government business.
- Special attention or extra services necessary to meet the needs of the disabled.

## **N. Law Enforcement**

Forest Service Manual (FSM) 2342.1, Exhibit 01, addresses the law enforcement authorities and responsibilities of concessionaires, state and local law enforcement agencies, and the Forest Service at concession campgrounds. See Appendix 8 of the prospectus.

## **O. Other Pertinent Information**

### **Employee Housing**

Only permit holder “Hosts” may occupy designated Campground Host Campsites and are addressed in the concession permit. Campsites utilized by concession personnel should present an orderly camping image to the general public, without taking on the appearance of a long-term residence. Personal and work vehicles must be kept on the parking spur. Additional vehicles and

supplies may need to be stored off site if there is insufficient space at the employee site. Employee sites are subject to the authorized officer's approval.

### **Archaeological Resources**

The permit holder will coordinate any new ground disturbing activities with the Forest Service before any work is approved.

### **Hazard Tree Removal and Cost to Holder**

The permit holder is required to conduct annual pre-season inspections of all the sites in this offering to identify existing and potential hazards, including hazard trees. The permit holder also will be responsible for monitoring and identifying hazard trees during the operating season. After securing written approval from the authorized officer, the permit holder's financial responsibility for removing hazard trees and associated slash will not exceed 1% of the gross revenue generated by the concession the previous year. For example, a concessionaire with gross revenue of less than \$200,000 should be responsible for up to \$2,000 for hazard tree removal. However, a concessionaire with gross revenue of \$2,000,000 may be responsible for \$20,000 for hazard tree removal.

The 3-year average gross revenue estimated for this prospectus offering is \$159,491.73. The permit holder's financial responsibility for hazard tree removal costs the first year of the permit would be approximately \$1,594.92.

The annual operating plan will address appropriate disposal of hazard trees and slash. Additional hazard tree removal may be considered for a Granger-Thye Fee Offset Agreement after the permit holder has met their financial responsibility and with prior approval from the authorized officer.

The USFS, Region 5, Hazardous Tree Guide is available to use as a reference tool in conducting hazard tree inspections and can be found online [here](https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5332560.pdf):  
[https://www.fs.usda.gov/Internet/FSE\\_DOCUMENTS/stelprdb5332560.pdf](https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5332560.pdf).

Further information on the Region 5 Hazard Tree program can be found under the USFS, R5, Pacific SW Region, Forest & Grassland Health, website [here](https://www.fs.usda.gov/detail/r5/forestgrasslandhealth/?cid=stelprdb5334101):  
<https://www.fs.usda.gov/detail/r5/forestgrasslandhealth/?cid=stelprdb5334101>.

### **Butane and Propane Installations**

For safety and regulatory reasons, the permit holder is not allowed to install or store bulk butane or propane.

### **Sundries & Rentals**

Applicant may propose to provide a variety of necessities, convenience items, and/or rental gear at permitted recreation site locations. Sale items may include, but are not limited to, firewood, maps, groceries, or other supplies. Rentals may include canoes, kayaks, bikes, day packs, and other items. Applicant shall describe sales/rental facilities and locations and any goods proposed for sale or rental at Forest Service recreation site locations for approval by inclusion in the annual operating plan.

### **Construction of Yurts or Other Enclosed Camping Structures**

The Forest Service will consider proposals that include construction and operation of these types of facilities. Plans and specifications of yurts or other enclosed camping structures must be prepared by a qualified individual and must be pre-approved by the Forest Service in writing prior to beginning construction.

### **Grassy Hollow Visitor Center**

The Angeles National Forest would like the selected applicant to operate the Visitor Center under the new permit (See appendix 9, Annual Operating Plan for minimum operations). Currently, the water system and various other maintenance needs are preventing the facility from being fully functional. The Visitor Center will be listed under the concession permit so that GT can be used to help get the facility to a desired condition. The Forest Service would like to work with the permittee to identify projects with a shared interest and goal. The Forest may hold certain operations at the visitor center or negotiate specific details, depending on the desires of the selected applicant.

The vision of this facility is a visitor center that focuses on interpretation of the Forest. This special part of the Angeles National Forest is one of the only places that is truly forested with large beautiful trees and vast open space. This area offers a unique opportunity for local visitors to explore and be exposed to the natural forest environment. In a region with limited open space, the mountains are the backyard for many highly urban and culturally diverse communities.

The San Gabriel Mountains National Monument was designated in recognition of the area's important geological, ecological, historic, scientific, and recreational resources. This Monument is an important recreational setting for millions of residents in Los Angeles County and surrounding areas. The desire for this visitor center is to also increase the public knowledge and understanding of the Monument designation and enhance appreciation for its unique resources.

The Forest would like the sale of maps, passes and other reference material to continue. Sales of goods and services that may enhance the outdoor experience will be considered, as well as food and beverage services.

There is office space in the visitor center that the permittee will be allowed to utilize for their operation needs. For more specific information about the operation and maintenance of the Grassy Hollow Visitor Center, please see section 23 Visitor Center Operations in Appendix 9.

## **III. Special Use Permit**

In exercising the rights and privileges granted by the special use permit, the permit holder must comply with all present and future federal laws and regulations and all present and future state, county, and municipal laws, regulations, and other legal requirements that apply to the permit area, to the extent they do not conflict with federal law, regulation, or policy. The Forest Service assumes no responsibility for enforcing laws, regulations, and other legal requirements that fall under the jurisdiction of other governmental entities.

### **A. Permit Term**

The permit term will be for up to **5 years**, with the option to extend the term for up to an additional 5 years at the sole discretion of the authorized officer. The decision to extend the term will depend, in part, on sustained satisfactory performance of the permit holder. Upon expiration

of the permit, continuation of the permitted activity will be at the sole discretion of the authorized officer and will be subject to a competitive offering. A new prospectus will be issued during the final year of the permit term.

If the decision to select a permit holder is appealed, a permit will not be issued until the appeal has been resolved, unless operation is needed during the appeal, in which case a permit with a term of one year or less may be issued.

## **B. Permit Holder Responsibilities**

This section highlights the requirements of the special use permit, which is contained in Appendix 10 of the prospectus. Applicants are responsible for familiarizing themselves with all permit requirements that govern the operation covered by this prospectus.

### **Responsibility for Day-to-Day Activities**

As a general rule, the holder will be required to conduct the day-to-day activities authorized by the permit. Some, but not all, of these activities may be conducted by someone other than the permit holder, but only with the prior written approval of the authorized officer. The permit holder will continue to be responsible for compliance with all the terms of the permit.

### **Permit Holder-Furnished Supplies and Equipment**

The permit holder will be required to provide all personnel, vehicles, equipment, and supplies necessary to operate the authorized developed recreation sites in accordance with the special use permit.

### **Holder-Furnished Vehicles**

The permit holder may not use all-terrain vehicles, motorcycles, or motor-driven bicycles in the campgrounds. The holder may propose use of golf carts or other similar vehicles to facilitate daily maintenance of the facilities. If authorized, carts must stay on designated roads or trails while driving between sites or loops.

### **Holder Maintenance, Reconditioning, or Renovation (MRR)**

Maintenance, reconditioning, and renovation are defined in the permit (FS-2700-4h, clause IV.E.1(a), (c)). Holder MRR is defined as maintenance, reconditioning, or renovation that neither materially adds to the value of the property nor appreciably prolongs its life. The work serves only to keep the facility in an ordinary, efficient operating condition. From an accounting or tax perspective, it is work that may be expensed, but not capitalized. In fulfilling these responsibilities, the holder must obtain any licenses and certified inspections required by regulatory agencies and follow state and local laws, regulations, and ordinances and industry standards or codes applicable to the permitted operation (FS-2700-4h, clause IV.E.1(d)). The permit holder, at its expense, will be required to perform holder MRR under a holder MRR plan (FS-2700-4h, clause II.D). The holder MRR plan will describe required holder MRR and its frequency. The holder MRR plan will become part of the permit holder's annual operating plan.

## **C. Granger-Thye Fee Offset Agreement**

The federal government owns all the improvements at the developed recreation sites covered by this prospectus. Under Section 7 of the Granger-Thye (GT) Act and the terms of the permit, the

permit fee may be offset in whole or in part by the value of Government maintenance, reconditioning, renovation, and improvement (MRRI) performed at the permit holder's expense. Government MRRI is defined as maintenance, reconditioning, renovation, or improvement that arrests deterioration, improves and upgrades facilities, and appreciably prolongs the life of the property. Government maintenance, reconditioning, renovation or improvement, whether performed by the holder or the Forest Service, shall be performed at the sole discretion of the authorized officer. See Appendix 14 of the prospectus and FS-2700-4h, clause IV.E.

All Government MRRI shall be enumerated in an annual GT fee offset agreement signed by the holder and the Forest Service in advance of the operating season (see Appendix 11 of the prospectus and FS-2700-4h, Appendix B). Alternatively, a multi-year fee GT fee offset agreement can be prepared for consolidated fee payments. A list of sample Government MRRI projects is included in Appendix 12 of the prospectus.

Either the holder or the Forest Service may perform GT fee offset work. This determination will be made annually. When the holder performs GT fee offset work, if it includes construction that costs more than \$2,000, it is subject to the Davis-Bacon Act and the fee offset agreement must contain Davis-Bacon Act wage provisions. Additionally, indirect costs may be offset provided the holder submits either a currently approved indirect cost rate or accounting procedures and supporting documentation to determine an indirect cost rate (see Appendix 13 of the prospectus).

The holder's claims for GT fee offset must be documented using the FS-2700-4h, Appendix G, Granger-Thye Fee Offset Certification Form (see Appendix 14 of the prospectus). This form requires the holder to itemize allowable costs incurred for an approved GT fee offset project and to certify the accuracy and completeness of claims.

When the Forest Service performs GT fee offset work, the holder will deposit fee payments into a CWFS account. The Forest Service will perform GT fee offset work under a collection agreement and offset those costs against the permit holder's annual permit fee (see FS-2700-4h, clause IV.E.3, and Appendix 15 of the prospectus). The Forest Service's indirect costs may be offset at the agency's approved rate. The Forest Service and the holder will agree on the work to be performed in advance of each operating season.

## **D. Insurance**

### **Liability Insurance**

The successful applicant must have liability insurance covering losses associated with the use and occupancy authorized by the permit arising from personal injury or death and third-party property damage in the minimum amount of **\$500,000** for injury or death to one person per occurrence; **\$1,000,000** for injury or death to more than one person per occurrence; and **\$50,000** for third-party property damage per occurrence, or in the minimum amount of **\$1,000,000** as a combined single limit per occurrence. Insurance policies must name the United States as an additional insured (see Appendix 10 of the prospectus and FS-2400-4h, clause III.I).

### **Property Insurance**

Property insurance will be required for facilities included in Appendix 21 in the amount of **\$4,616,822** for functional replacement of the insured property.

## E. Bonding

No bond will be required at this time. The authorized officer may reevaluate the need for or the amount of the bond after the first operating season.

## IV. Application

### A. Instructions for Submitting Applications

Applicants must submit a written application for all developed recreation sites offered in this prospectus.

Applicants are strongly encouraged to visit the sites at least once before submitting an application (see Appendices 1 and 2, vicinity and area maps and maps of developed recreation sites).

#### Forest Led Facility Tour

A facility tour led by the Forest is scheduled for **May 25 and 26<sup>th</sup> 2021**. Interested parties must RSVP to Jeremy Sugden at [jeremy.sugden@usda.gov](mailto:jeremy.sugden@usda.gov) by May 19<sup>th</sup>.

The information in this prospectus is from generally reliable sources, but no warranty is made as to its accuracy. Each applicant is expected to make an independent assessment of the business opportunity offered in this prospectus.

Applicants should contact **Jeremy Sugden at 626-335-1251 or [jeremy.sugden@usda.gov](mailto:jeremy.sugden@usda.gov)** regarding any questions related to this prospectus.

**All applications must be submitted to:**

**Table 8. Application submission information**

Addressee	Title	Attention	Address
Jerome E. Perez	Angeles National Forest – Forest Supervisor	Justin Seastrand	701 N. Santa Anita Ave. Arcadia, CA 91006

**Applications must be received by close of business (4:30 p.m.) on June 18, 2021.**

Applicants must submit **four (4) hard copies** of their application package and supporting documents. Applicants must also supply one additional copy of their business plan for the SBDC review. Unless requested in writing to return proposals, all unsuccessful applicants' proposals and supporting documents will be destroyed after the appropriate appeal period. Portions of the selected applicant's package will become part of the special-use permit.

Please ensure that all requested information is submitted. Missing or incomplete information will result in a lower rating for the corresponding evaluation criteria.

Applications must be signed. The person signing for an entity must have authority to sign for that entity. Applicants must include their address, telephone number, facsimile number, and email address.

Corporations also 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. General Terms, Qualifications, and Reservations**

All applicants 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, applicants are responsible for reviewing the prospectus and making their own determination concerning business viability.

The Forest Service will select the application that offers the best value to the Government. The Forest Service reserves the right to select the successful applicant based on a trade-off between the fee to the Government and technical merit.

The Forest Service is not obligated to accept the application with the highest return to the Government.

The Forest Service reserves the right to select the successful applicant based solely on the initial application, without oral or written 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 statement 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 sent to each person or entity receiving a copy of this prospectus.

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

The Forest Service is proposing a revision to FSM 2344.3 to address how passes and passports are honored in the concession program. The agency reserves the right to amend the special use permit consistent with any change to that directive. In addition, the Forest Service reserves the right to amend the special use permit, to make it consistent with applicable laws and regulations, including REA; other Forest Service directives; or other management decisions.

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

## **C. Application Package Requirements**

Applications must be in writing and must include or address the following:

- A proposed annual operating plan (including required and optional services).
- A business plan, business experience, references, and Small Business Development Center (SBDC) review fee, if applicable (see section IV.C.2).
- Financial resources.
- Fees charged to the public.
- Fee to the government.
- Initial processing fee (see section IV.C.7, Application Fee).

### **1. Proposed Annual Operating Plan (Including Required and Optional Services)**

Applicants must submit a proposed annual operating plan that addresses all required and optional services. Applicants must utilize the sample annual operating plan (see Appendix 9 of the prospectus) to organize their response to this section. The successful applicant's proposed operating plan will be attached to and become a part of the special use permit.

Applicants must specify whether another party will assist with any of the operational aspects of the concession, and if so, must include the other party's name, address, telephone number, email address, and relevant experience.

Below are highlights of what needs to be addressed in the proposed annual operating plan. For more detail, see the sample annual operating plan in Appendix 9 of the prospectus.

#### **Operating Season**

The minimum operating season for each recreation site included in this prospectus is outlined in Appendix 20. With the mutual agreement of the Authorized Officer and the Holder, the operating season may be extended beyond the minimum operating season on a yearly basis. Holder, with the agreement of the Authorizing officer, may adjust these opening and closing dates depending on weather conditions and/or frequency of camper use.

Applicants need to propose the period in which they will operate the sites listed in the prospectus. All sites must be open and operational seven days per week during the minimum operating season, unless a Forest Service closure order is in effect.

#### **Staffing**

Applicants must address appropriate staffing to meet customer service and cleanliness standards. The holder will be responsible for furnishing all personnel for the developed recreation sites and for adequately training and supervising their activities under the terms of the permit. The holder must meet requirements of federal and state laws governing employment, wages, and worker safety. Based on past experience, recommended staffing is outlined in Appendix 9. Applicants should address worker hours and schedules. Applicants also should address staff training for

effective customer service, conflict resolution, area-specific emergency procedures, and dissemination of recreation and tourism information.

### **Supervision and Management**

Applicants must designate an individual to serve as the agent of the holder for purposes of administration of the permit by the Forest Service. The designated agent must periodically review attendant performance on site and must be available to resolve repair needs within 24 hours of discovery or notification. The holder will be responsible for the conduct of its employees, including preventing conduct prohibited by 36 CFR part 261, Subpart A, and ensuring that employees are not under the influence of intoxicating beverages or narcotic drugs while on duty or representing the holder. Applicants also must include a policy for removing employees who engage in inappropriate conduct.

### **Uniforms and Vehicle Identification**

Applicants should describe employee uniforms, insignia, name tags, and the applicants' policy for ensuring a clean, professional appearance by staff while on duty. The holder's employees may not wear any component of the Forest Service uniform. Additionally, applicants should address their policy for vehicle maintenance and appearance; types of vehicles to be used for operations (vehicles may not be driven off designated roads or trails); and signage to identify the concessionaire to the public.

### **Pre-Season, Open Season and Post Season Operations**

Applicants should describe how they plan to do pre-season inspections and water system start-ups. For all open season tasks, applicants should describe in detail how they plan to manage the facilities and specific items listed in the sample. At the end of the season, applicants should describe shut down procedures and end of season inspections and evaluations.

### **Safety, Emergency Response and Communications**

Applicants should describe elements of their safety, emergency and communication plans, providing examples of each. Applicants should describe each of these items in detail.

## **2. Business Plan, Business Experience, and References**

Applicants must submit a business plan utilizing the format in Appendix 16 of the prospectus. This part of the application package must be a separate document. The business plan provides a thorough analysis of an applicant's vision of the proposed business. A good business plan is essential for running a successful business, maintaining and improving the business, and raising needed capital.

Applicants must furnish a detailed description of their experience relating to operating and maintaining developed recreation sites (e.g., campgrounds, beaches, and marinas). The description must include experience in private business, public service, or any nonprofit or other related enterprises. Applicants are encouraged to contact their local SBDC if they need assistance in completing their business plans. Alternatively, applicants who have already received a review of their business plan from an SBDC or the Forest Service for the current fiscal year may submit a copy of the review report.

### **SBDC Review**

All business plans will be independently reviewed by an SBDC. Applicants are required to submit **five total copies** of their business plan (four as part of the entire application package and one additional copy for the SBDC). If an applicant's current fiscal year business plan has already been reviewed by an SBDC, the applicant may submit a copy of the review report.

Along with a business plan, applicants must submit a **cashier's check** in the amount of **\$250.00** made payable to **El Camino College SBDC**. Applicants submitting a current fiscal year review report by the Forest Service or an SBDC need not enclose payment.

### **Performance Evaluations**

Applicants who have experience in managing Forest Service or other Government concessions must provide copies of the most recent annual written performance evaluations for each Forest Service or other concession the applicants have operated or are operating.

### **References**

Applicants also must furnish three business references with names, addresses, telephone numbers, and email addresses in support of relevant business experience. These references may be contacted for information regarding applicants' past performance. In addition, the Forest Service may consider past performance information from other sources.

## **3. Financial Resources**

Applicants must submit a complete set of all financial statements for the last three fiscal years that have been audited, reviewed, or compiled by a certified public accountant (CPA). For any financial statements that were only compiled by a CPA, applicants must complete FS-6500-24, Financial Statement (see Appendix 17 of the prospectus) for certification of the accuracy of the financial statements.

Applicants must complete FS-6500-24 for any of the last three fiscal years they were in business for which a financial statement was not audited, reviewed, or compiled by a CPA. An applicant who has had a financial ability determination (FAD) conducted within the past year should include a statement to that effect along with the forest name, contact name and telephone number. Additionally, applicants must identify any pending applications or new permits obtained from the Forest Service since the FAD was completed.

In completing FS-6500-24, LLCs must list the name of the company in block 1, the names and interests of the principals in block 5, and their members should be listed in block 6. In addition, LLCs must complete the certification in Part (D)(1) of FS-6500-24.

An applicant who has not been in business for the last three fiscal years, and therefore cannot submit audited, reviewed, or compiled financial statements or an FS-6500-24, must submit three fiscal years of projected financial statements compiled by a CPA using the forecast method.

Any financial information submitted by applicants must conform to generally accepted accounting principles (GAAP) or other comprehensive bases of accounting. Any previously prepared financial documents that are submitted must be unredacted and in their original form, including footnotes.

Applicants must show at least 25 percent of the first year's operating costs in liquid assets. Liquid assets are assets that are readily converted into cash.

Applicants also must complete blocks 1 through 5 of form FS-6500-25, Request for Verification (see Appendix 18 of the prospectus) and submit the signed and dated form with the application. The Forest Service will forward the FS-6500-25 for the most qualified applicant to the Albuquerque Service Center for processing. The auditor assigned to conduct the FAD will send a copy to each financial institution with which the applicant does business. The financial institutions must complete blocks 6 through 15 of the form and mail the completed form to **USDA Forest Service, Albuquerque Service Center, Attention: Auditor, ASC-B&F, 101 B Sun Ave. NE, Albuquerque, NM 87109.**

#### 4. Fees Charged to the Public

Applicants must provide a list of all fees they propose to charge to the public for the first three years of operation, including fees for required and optional services (see Appendix 9, Sample Annual Operating Plan, for a list of required and optional services). Discuss any variable pricing, discounts, and passes. All proposed fees to be charged to the public also must be included in the business plan as an income item.

The Forest Service reserves the right to regulate the rates charged to the public.

#### 5. Fee to the Government

The Government is obligated to obtain fair market value for the use of its land and improvements. The minimum fee is **\$3,907.54** per year. The minimum fee is the concession’s average gross revenue for the past three years multiplied by the current 30-year Treasury bond rate. The minimum fee will be adjusted at the end of the first five years of the permit term if the permit is extended for five years.

##### Minimum Fee Calculation

**Table 9. Gross Revenue**

Year	Gross Revenue
2017	\$163,573.50
2018	\$158,819.45
2019	\$156,082.25
<b>Grand Total</b>	<b>\$478,475.20</b>
<b>Average = Grand Total ÷ 3</b>	<b>\$478,475.20 ÷ 3 = \$159,491.73</b>
<b>Three Year Average Gross Revenue</b>	<b>\$159,491.73</b>

Average gross revenue multiplied by the current 30-year Treasury bond rate = the minimum annual fee. In the following example, the 30-year Treasury bond rate is 2.45 percent as of March 2021.

$$\mathbf{\$159,491.73 \times 0.0245 = \$3,907.54 \text{ minimum annual fee}}$$

Applicants may propose a fee below the minimum, provided they can document why this amount represents fair market value. However, the Forest Service may reject the proposed fee if the agency determines that it does not reflect fair market value.

Applicants must propose the fee to the Government as a percentage of the concession’s adjusted gross revenue. One percentage may be proposed for the entire permit term, or the percentage

may vary each year. However, if a consolidated fee payment will be proposed, one percentage rate must be proposed for the entire period of consolidated payments.

The proposed fee to the Government also must be included in the business plan as an expense item in the cash flow projections.

The fee to the Government may be offset in whole or in part by the value of Government MRRI, performed at the permit holder's expense in accordance with a GT fee offset agreement (see section III of the prospectus).

## **6. Application Fee**

### **Cost Recovery**

Applications submitted in response to this prospectus are subject to cost recovery pursuant to 36 CFR 251.58(c)(1)(ii) and (c)(3)(iii).

Applicants must submit a processing fee of **\$300.00** to cover the cost of the prospectus and review of the application.

Payments due the United States for this application must be paid in the form of a bank draft, money order, or cashier's check payable to the USDA-Forest Service. Payments will be credited on the date received by the designated Forest Service collection officer or deposit location. Additionally, the selected applicant will be responsible for the costs of preparing and issuing the permit and conducting a FAD, unless the Forest Service has conducted a FAD for the applicant within the past year. If a FAD has been completed for the applicant within the last 12 months, the applicant will be responsible for the cost of adjusting it to reflect any change this selection will have on the applicant's financial ability.

## **D. Evaluation of Applications**

A Forest Service evaluation panel will evaluate each application utilizing the non-fixed weight method.

**The following evaluation criteria are listed in descending order of importance:**

- Proposed annual operating plan (including required and optional services).
  - Each section of the operating plan is evaluated separately to get to a final rating. It is important for applicants to clearly and fully address each section and use the format in Appendix 9 of the prospectus.
- Business plan, business experience, and references.
  - The business plans are rated by the SBDC, who provides a detailed report and single rating for each applicant.
- Fee to the Government.
  - A percentage of the adjusted gross revenue is expected, but not required.
- Fees charged to the public.
  - Fees should be shown for each site, and for the three-year projection, preferably either in a chart or spreadsheet.

- Financial resources.
  - The financial resources are reviewed by the SBDC but not rated. Rather, financial ratios are developed and made part of the overall business plan rating.

The following are the qualitative factors for each criterion:

**Table 10. Qualitative evaluation criterion definitions**

Color	Definition
Blue	<b>Exceeds</b> – The application exceeds all minimum requirements. The application is very comprehensive, in-depth, clear, and uniformly outstanding in quality. The application demonstrates an exceptional understanding of goals and objectives of the prospectus. One or more major strengths exist. No major weaknesses exist. Consistently high-quality performance can be expected.
Green	<b>Acceptable</b> - The application easily meets all minimum requirements. The application generally is of high quality and demonstrates a strong understanding of the goals and objectives of the prospectus. Strengths significantly outweigh weaknesses. Weaknesses are minor and easily addressed. Satisfactory performance can be expected.
Yellow	<b>Marginal</b> - The application barely meets all minimum requirements. The application is of fair quality and demonstrates a fair understanding of the goals and objectives of the prospectus. Strengths marginally outweigh or are marginally outweighed by weaknesses. Weaknesses may be major and may be difficult to address. Marginal performance can be expected if weaknesses are not addressed.
Red	<b>Unacceptable</b> - The application fails to meet most or all minimum requirements. The application is of poor quality and fails to demonstrate an understanding of the goals and objectives of the prospectus. Weaknesses significantly outweigh strengths. Weaknesses are major and difficult to address. Consistently unsatisfactory performance can be expected.

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 also may consider past performance information from other sources.

The evaluation panel will make a recommendation to the authorized officer as to which applicant offers the best value to the Government. The authorized officer will make the selection decision. All applicants will be notified of the successful applicant via certified mail.

The Forest Service will conduct a FAD on the selected applicant as a prerequisite to issuing a special use permit, unless the agency has a current fiscal year FAD conducted by the Albuquerque Service Center or SBDC for another Forest Service unit.

The Forest Service reserves the right to reject any and all applications.

The Forest Service reserves the right to rescind the prospectus at any time before a special use permit is issued. If the Forest Service rescinds the prospectus, application fees will be returned.

## **V. Post-Selection Requirements**

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:

- A final annual operating plan containing all the items included in the annual operating plan submitted in response to the prospectus.
- An annual GT fee offset agreement.
- Documentation of required liability insurance and, if applicable, property insurance.
- Documentation of bonding, if applicable.
- Required deposits and advance payments (see Appendix 10 of the prospectus and FS-2700-4h, clause IV.C.1).
- Documentation that utility services have been obtained in the name of the selected applicant.
- A state business license and any other required federal, state, or local certifications or licenses.

The successful applicant 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.

### **Burden and Non-Discrimination Statement**

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 10 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410, or call toll free at (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer. The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.