
**Prospectus for Campground and
Related Granger-Thye Concessions
Wallowa-Whitman National Forest**

**U.S. DEPARTMENT OF AGRICULTURE
Forest Service**

January 2016

Table of Contents

I. Business Opportunity

- A. Introduction
- B. Area Description
- C. Description of Developed Recreation Sites and Facilities
- D. Government-Furnished Property
- E. Government-Furnished Supplies
- F. Utilities and Waste Management

II. Forest Service Concession Program and Policies

- A. National Recreation Reservation Service (NRRS)
- B. Pass Discounts
- C. Site Closures
- D. Administrative Use
- E. Applicable Forest Orders
- F. Fee Tickets and Compilation of Use and Revenue Data
- G. Customer Service Comment Cards
- H. Performance Evaluations
- I. Accessibility
- J. Camping Unit Capacity
- K. Stay Limit
- L. Fees Charged to the Public
- M. Law Enforcement
- N. Other Pertinent Information

III. Special Use Permit

- A. Permit Term
- B. Permit Holder Responsibilities
- C. Granger-Thye Fee Offset Agreement
- D. Insurance
- E. Bonding

IV. Application

- A. Instructions for Submitting Applications
- B. General Terms, Qualifications, and Reservations
- C. Application Package Requirements
- D. Evaluation of Applications

V. Post-Selection Requirements

Appendices

- Appendix 1: Vicinity and Area Maps
- Appendix 2: Maps of Developed Recreation Sites
- Appendix 3: Inventory of Government-Furnished Property
- Appendix 4: Applicable Forest Orders
- Appendix 5: Sample Use Report
- Appendix 6: Sample Customer Service Comment Card
- Appendix 7: Standard Performance Evaluation Form
- Appendix 8: Law Enforcement at Concession Campgrounds
- Appendix 9: Annual Operating Plan Outline
- Appendix 10: FS-2700-4h, Special-Use Permit for Campground and Related Granger-Thye Concessions, and FS-2700-4h, Appendix-F, Operation of Federally Owned Drinking Water Systems
- Appendix 11: FS-2700-4h, Appendix B, Granger-Thye Fee Offset Agreement
- Appendix 12: Potential Government Maintenance, Reconditioning, Renovation and Improvement Projects
- Appendix 13: Indirect Cost Reimbursement Letter
- Appendix 14: FS-2700-4h, Appendix G, Granger-Thye Fee Offset Certification
- Appendix 15: Sample Collection Agreement for Granger-Thye Fee Offset Work
- Appendix 16: Sample Business Plan
- Appendix 17: FS-6500-24, Financial Statement
- Appendix 18: FS-6500-25, Request for Verification

VI. Optional Appendices

- Appendix 19: Recommended Criteria for Annual Operating Plan

Appendix 20: Confined Space Entry Program Information

VII. Pertinent Materials (Available Upon Request)

“Cleaning Recreation Sites” (USDA-Forest Service)

“In Depth Design and Maintenance Manual for Vault Toilets” (USDA-Forest Service)

I. Business Opportunity

A. Introduction

This prospectus is being issued to solicit applications for 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 Whitman Ranger District, Wallowa-Whitman National Forest, will be issued. The offering is for two campground complexes and three rental cabins. The permit will include the following developed sites:

Union Creek Recreation Complex consisting of:

- Union Creek Campground
- Union Creek Day-Use Area and Boat Launch
- Southwest Shore Campground
- Miller Lane Campground
- McCully Forks Campground
- Antlers Guard Station Rental Cabin

Anthony Lakes Recreation Complex (Option 2) consisting of:

- Anthony Lakes Campground
- Anthony Lakes Day- Use Area and Boat Launch
- Mud Lake Campground
- Grande Ronde Campground
- Grande Ronde Lake Day-Use Area and Boat Launch
- Anthony Lakes Guard Station Rental Cabin
- Peavy Cabin Rental Cabin

The Administration of the Wallowa-Whitman National Forest is looking for the right concessionaire to take advantage of this offer to maximize visitation revenue by providing exceptional recreation opportunities and services. The Forest Supervisor, Recreation Staff, and District Ranger are committed to supporting the permit to ensure the operation is a sound venture for the concessionaire, the Forest Service and the visitors to Whitman Ranger District. Contact person is Jay Moore.

Jay Moore, Permit Administrator

Whitman Ranger District
1550 Dewey Avenue, Suite A
Baker City, Oregon 97814
Telephone: 541-523-1383
Fax: 541-523-6394
e-mail: jbmoore@fs.fed.us

The authorized officer for this business opportunity is the Forest Supervisor for the Wallowa-Whitman National Forest, 1550 Dewey Avenue Suite A, Baker City, Oregon 97814.

The current permit for this concession expires on December 31, 2015. Over the past three years, this concession has reported generating the following gross revenues:

<u>Year</u>	<u>Gross Revenue Union Creek Complex</u>	<u>Anthony Lakes Complex</u>
2013	\$101,515	\$29,484
2014	\$97,331	\$35,415
2015	\$83,260	\$27,162

Recreation site concessions are authorized by special-use permits issued under the agency's Organic Act, 16 U.S.C. 551, the Granger-Thye Act, 16 U.S.C. 580d, and the implementing regulations in 36 C.F.R. Part 251.

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

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 is not obligated to accept the application with the highest return to the government. The Forest Service reserves the right to issue the permit on the basis of benefits between the fee to the Government and technical merit.

The Forest Service reserves the right to issue a permit based solely on initial applications 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 permit is issued.

B. Area Description

Whitman Ranger District, Wallowa-Whitman National Forest, is located in Baker County in northeastern Oregon. The Whitman Ranger District ranges from an elevation of about 3500 feet to the peaks of the Elkhorn Mountains which top out at over 9100 feet. Baker Valley is primarily developed for agriculture and ranching. The higher elevations are wooded with a variety of coniferous tree species, upland meadows of sagebrush and grasses, and rocky, unwooded subalpine slopes in the highest elevations. Typical weather of northeastern Oregon: warm and dry in the summer, except for occasional thunderstorms, and cool in the evenings. Fall can bring beautiful warm days with cool evenings. Winters are cold with excellent powder snow in the mountains, making the area a popular winter recreation destination.

The year-round recreational opportunities on Whitman Ranger District are easily accessible to major population centers, including Portland, Oregon (6 hour drive); Kennewick/Pasco, Washington (3 hour drive); and Boise, Idaho (2 hour drive). Most recreationists come from within a 2-3 hour driving radius, while some visitors travel from all over the United States and other countries to enjoy the mountains and historic attractions of the local area.

These year-round recreational opportunities are due to the increase in snowmobile and winter use. The major season of recreation activities on the Whitman Ranger District include: camping, hiking, mountain biking, picnicking, fishing, pleasure driving on the Elkhorn Scenic Byway, off highway vehicle (OHV) riding, horseback riding, snowmobiling, hunting, boating, water-skiing, fishing, mushroom and berry picking, firewood gathering, snowshoeing, cross-country skiing, downhill skiing and snowboarding.

Temperatures during the summer are relatively mild, averaging from 60°F to 85°F during the day. Nighttime temperatures average about 55°F. Spring weather (through the month of June) is often cool and rainy. Warmer, drier weather typically arrives in early to mid-July. Late July, August, and September are usually warm and often sunny. Frost and snow can occur during any of the summer months at the highest-elevation sites, but are rare at lower elevations. The Elkhorn Mountains receive significant winter snowfall. Opening dates of high-elevation campgrounds are directly related to snow conditions.

Recreation sites being offered in this prospectus are located on the Whitman Ranger District, and include campgrounds, day-use/picnic areas, and boat launches. These recreation sites are located along State Highway 7 and forest development roads. The Union Creek Recreation Complex located around Phillips Lake (elevation 4100 feet) is accessible via paved State Highway 7 (Elkhorn Scenic Byway) and is approximately 20 miles from Baker City and Interstate 84. The Anthony Lakes Recreation Complex (elevation 7100 feet) is accessible via the paved Elkhorn Scenic Byway. (State Highway 30 to Haines, Anthony Lakes Highway to Forest boundary, Forest Road 73) and is approximately 35 miles from Baker City.

The two recreation complexes offered in this prospectus are described in the following sections.

C. Description of Developed Recreation Complex and Sites

The following is a description of each developed recreation complex and sites included in this prospectus (*see* Appendix 1 and 2 of this prospectus)

Union Creek Recreation Complex General Description

Facilities within this recreation complex are located on the Whitman Ranger District in the southwestern part of the Wallowa-Whitman National Forest (see the maps in Appendix 1 and 2). The Union Creek Recreation Complex (UCRC) consists of low elevation (4100 feet) sites situated around Phillips Lake. The sites include the full-service Union Creek Campground, Union Creek Day Use and Boat Launch on the north shore of Phillips Lake, and the less developed Southwest Shore and Miller Lane Campgrounds on the southern shore of Phillips Lake. Also included in the UCRC permit area is McCully Fork Campground. It is located 13 miles from Union Creek Campground northwest of the town of Sumpter, Oregon.

Whitman Ranger District receives recreational visitors from local, regional, and national markets. Phillips Lake is actually a reservoir formed by damming the Powder River with the 167-foot Mason Dam. At full pool, the lake is five miles long and has a surface area of 2,450 acres. It is used for irrigation and flood control. Principle fish are rainbow trout, small mouth bass, and yellow perch. The Sumpter Valley Railroad currently operates weekends and holidays in the summer and early fall from McEwen Station, at the head of the reservoir west to Sumpter.

Sumpter and Baker City are just short drives away (10 and 20 miles respectively) with cafes, gas stations, groceries, and propane service. Medical facilities are located in Baker City.

Union Creek Campground is the most highly developed and largest recreation site on the District and Forest. The other campgrounds within the complex are Southwest Shore, Miller Lane and McCully Fork Campground which provide more rustic campground facilities in the area. In addition to the developed overnight and day-use recreation sites around Phillips Lake, there are also dispersed camping areas, an interpretive trail, and a 15 mile shoreline trail that virtually circles the lake, providing a variety of recreational opportunities and attractions. The shoreline trail which is open to public use goes through the three campgrounds. The area also has Mason Dam Boat Launch which is a free public boat launch located near the dam.

The National Forest System trails that originate in and/or pass through the permit area have increased in popularity for activities such as hiking and biking. This may require an additional evaluation of the fee structure and/or services provided. Management of these activities may require further consideration and discussion with the Forest Service during the permit tenure. Management actions might include such things as monitoring, a free-use entry pass for temporary use, or a nominal entry fee for those passing through but using services.

Use at Phillips Lake is year-round, with heaviest use of the developed facilities from Memorial Day through Labor Day. Use drops off after the Labor Day weekend; however, if summer weather persists, reduced levels of weekend use continue through early October. In the fall, there is a moderate hunter usage until the hunting season ends in mid-November or until it snows. Winter activities include waterfowl hunting, snowmobiling, cross-country skiing, snowshoeing, and ice fishing.

Summer days in the UCRC are usually in the 70s to low 90s; however, in mid-to-late August the temperatures can reach into the high 90s. Rain can occur throughout the summer months and temperatures may dip to the 50s to 60s at night. Early August to mid-September is usually the driest and warmest period. Nights are cool from early June to mid-July and from late September to October. Frost can occur any night during these periods.

Phillips Lake Campgrounds and Day-Use Sites

The Phillips Lake Campground and Day-Use areas include Union Creek Campground, Union Creek Day-Use and Boat Launch. They are located on State Highway 7, 20 miles southwest of Baker City and Interstate 84. Southwest Shore Campground and Day Use Area and Miller Lane Campground are located off Hwy 7 east along forest road 2220 approximately 7 miles from Union Creek Campground. McCully Forks Campground is located 13 miles west of Union Creek Campground on County Road 520. Union Creek Campground encompasses approximately 165 acres mostly in an open ponderosa pine forested setting. It is a full-service facility located on the north shoreline of Phillips Lake.

Union Creek Campground

Facilities: The Union Creek Campground facilities consist of three main camping loops A-C, and four group sites. Camping Loop A includes 24 campsites with sewer, water, and electrical hookups (with 2 sites fully accessible). Loop B and C have 34 sites with water and electrical hookups (with 2 sites fully accessible). The complex also has 18 tent campsites, and four large group reservation camping areas. The large day-use area has picnic sites and a paved boat

launch. There is a gravity-fed water system and sewer system, eight restroom buildings with flush toilets (two are barrier-free), a fish-cleaning facility, boat launching facilities, a swimming area, a concession stand with two refrigerators and two freezers, a trailer dumping station, an entrance booth, a residence, and a shop building. Interior roads are paved, campsite spurs and interior trails are graveled. The complex has one main road with an entrance gate which can be locked in the off season.

This campground has been under special-use permit for over 20 years, and fees have been charged for day-use area parking, boat launching, camping, and use of the trailer dump facility.

Water System: The Union Creek Campground water source consists of a spring development, storage tank, a chlorinator, and a gravity distribution system. Distribution is via approximately 2,000 feet of line to campground facilities, buildings, campsite hookups, hydrants, and restroom buildings.

The water hydrants and site hookups have not been designed for year-round use. Traditionally, the water system has been shut down between October 1 and April 15.

The concessionaire must monitor operation of the water system. Annual nitrate and monthly microbiological testing are required. Test results are forwarded to the State by the water testing lab, copies of test reports are forwarded to the Forest Service on a monthly basis. DAILY water tests must be taken and recorded to monitor residual chlorine. Based on test results the chlorinator is adjusted as needed to provide sufficient residual chlorine to meet State standards. Chlorine residual test results are recorded and forwarded to the Forest Service on a monthly basis. These tests/adjustments require approximately 10-15 minutes daily. The concessionaire will be responsible for supplying his/her own testing equipment and approved chemical solutions.

Sewer System: The Union Creek Campground sewer system consists of two sewage ponds (one 1-acre pond, one ½-acre), collection lines, and a pumping facility consisting of an 820-gallon wet well and underground pumps. This facility is identified as a “certificate required confined space” by the Wallowa-Whitman National Forest. Entry to this space for regular inspection and maintenance must be conducted in accordance with a certificate required confined space program that meets Occupational Safety and Health Administration (OSHA) requirements. Appendix 20 contains the Pacific Northwest region and Pacific Northwest Research Station Confined Space Entry program Plan as an example of an approved plan.

Maintenance consists of checking the underground pumping facility operation on a regular basis (daily recommended), checking gauges, and maintaining, lubrication, and repairing sump and main pumps and electrical system components. The facility has a ventilation fan with mercury switch which operates automatically when the access hatch is opened. This fan runs constantly through the use of toggle switch.

Garbage: For garbage collection and disposal, there are garbage cans to be located throughout the campground. The permittee provides for collection and disposal of garbage.

Space for a garbage transfer station is available in the Union Creek Complex maintenance yard. This is a gated area below the caretaker’s residence and near the sewage ponds. A 40 cubic yard trash dumpster may be placed at this site. The dumpster must have a cover and be animal-proof. The transfer station site will be included within the permit area. The Permit Holder will be responsible for keeping the transfer site grounds clean and free off all trash, debris, and

objectionable odors. Garbage may be stored at this site for a maximum of two weeks from the time it is removed from the campgrounds. Ashes that are removed from camp sites will be disposed of using the dumpster. No burning will be allowed, except for natural woody debris that has been properly piled at the transfer station. Concessionaire will contact FS Administrator for permission to burn before doing so.

Hosts: The Forest Service will not provide a “campground host” at sites within the UCRC. As a minimum, the concessionaire must provide resident caretaker/hosts at the sites and in the numbers specified in this prospectus.

The Forest Service authorizes the concessionaire to utilize at least one site in Union Creek and Southwest Shore Campgrounds for employee “host” use.

Reservation System: All of the campsites in Loops A, B and C, and the group sites must be reservable on the National Recreation Reservation System (recreation.gov)

Union Creek Day-Use and Boat Launch: The Union Creek Day Use and Boat Launch are located within the Union Creek Complex and accessed from the same gated entrance as the campground. The water system, septic system, restrooms and garbage collection are also part of the complex as described above. The north shoreline non-motorized (horse/hike/bike) trail runs through this site as well as a portion of the main campground.

The picnic area has 65 picnic sites suitable for group use with fire rings and picnic tables. Three of the sites are fully-accessible for visitors with disabilities and located near restrooms. Group Site D is located near a fully accessible restroom.

The boat launch has an asphalt paved ramp and 100 parking spaces. Near the launch are restrooms, a fish cleaning station, a small dock, swimming area, and a concession stand.

Southwest Shore Campground

The campground is located on Forest Road 2220, 4 miles from Union Creek Campground and 24 miles from Baker City. The site is approximately 6 acres in size.

Southwest Shore Campground is a small, minimally developed campground on the south shoreline of Phillips Lake in an open ponderosa pine forested setting. This campground is heavily used through the summer season. The immediate area offers outstanding views of the lake and the Elkhorn Mountains to the north. The rustic boat launch is useable only during high-water periods.

There are 16 campsites, with picnic table and fire-rings, and two vault toilet buildings. Both toilet buildings and 2 of the campsites are barrier-free with graveled pathways and pads. The boat launch is available from early spring through mid-summer, depending on water levels. There is no drinking water at this site. The campground does not have road gates at the two entrances off the main road, and is accessible by vehicles when snow-free. The south shoreline non-motorized (horse/hike/bike) trails also runs through the edge of this site.

A minimum of 60% of the campsites are to be offered as reservable on the National Recreation Reservation System (recreation.gov).

The average operation and maintenance season for Southwest Shore Campground is late April through late October.

This campground has been previously under concession special-use permit and fees have been charged at this site.

Miller Lane Campground

Miller Lane Campground is located along forest road 2220, 7 miles from Union Creek Campground, 1 mile from Southwest Shore Campground, and 27 miles from Baker City. The campground is approximately 5 acres in size.

This campground is a small and minimally developed campground located on the south shore of Phillips Lake. The immediate area offers outstanding views of the lake and the Elkhorn Mountains to the north. There is no drinking water at this site. This campground has seven developed campsites each with a picnic table and fire-ring. There is one accessible CXT vault toilet building. Interior roads and spurs are graveled. There are approximately 6 dispersed campsites in the forest just inside the campground entrance where overflow camping has been permitted in the past, and with additional improvement, campground fees may be collected. The campground is accessed by one road which is not gated and thereby it is accessible by vehicles when snow-free. The south shoreline non-motorized (horse/hike/bike) trails also runs through the edge of this site.

The average operation and maintenance season for Miller Lane Campground is late April through late October.

This campground has been previously under concession special-use permit and fees have been charged at this site. A minimum of 60% of the campsites are to be offered as reservable on the National Recreation Reservation System (recreation.gov).

McCully Forks Campground

McCully Forks Campground straddles the banks of McCully Fork, a tributary of the Powder River, 2 miles northwest of Sumpter. In general most campsites are located in a closed mixed fir-pine-spruce forested creek side setting. With easy access from the Elkhorn Scenic Byway, the campground has 8 developed campsites, two of which are paved and accessible for people with disabilities. All campsites have a picnic table and a fire ring. There is no drinking water at this site. There are two accessible CXT vault toilets, one on each side of the creek. The campground does not have road gates, thus the facility is accessible by vehicles when snow-free.

The average operation and maintenance season for McCully Forks Campground is late May through late October.

This campground has been NOT previously under concession special-use permit; however the Forest Service has charged fees at this site since 2004.

A minimum of 60% of the campsites are to be offered as reservable on the National Recreation Reservation System (recreation.gov).

Characteristics of Union Creek/ Phillips Lake Complex

Site	Union Creek C.G.	Southwest Shore C.G.	Miller Lane C.G.	McCully Forks C.G.
Communications	Telephone at Mgr. House	None	None	None
Utilities	Electric, sewer hookups	None	None	None
Drinking Water	Yes, gravity fed	None	None	None
Toilet/Shower Type	Flush toilets, 8 buildings	2 Vault	1 Vault	2 Vault
Toilet Vault Capacity	Flush	1750 gallon total	1000	1000 gallon each
Forest Service Trash Bins	Yes	No	No	No
Trash Bin Type	Cans	Cans	Cans	Cans
Accessibility	Two restroom buildings fully accessible, Four campsites accessible	Yes-2 campsites and restroom	Yes-	Yes- 2 campsites and restroom
Elevation	4,100 feet	4,100 feet	4,100 feet	4,600 feet
Number of Camping Units	79 Total 24 RV Full Hookups (a) 34 RV Water/Electric (b) 18 Tent (c) 4 Group Sites (d) All RV Sites and Group Sites on Reservation System	16 RV/Tent	7 RV/Tent + possible expansion	8 RV/tent
2015 Fee Per Camping Unit	(a) \$14-\$34 (b) \$14-\$20 (c) \$12 (d) \$50 \$6 Day-Use \$6 Extra Vehicle \$6 Overflow	\$10 \$4 Extra Vehicle \$4 Day-Use	\$10 \$4 Extra Vehicle	\$6 (FS operated)
Minimum Operating Season	May 15–September 30	May 15-September 30	May 15-September 30	May 15 – September 30

*Does not include revenue from firewood sales.

Note: Minimum fees specified include any other applicable State or local tax based on sales.

Anthony Lakes Recreation Complex General Description

The Anthony Lakes Recreation Complex includes the following fee campgrounds and Day-Use sites: Anthony Lake Campground, Anthony Lake Day-Use and Boat Launch, Mud Lake Campground, and Grande Ronde Lake Campground, Grande Ronde Lake Day-use and Boat Launch (see the vicinity, recreation complex, and facility maps in Appendix 1 and 2.)

The Anthony Lakes Recreation Complex is located on the Whitman Ranger District in the southwestern portion of the Wallowa-Whitman National Forest. The nearest communities to these sites are Haines 25 miles away, North Powder 22 miles away, Baker City 35 miles away, and La Grande, Oregon 44 miles away.

Visitors to the area are drawn by the sub-alpine scenery, lake and stream fishing opportunities, excellent hiking and mountain bike trails, and the nearby North Fork John Day Wilderness. Hunters make up the majority of users during the fall (Mid-September to mid-November) hunting season.

Currently, visitors to the Anthony Lakes area come primarily from local/regional markets. Local visitors come from nearby communities in eastern Oregon. Regional visitors come from eastern Washington (Tri-Cities, Walla Walla, Spokane, etc.), southwestern Idaho (Boise, Nampa, etc.) and the Portland Metro area. Campgrounds in the complex have not previously drawn a large proportion of national and international visitors.

The National Forest System trails that originate in and/or pass through the permit area have increased in popularity for activities such as hiking and biking. This may require an additional evaluation of the fee structure and/or services provided. Management of these activities may require further consideration and discussion with the Forest Service during the permit tenure. Management actions might include such things as monitoring, a free-use entry pass for temporary use, or a nominal entry fee for those passing through but using services.

Anthony Lake Campground, Day-Use and Boat Launch

Anthony Lake Campground is a medium-sized, moderately developed campground. Along with the Anthony Lake Day-Use area and Boat Launch it is surrounded by sub-alpine forests and scenic peaks. Located near the shores of Anthony Lake, it is the largest campground in the Elkhorn Mountains and, at 7100 feet, one of the highest. Wildflowers are abundant in the area, and clear mountain streams and lakes provide ample opportunities for anglers. The lake itself is stocked several times a year and provides an excellent rainbow trout fishery. The Elkhorn Scenic Byway provides access to the area and provides connections to a number of surrounding communities. The nearest services are located in North Powder, Haines and Baker City, Oregon.

Anthony Lake Campground includes both vehicle spurs and walk-in sites. The 27 overnight single camping units can accommodate tents and short RVs, and are all paved with picnic tables and fire rings. Eight of the vehicle camping sites are fully accessible accommodating people with disabilities. There are five walk-in tent sites with asphalt parking. Throughout the campground are accessible restroom buildings and a gravity-fed drinking water system. There are no septic hook-ups or waste water dump sites. A portion of the campground has an entrance gate which can restrict vehicle access in the off-season. A minimum of 60% of the campsites are to be offered as reservable on the National Recreation Reservation System (recreation.gov).

Walk-In Tent Sites: Encircling Anthony Lake are 8 walk-in tent sites accessed by gravel surface trails. Each site has a fire ring and picnic table, and restroom buildings on each end of the tent sites.

Group Campsite: The Anthony Lake Group Campsite consists of approximately 9 rustic sites with interior roads and spurs, 2 vault toilets and developed pressurized water system. The site is

used as “overflow” camping when not otherwise reserved or occupied by large groups. The site does not have a gate and is thereby accessible to motor vehicles when snow free. The group campsite must be reservable on NRRS (recreation.gov).

Day-Use and Boat Launch: The Anthony Lake Day-Use and Boat Launch site consists of 15 individual picnic sites with a table and fire device (ring or grill), 3 accessible restroom buildings, a historic log picnic gazebo, and gravel-surfaced trails, including a trail circling the lake (which is open to the public for free use). A small boat concrete launch ramp for non-motorized boating is also available. Day-use fees began 5 years ago and have typically been collected at the site entrance.

The average operation and maintenance season for Anthony Lake Campground has been from late-June/early July through mid-September, or as weather conditions allow. As a minimum, the Forest Service would expect that the Permit Holder fully operate the campground from the Wednesday prior to July 4 weekend through the Sunday following Labor Day weekend, snow levels permitting.

Grande Ronde Lake Campground

Grande Ronde Lake Campground is located in Union County at the upper headwaters of the Grande Ronde River approximately 1 mile from Anthony Lake Campground. At 7190 feet this campground is one of the higher elevation sites in the Elkhorn Mountains. It is situated on the southern shore of Grande Ronde Lake, shaded by a sub-alpine forest and fed by several small streams. A number of hiking and mountain bike trails begin nearby. The lake is stocked several times a year and provides excellent rainbow trout fishing.

Grande Ronde Campground is a nine-campsite fee campground with gravel interior roads and parking spurs, developed spring/gravity-fed water system and one accessible CXT vault toilet. It is approximately 5 acres in size. Seven of the sites are double sites, and two of the sites are group sites (up to 5 families or 20 persons). Drinking water is available on site. Garbage service has been provided in the past. Fees have typically been collected at a self-serve fee station at the campground entrance. The campground does not have road gates, thus the facility is accessible to motor-vehicle use while snow-free. A minimum of 60% of the campsites are to be offered as reservable on the National Recreation Reservation System (recreation.gov).

Day use and Boat Launch: Associated with the Grande Ronde Campground is a day-use area has six picnic sites, one accessible CXT vault toilet, and a boat launch. The lake is open to non-motorized watercraft. Like the campground, the day-use site does not have a road gate and is accessible to motor-vehicle use while snow-free.

The average operation and maintenance season for Grande Ronde Lake Campground (and day use boat launch area) has been late-June/early July through mid-September, or as weather conditions allow. As a minimum, the Forest Service would expect that the Permit Holder fully operate the campground from the Wednesday prior to July 4 weekend through the Sunday following Labor Day weekend, snow levels permitting.

Mud Lake Campground

Mud Lake Campground is located just to the north of Anthony Lake Campground (within ¼ mile). Mud Lake Campground is a small, semi-developed site located near the south shore of

Mud Lake. As its name implies, the lake is very shallow, is open to non-motorized boats and is surrounded by wet alpine meadows. The campground is shaded by sub-alpine forest and is quite cool in the summer. Several exceptional hiking trails (including the Elkhorn Crest National Recreation Trail) begin nearby.

The campground is approximately 4 acres in size, and provides 7 campsites with picnic tables, fire rings, and one accessible CXT vault toilet.

Drinking water must be obtained from the nearby Anthony Lake Campground water system. Garbage services are available at this campground. The campground does not have road gates, thus the facility is accessible when snow-free.

Mud Lake Campground has been ran as a group site and overflow camping for approximately the past five years. It has been reservable on NRRS (recreation.gov).

The average operation and maintenance season for Mud Lake Campground has been late-June/early July through mid-September, or as weather conditions allow. As a minimum, the Forest Service would expect that the Permit Holder fully operate the campground from the Wednesday prior to July 4 weekend through the Sunday following Labor Day weekend, snow levels permitting.

Water Systems

The water system at Anthony Lake Campground and day-use area utilizes a common pressurized well installed in 2015 and consists of a distribution system with frost-free hydrants in the main Anthony Lake Campground and stand pipes at the hike-in sites, group site, and Day-Use areas. The water system is not designed for year-round use. Traditionally, the water system to the campground spurs has been shut down and winterized between September 30 and July 1. The concessionaire will be responsible for water system maintenance and testing from June 1 to September 30.

The water system at Grande Ronde Campground consists of a developed spring and a distribution system to stand pipes. The water system is not designed for year-round use. Traditionally, the water system has been shut down between September 30 and July 1. The concessionaire will have sole responsibility for maintenance, testing and winterizing of this water system.

Caretaker/Host

The Forest Service will not provide a “campground host” at sites within the Anthony Lakes Recreation Complex. As a minimum, the concessionaire must provide resident caretaker/hosts at the sites and in the numbers specified in this prospectus.

Employee Housing

The Forest Service authorizes the concessionaire to utilize at least one site in Anthony Lake Recreation for employee use. The site adjacent to the group site has been used as a host site in the past. Water, electricity and phone hookup are available at this site.

Special Conditions

The Anthony Lakes Day-Use area Picnic Shelter (Gazebo), benches, and two historic tent campsites and other Civilian Conservation Corps (CCC) era facilities are eligible for listing on the National Register of Historic Places. Maintenance of all CCC-era structures will be in accordance with the Regional Management Plan for Depression Era Administrative Buildings (copy available for review at the Whitman Ranger District and Wallowa-Whitman National Forest Headquarters offices.) These historic structures in Anthony Lake Recreation Area may not be modified without prior consultation and approval by the Forest Service.

Space for a **garbage transfer station** is available across the road from Anthony Lake Campground. This is a locked site out of view of the scenic byway. If requested, permission will be granted to place a dumpster of up to 40 cubic yard capacity at this site. The dumpster must have a cover and be animal proof. The transfer station site will be included within the permit area. The Permit Holder will be responsible for keeping the transfer site grounds clean and free of all trash, debris, and objectionable odors. Garbage may be stored at this site for a maximum of two weeks from the time it is removed from the campground. Ashes that are removed from camp sites will be disposed of using the dumpster. No burning will be allowed, except for natural woody debris that has been properly piled at the transfer station. Concessionaire will contact FS Administrator for permission to burn before doing so.

The area around the **Anthony Lake Campground, Day-Use and Boat Launch** is used by the Anthony Lakes Mountain Resort in the winter as groomed cross-country ski trails during the ski season (typically Thanksgiving through late April). The concessionaire will be responsible for operating and maintaining this site from June 1 through September 30 each year. Operation and maintenance responsibilities will transfer to Anthony Lakes Mountain Resort (ALMR) during the winter sports season. The concessionaire, Forest Service, and ski area representative will jointly conduct a facility condition inventory each time this responsibility is transferred. In addition, ALMR uses one site and one restroom building in the Anthony Lake Campground as well as a site in the west Day-Use parking area with one restroom for their winter yurt rental program. ALMR also utilizes one restroom building that is located in front of the Nordic Center/Anthony Lakes Guard Station. Coordination of this use shall be included in the Operating Plans for both the concessionaire and ALMR.

Characteristics of Anthony Lakes Recreation Sites

Site	Anthony Lake CG, Group Site, Day-Use and Boat Launch	Grande Ronde C.G., Day-Use and Boat Launch	Mud Lake C. G.
Communications	Telephone at Host Site (Reliance Connects)	None	None
Utilities	Electricity at Host Site (OTEC)	None	None
Drinking Water	Yes, pressurized well fed	Yes, gravity fed	None
Toilet	<u>15 Total Vaults:</u> 5 Double, 5 Single	2 Vault	1 Vault
Toilet Vault Capacity Gal.	CG 4 Doubles: 1000 each Group Site 1 Double: 2000 Singles: 1000 each	1000 each	1000
Forest Service Trash Bins	Yes	Yes	Yes
Trash Bin Type	Cans	Cans	Cans
Accessibility	Yes; 8 sites	Yes; 2 sites	Yes; limited
Elevation	7,160 feet	7,140 feet	7,175 feet
Number of Camping Units	<u>50 Total:</u> 27 RV- Tent 13 Walk-in Tent 10 in Reservation Group Site	9 RV/ Tent	7 RV/Tent
2015 Fee Per Camping Unit	<u>Site/ Extra Vehicle</u> Tent: \$10/ \$5 RV: \$14/ \$6 Group: \$50/ \$8 Overflow: \$10/ \$5 Day Use: \$4	<u>Site/ Extra Vehicle</u> \$10/ \$5 Day Use: \$4	<u>Site/ Extra Vehicle</u> Group: \$50/ \$8
Minimum Operating Season	Wednesday before Independence Day to Sunday after Labor Day	Wednesday before Independence Day to Sunday after Labor Day	Wednesday before Independence Day to Sunday after Labor Day, snow permitting

Table does not include revenue from firewood sales.

Note: Minimum fees specified include any other applicable State or local tax based on sales.

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:

- Forms to report use and revenue.
- A copy of the Forest Service publications, “Cleaning Recreation Sites,” “In-Depth Design and Maintenance Manual for Vault Toilets,” and “Vault Toilet Pumping Contract Specifications and Guidelines for Preparing Contracts.”
- Title VI posters

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 include:

Electrical

The electric provider Union Creek Campground and Anthony Lake Campground is Oregon Trail Electric Cooperative.

Telephone

There is telephone service available in the Union Creek Campground and the host site at the entrance to this Campground. Century Link is the current provider. The host site at Anthony Lake has a single telephone line and the provider is Reliance Connects in Haines, OR.

Garbage

The Permit Holder will be responsible for garbage removal at all sites. The previous provider was Baker City Sanitation.

Liquid and Solid Waste Disposal

The Permit Holder is responsible for pumping all vault toilets and septic systems at the developed recreation sites. Local providers are Baker Sanitation Service, Steele’s Septic Tank Service and CB’s Portable Restrooms.

Rental Cabins

Antlers Guard Station



Antlers Guard Station was built in 1935 for the fire crews who patrolled Wallowa-Whitman National Forest. The forest roads were not yet well developed, and it was impractical for crews to travel daily between the remote parts of the forest and the ranger station. The Civilian Conservation Corps built this structure to allow crews to stay where they worked. Antlers Guard Station was listed on the National Register of Historic Places in 1991.

Antlers Guard Station sits at an elevation of 4,107 feet on the west bank of the scenic North Fork of the Burnt River. The surrounding forest is predominantly ponderosa pine. It is a cozy, rustic cabin with 2 small rooms. The combined living room and bedroom is furnished with a double futon and 2 sets of bunk beds that sleep 6 people comfortably. The kitchen has a table and chairs, a propane range and refrigerator, and utensils for cooking and eating. There is no electricity. Cell phone coverage is very limited. Guests are required to bring garbage bags to pack out their trash, and they are expected to clean the guard station before leaving. Bedding, towels and emergency items like flashlights and first aid kits are not provided. The guard station is accessible by car via 2 miles of dirt road. This is a pack it in/ pack it out facility.

Propane system and lights were upgraded in 2013 by Ed Staub & Sons. A new refrigerator was purchased in 2011. A new range was purchased in 2015. Yearly leak/pressure check and propane delivery is currently performed by Ed Staub & Sons from Canyon City, OR.

Fees and Reservations

The Forest Service currently charges \$45 per night.

It rents from May 1st to October 31st. Guests call the Whitman Ranger District for the combination to the lock on the front door. The propane tank is 288 gallons and is usually filled twice a year. The reservation system that is currently used is National Recreation Reservation Service (NRRS) which is a national contract. No other reservation services may be used. The website is www.recreation.gov. The cabin stay duration is limited to seven days.

Market comparisons show that this facility may be undervalued. The FS would consider a 20% rate increase for each of the first two years.

Amenities

- Propane appliances: range, lights, fire place for heat, and refrigerator (Leak tests are required any time there is an interruption of service meaning the flow of gas was stopped for any reason. NFPA 54 (2006), 8.2.3 states that "Immediately after the gas is turned on

into a new system or into a system that has been initially restored after an interruption of service, the piping system shall be tested for leakage. If leakage is indicated, the gas supply shall be shut off until the necessary repairs have been made".)

- Cooking supplies: pots, pans, plates, bowls, silverware, cups
- Cleaning supplies: Pine-sol, Simple Green, window cleaner, mop/bucket, broom/dust pan, toilet brush
- Outhouse
- Outside fire pit (Firewood not provided and must be obtained locally.)
- Picnic table
- Futon couch (sleeps two)
- Two bunk bed sets (sleeps four)
- Hand pump well with potable water (tested monthly)

Directions from Union Creek Campground: take Hwy 7 heading west for approximately 17 miles. Turn left at the old town of Whitney on county road 525 for 2 miles. The cabin is on the left.

Anthony Lake Guard Station



Anthony Lake Guard Station is an historic Civilian Conservation Corps log cabin built in the 1930s - one of only a few Forest Service cabins built of logs.

The guard station is situated on the north shoreline of Anthony Lake at an elevation of approximately 7,100 feet. The lake can be viewed from the cabin as well as some of the peaks of the nearby Elkhorn Mountains. Snow can be expected into July. Anthony Lake is sometimes frozen until mid-June. It's located at a popular recreation area and adjacent to the Anthony Lake Campground, and is easily accessible by car.

This comfortable, rustic 2-story cabin features a kitchen, a bathroom with a flush toilet and hot shower, one downstairs bedroom with a full size bed and a futon, two upstairs bedrooms with five twin beds, propane heater and electric lights. It sleeps 8 comfortably. The dining area has a table with chairs and benches. Guests are required to bring garbage bags to pack out trash, and they are expected to clean the cabin before leaving. Bedding and towels are not provided, and guests may also wish to bring emergency items, such as flashlights and a first aid kit. This is a pack it in/pack it out facility.

Propane delivery or any necessary maintenance on the propane heater is currently performed by Ed Staub & Sons from La Grande, OR.

The Forest Service currently charges \$80 per night. It rents from the latter part of May to October 31st. Guests call the Whitman Ranger District for the combination to the lock on the front door. The propane tank is 500 gallons and is usually filled twice a season. The reservation system that is currently used is National Recreation Reservation Service (NRRS)) which is a national contract. No other reservation services may be used. The website is www.recreation.gov. The cabin stay duration is limited to seven days.

Anthony Lakes Mountain Resort (ALMR) uses the guard station for their Nordic center and takes it over on November 1st. The propane tank is to be filled prior to them taking charge. In turn, ALMR fills it when they're ready to turn it back over to the Forest Service.

Market comparisons show that this facility may be undervalued. The FS would consider a 25% rate increase for each of the first two years.

Amenities

- Propane appliances: fire place for heat
- Electric appliances: range, lights, water heater
- Cooking supplies: pots, pans, plates, bowls, silverware, cups
- Cleaning supplies: Pine-sol, Simple Green, window cleaner, mop/bucket, broom/dust pan, toilet brush
- Outside fire pit (Firewood not provided and must be obtained locally.)
- Picnic table
- Futon couch (sleeps two)
- Five single beds with mattresses
- One full size bed with box spring and mattress

Directions from Baker City: Take Hwy 30 to Haines. Turn west on Anthony Lakes Highway for approximately 25 miles. Turn left at the sign to Anthony Lake Campground. Take the first right and the cabin will be on the right.

Peavy Cabin



Overview

Peavy Cabin was built in 1934 by Dr. George Wilcox Peavy, Dean of the School of Forestry at Oregon Agricultural College (later Oregon State University). The facility was used as his outdoor laboratory to instruct forestry students. The cabin was then turned over to the Forest Service and used as a guard

station. Several restoration projects have kept the integrity and charm of this historic structure, which is now recorded in the Heritage Resource Inventory as a historic site.

The cabin sits next to the Wild and Scenic North Fork John Day River at an elevation of 5,900 feet. The Wild and Scenic North Fork John Day River originates in the North Fork John Day Wilderness, and the Baldy Unit section of this wilderness is adjacent to the cabin.

Availability is from July 1st through October 31st and is accessible by car via 3 miles of gravel road. The cabin is rustic and has one room making it cozy. It is furnished with a double futon and one set of bunk beds that sleep 4 people. There is a table with benches and chairs, a propane range and refrigerator, and utensils for cooking and eating. A wood stove and wood fire place is in place for heat. There is no electricity and no potable water on-site. Guests must bring plenty of water for drinking, washing and cooking. Cell phone coverage is very limited. Guests are required to bring garbage bags to pack out their trash, and they are expected to clean the cabin before leaving. Bedding, towels and emergency items like flashlights and first aid kits are not provided. This is a pack it in/pack it out facility.

Propane system and lights were upgraded in 2011 by Ed Staub & Sons. A new range and refrigerator were purchased. Yearly leak/pressure check and propane delivery is currently performed by Ed Staub & Sons from La Grande, OR.

The Forest Service currently charges \$45 per night. It rents from July 1st to October 31st. Guests call the Whitman Ranger District for the combination to the lock on the front door. The propane tank is 288 gallons and is usually filled twice a year. The reservation system that is currently used is National Recreation Reservation Service (NRRS)) which is a national contract. No other reservation services may be used. The website is www.recreation.gov. The cabin stay duration is limited to seven days.

Market comparisons show that this facility may be undervalued. The FS would consider a 20% rate increase for each of the first two years.

Amenities

- Propane appliances: range, lights, and refrigerator (Leak tests are required any time there is an interruption of service meaning the flow of gas was stopped for any reason. NFPA 54 (2006), 8.2.3 states that "Immediately after the gas is turned on into a new system or into a system that has been initially restored after an interruption of service, the piping system shall be tested for leakage. If leakage is indicated, the gas supply shall be shut off until the necessary repairs have been made".)
- A wood stove and wood fire place for heat (Firewood and a chopping maul is provided in the woodshed)
- Cooking supplies: pots, pans, plates, bowls, silverware, cups
- Cleaning supplies: Pine-sol, Simple Green, window cleaner, mop/bucket, broom/dust pan, toilet brush
- Outhouse
- Outside fire pit
- Picnic table
- Futon couch (sleeps two)
- One set of bunk beds (sleeps two)

Directions from Anthony Lake Campground: Head west on forest road 7300 for approximately 12 miles. Turn left on forest road 380. Go 3 miles and the cabin will be on the right.

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. *See* Appendix 11, Appendix 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. National Recreation Reservation Service (NRRS)

The Wallowa-Whitman National Forest participates in the NRRS, which provides nationwide, toll-free telephone and online reservations for single-family or group camping sites, rental cabins, and other recreational facilities. Visitors pay the camping fee at the time they make a reservation, and no fees are collected at the site. The Permit Holder may allow occupancy of any site in the NRSS that is unreserved and charge on site for that use. The current NRRS contractor is Reserve America, 717 North Harwood Street, Suite 2500 Dallas, TX 75201.

Contact information for the NRRS:

Reservation Line:

Call Toll Free 1-877-444-6777

International 518-885-3639

Customer Service Line:

Call Toll Free 1-888-448-1474

March 1 - October 31 - 10:00 AM EST - 12:00 AM EST

November 1 - February 28 - 10:00 AM EST - 10:00 PM EST

www.recreation.gov

Jocelyn Biro

Region 6 NRRS Coordinator

Telephone: 503-808-2411

Email: jbiro@fs.fed.us

Sue Valente

Forest Service Agency Technical Representative

Telephone: (877) 345-6777,

Email: svalente@fs.fed.us

Reserve America Inc.

National Recreation Reservation Service

Corporate Headquarters

717 North Harwood Street, Suite 2500, Dallas, TX 75201

Reservation Line: (877) 345-6777

Customer Service: (888) 448-1474

email: nrrshelp@activenetwork.com

fax: (888) 742-5520

www.recreation.gov

The NRRS is the only authorized reservation system for Forest Service developed recreation sites, including campgrounds, cabins, and group use areas. The Forest Service contract for the NRRS prohibits campground concession Permit Holders from using any other reservation system, establishing their own reservation system, or reserving campsites other than through the NRRS. Applicants may recommend adding sites to or deleting sites from the NRSS 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 the NRRS, the following guidelines must be followed, unless there are compelling operational reasons:

1. For each developed recreation site included in the NRRS, 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 240 to 4 days prior to arrival date.

Group use areas: from 360 to 4 days prior to arrival date.

2. When the NRRS is utilized, the Permit Holder is responsible for on-site administration and will be required to:

- Obtain daily arrival reports (DARs) from the NRRS contractor each morning by establishing at least one central fax 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 24 hours.
- 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 Golden Age or Golden Access Passport or the America the Beautiful 2016: National Parks and Federal Recreational Lands Pass (replaces the Golden Eagle Passport), Senior Pass or Access Pass, authorized under the Federal Recreation Enhancement Act (REA), 16 U.S.C. 6801-6814, before giving the discount on fees for those passes (*see* section II.B).

- Develop inventory data for sites being added to the NRRS, and update data for sites currently in the NRRS (including fees charged the public and temporary site closures). Submit data to the NRRS at least annually for data updates.
- Communicate to the NRRS any emergency closures or other relevant operational changes as they occur.
- Approve customer refunds as appropriate, and process them through the NRRS. NRRS refund policies can be found at <http://support.recreation.gov>

Because reservations can be made up to a year in advance for group sites and up to 240 days in advance for family sites, the NRSS is currently accepting reservations for the 2016 operating season. Fees received by the NRSS for reservations after December 31, 2015, 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.

B. Pass Discounts

The Permit Holder must provide a 50 percent discount on recreation fees charged under Federal Lands Recreation Enhancement Act (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.

In addition, Holders of these passes are entitled to a 50 percent discount on the pass Holders' fee for use of highly developed boat launches and swimming sites. Those accompanying the pass Holders are not entitled to the discount.

It is highly encouraged that the Permit Holder honor the following recreation passes: Interagency Annual, Senior, Access, Golden Age, Golden Access or Northwest Forest Pass in lieu of day use 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 or free use to Holders of the Annual or Volunteer Pass.

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

Union Creek Recreation Complex consisting of

- Union Creek Campground

- Union Creek Day-Use/Boat Launch
- Southwest Shore Campground
- Southwest Shore Day-Use/Boat Launch
- Miller Lane Campground
- McCully Forks Campground

Anthony Lakes Recreation Complex consisting of

- Anthony Lake Campground
- Anthony Lake Day-Use/Boat Launch
- Mud Lake Campground
- Grande Ronde Campground
- Grande Ronde Day-Use/Boat Launch

C. Site Closures

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.

D. 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.

Free Fishing Day is an annual event held in cooperation with the Oregon Department of Fish and Wildlife and will typically occur in July or August.

E. Applicable Forest Orders

Forest Orders may be issued to address a variety of management concerns on a particular forest. Sample orders related to the offering are identified in Appendix 4 (Phillips Lake motorized area closure). Additional applicable forest orders may be issued in the future.

F. 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 passes used.

In addition, year-end use reports must include:

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

G. Customer Service Comment Cards

The Permit Holder must provide a customer service comment card to visitors at each developed recreation site (*see* Appendix 6 of the prospectus).

H. 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 19 of this 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.

I. 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 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. 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.

J. 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:

Site Name	Group Size
Anthony Lake Group Site	60 people max/10 parking sites
Mud Lake Group Site	60 people max/12 parking sites
Union Creek Group Site A	60 people max/10 parking sites
Union Creek Group Site B	100 people max/16 parking sites
Union Creek Group Site C	75 people max/12 parking sites
Union Creek Group Site D	100 people max/15 parking sites

Day Use Site Capacity

The capacity established for Day-Use sites is as follows:

Site Name	Vehicle Capacity
Anthony Lake Boat Launch	3-4 vehicles with small trailers
Anthony Lake Picnic Area	18-20 vehicles
Grande Ronde Boat Launch	4-5 vehicles
Union Creek Boat Launch	100 vehicles
Union Creek Picnic Area	15-20 vehicles
Southwest Shore Boat Launch	6 vehicles

K. Stay Limit

Campers at overnight sites will be limited to a 14-day stay limit during any consecutive 30 day period.

L. 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 trail sides.
- General access, unless specifically authorized by the 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.

M. 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.)

Regulation and Policy Enforcement: Baker County Sheriff, will serve as the primary contact for the Permit Holder when dealing with law enforcement issues. In the Anthony Lakes Complex, either Baker or Union County may be utilized.

The Permit Holder will post and enforce their own “regulations and rules of use” applicable to the use and occupancy of the facilities. These rules, at a minimum, will address the following (36 CFR 261):

- failure to pay fees
- building campfires in places not designated for them
- leaving campfires unattended
- improper use of water hydrants (i.e., washing dishes, cleaning fish, and unauthorized hose connections)
- improper disposal of waste water and sewage
- parking or camping in non-designated areas
- exceeding length-of-stay limits, or reservation terms
- exceeding authorized site capacity for numbers of people or vehicles
- excessive noise and/or failure to observe quiet hours, including control of pet noise
- vandalism
- cutting of live trees or shrubs
- dogs not on leash
- glass containers in swimming areas (not allowed)
- excessive speed in campground
- improper use of motor vehicles, including motorcycles and all-terrain vehicles
- discharging of firearms or fireworks
- nudity in recreation area
- *see* Appendix 4, Applicable Forest Orders

The initial contact by the Permit Holder will normally be to seek compliance with the rules by informing the visitor, before resorting to other law enforcement alternatives. If assistance is necessary when visitors fail to abide by the Permit Holder rules, then the Permit Holder is expected to contact the appropriate County Sheriff, and provide adequate on-site law enforcement presence. Forest Service Law Enforcement may be contacted when the government is a direct party of interest. An example of this would be vandalism to government improvements where the Forest Service can make a case toward collecting for damages. Forest Service Law Enforcement should be contacted whenever there is a major injury or death on government property immediately and there is potential for a claim.

Concessionaire presence will be provided as necessary to give the users a sense of security. At a minimum, this includes uniformed concessionaire employees operating the site entrance station and performing routine maintenance tasks. Patrols for an appropriate level of law enforcement will occur. The Permit Holder staff and security officers will, in the normal course of performing routine duties, patrol the campground frequently each day in clearly marked vehicles.

Damage to Government Facilities: All damage to Government Facilities in excess of \$50 resulting from vandalism or equipment failure must be reported verbally to the Permit

Administrator, within 24 hours of its occurrence, followed by a written report within seven days. Damage of less than \$50 will be reported to the Permit Administrator, in writing, within seven days.

Personal Injuries and Personal Property Damage: Any personal injury or personal property accident/damage will be reported verbally to the Permit Administrator, within 24 hours and followed by a written report within seven days. Incidents such as theft or major altercation with a visitor, or between visitors, will be reported to the Permit Administrator, verbally within 24 hours and followed by a written report within seven days.

N. Other Pertinent Information

Employee Housing

The administrative buildings at Union Creek Campground include one two bedroom house which has a full kitchen, laundry facilities and a one-car garage. There is a maintenance shop with attached office space and full bay. Several camp sites are available outside of the designated campground for employees, which have hook-ups for electricity and water. Use of all buildings and campsites are included in the FS-2700-2h Special Use Permit.

Wildlife Mitigation

The Permit Holder will post information regarding wildlife precautions and adhere to precaution guidelines as established by Forest Service and Oregon Department of Fish and Wildlife.

Archaeological-Paleontological Discoveries

The Holder shall immediately notify the authorized officer of any antiquities or other objects of historic or scientific interest, including but not limited to historic or prehistoric ruins, fossils, or artifacts discovered as the result of operations under this permit. The Holder shall leave such discoveries intact until authorized to proceed by the authorized officer. Protective and mitigative measures specified by the authorized officer shall be the responsibility of the Holder.

Condition of Trees and Hazard Tree Removal

The Holder will be responsible for visual identification and removal of potential hazard trees in the campgrounds. Once the trees are identified as hazards, the Administrator will provide written authorization for their removal and the hazard trees must be removed as soon as possible. Examples of hazards are: dead or dying, leaning over 10 degrees, bases becoming root-sprung, fresh cracks, rot, hanging branches, fork tops and vandalism. Removal of trees will be determined by a combination of assessed potential failure and the likelihood of it hitting a target.

The majority of the trees inside of the Union Creek Campground Complex are medium-aged ponderosa pine. There is ongoing removal of trees that have been identified as hazards due to split tops, and that process may not be completed by the time the operating season begins. Some clean-up and mitigation for logging damage will occur during the operating season.

McCully Forks Campground contains a variety of mixed conifer trees including Engelmann spruce, western larch and Douglas fir. The campground has experienced some spruce root-rot in the past.

The Anthony Lakes Complex contains a mixed variety of sub-alpine conifer trees, including whitebark pine, Engelmann spruce, sub-alpine fir, lodgepole pine, grand fir, Douglas fir and ponderosa pine. Past hazard tree analysis has led to the removal of some trees per operating season. Given the high elevation of these campgrounds, some snow and wind damage will occur each year. Some discretion will be needed before removing whitebark pine, as it has been identified as a sensitive tree species.

Any tree that is identified as an immediate hazard is to be removed as soon as possible by the Holder. Prior to the removal of any tree, the Permit Administrator must be notified and concur. In the event of a large number of trees to be removed, the local line officer has the discretion to propose other ways of removal i.e. small salvage sale.

Butane and Propane Installations

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

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

One special use permit will be issued for the operation of all sites described in this document. Do not apply for the operation of only select recreation areas, as only one applicant will be selected to operate the entire complex. All applicants will be evaluated based on the evaluation criteria. The selected applicant will be required to comply with all provisions of this Prospectus, their proposal, the Special-Use Permit, and an annual Operating Plan.

The successful applicant will be issued a Permit with an expiration date of December 31st, 2021. If both parties agree, this Permit may be renewed annually for a total of an additional five years. An example of a Permit is included in the Appendix 10 of this Prospectus.

The permit term will be for 5 years, with an 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.

The scope of work for the successful Permit Holder includes, but is not limited to:

- presentation and approval of an operation and maintenance plan
- over-all maintenance, cleaning, management, and operation of the recreation sites
- providing visitors with information
- enforcing campground and site rules
- providing for visitor safety; maintaining grounds and facilities
- ensuring protection of natural resources
- maintaining the Forest Service “Good Host” image
- campground staffing
- fee collection
- camp store operation
- a variety of additional specialized maintenance tasks and projects.
- adhering to fire-related closures for campfires and operation of specialized equipment

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 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 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.

There are no size restrictions for administrative vehicles that remain on developed roads. Union Creek Campground has some trails that may accommodate a smaller vehicle such as a golf-cart for administrative purposes only. Anthony Lake Campground has a surfaced trail that accesses tent sites on the south side of the lake. A smaller vehicle such as a golf cart is permissible on this trail for administrative purposes only. All vehicles must remain on established trails that are designed to accommodate such a vehicle and have a hardened surface. Occasionally, a large piece of equipment (a backhoe, for example) may be needed for repair or maintenance activities. These vehicles will require authorization by the Administrator.

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 10 of the prospectus, 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.

The Holder must perform GT fee offset work. When that work includes construction that costs more than \$2,000, it is subject to the Davis-Bacon Act and the GT 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.

D. Insurance

Liability Insurance

The Permit Holder will indemnify the United States for any losses incurred by the United States associated with the Permit Holder's use and occupancy. Insurance policies must name the

“United States Government” as an additional insured (reference Appendix 10: “Form FS-2700-4h, Special Use Permit”, Clause III.I).

Liability Insurance: The minimum amount of liability insurance coverage is \$1,000,000 under a combined single limit (CSL) policy. Coverage will extend to property damage, bodily injury, or death rising out of the Permit Holder's activities under the permit, including but not limited to the occupancy or use of the structures, facilities, or equipment authorized by the permit.

E. Bonding

The Permit Holder will provide a performance bond in the amount of \$60,000. The bond may take the form of corporate surety, Treasury bills, notes or other negotiable securities, cash deposits, irrevocable letters of credit, assignment of savings accounts, or assignment of certificates of deposit. 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).

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.

All applications must be submitted to Tom Montoya, Forest Supervisor, Attention: Wallowa-Whitman National Forest, 1550 Dewey Avenue Suite A, Baker City, OR 97814. Applications must be received by close of business (4:30 p.m.) on October 14, 2016.

Applicants must submit 5 copies of their application package and supporting documents.

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.

Applicants should contact Jay Moore regarding any questions related to this prospectus. Contact person is

Jay Moore, Permit Administrator
Whitman Ranger District
1550 Dewey Avenue
Baker City, Oregon 97814
Telephone: 541-523-1383
Fax: 541-523-6394
e-mail: jbmoores@fs.fed.us

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 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.

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 Annual Operating Plan Outline (*see* Appendix 9 of this 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 Annual Operating Plan Outline in Appendix 9 of this prospectus.

Operating Season

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.

The average *maximum* operating season for campgrounds in the Union Creek Campground Complex is April 15 through October 31. For campgrounds in the Anthony Lake Complex, the average *maximum* operating season is July 1 through September 30.

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. 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.

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.

The closing date for receipt of proposals will be October 14, 2016. Approximately one month afterwards, the Forest Service will either accept a proposal and make a tentative approval of a Special-Use Permit or reject all proposals. Selection of the permittee will be announced by November 10, 2016. Permit approval will occur shortly thereafter.

Proposals will be evaluated by a panel of at least three people using the selection process outlined in Part 7 – Evaluation of Application.

The Forest Service reserves the right to reject any or all proposals if the proposals do not best serve the needs of the public. The granting of the permit could be delayed if the Forest Service elects to require proposal addendum in order to make a final selection of the most competitive proposals.

The terms of this Prospectus shall govern selection of the successful applicant and operations under the Permit issued, and shall not be modified by any oral statement by a representative of the Forest Service. If determined that error or omission has been made or additional information is required, a written amendment will be sent to each person receiving a copy of this Prospectus. Upon finalizing, the Proposed Operation and Maintenance Plan of the successful applicant will become part of the permit.

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 will 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 this 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 this 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 **ASC-QA-RAB at 101B Sun Avenue, Attn: ASC-RAB, 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, Annual Operating Plan Outline, 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 \$3,455 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

<u>Year</u>	<u>Gross Revenue</u>
2013.....	\$130,999
2014.....	\$132,746
2015.....	\$110,423
Total	\$374,168

Total gross revenue ÷ 3 = average gross revenue

$$\$373,776 \div 3 = \$124,722$$

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 2.77 percent.

$\$124,722 \times 0.0277 = \$3,455$ 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).

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).
- Business plan, business experience, and references.
- Financial resources.
- Fees charged to the public.
- Fee to the Government.

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 process will favor applicant proposals that encompass all or a preponderance of the developed sites solicited in this prospectus and the 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.

Application Fee

Applicants must submit a written application for all developed recreation sites offered in this prospectus. Five copies (5) of each proposal must be received, along with a \$100 application fee payable to USDA Forest Service, at the Supervisor's Office for the Wallowa Whitman National Forest by:

4:00 p.m. October 14, 2016.

Contact person is Jay Moore.

Jay Moore, Permit Administrator
Whitman Ranger District
1550 Dewey Avenue, Suite A
Baker City, Oregon 97814
Telephone: 541-523-1383
Fax: 541-523-6394
e-mail: jbmoore@fs.fed.us

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.