

Prospectus for Campground and Related Granger-Thye Concessions Allegheny National Forest

U.S. DEPARTMENT OF AGRICULTURE

Forest Service



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“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 a concession campground special-use permit. A permit or permits to provide high-quality public service in the operation and maintenance of Government-owned recreation facilities located on the Bradford and Marienville Ranger Districts of the Allegheny National Forest (ANF), will be issued. The permit or permits will include the developed sites listed in Table 1, on the following page. To see the location of the sites in this prospectus, please *see Appendix 1: Vicinity and Area Maps* and *Appendix 2: Developed Recreation Area Maps*.

Twenty (20) developed recreation sites are included in this prospectus. The sites are grouped together into four (4) separate administrative units (groups) based on locality (close proximately to one another) - Allegheny Reservoir North, Allegheny Reservoir South, Bradford West, and Marienville South.

Applicants must apply for all the groups as one bid item, with the exception of Kelly Pines Campground and Loleta Recreation Area in the Marienville South Group. Kelly Pines Campground and Loleta Recreation Area can be bid on individually, or they must be included with all the groups as one bid.

The ANF **will only** entertain proposals for optional items on Kelly Pines Campground and Loleta Recreation Area.

The ANF **will not** entertain proposals for optional items, such as bids on individual campgrounds/sites, or excluding an area, from Allegheny Reservoir North, Allegheny Reservoir South, or Bradford West. Bids on individual campgrounds/sites, or excluding an area from its aforementioned group will fail to meet the requirements and will be deemed nonresponsive and disqualified from the competition.

Depending on the award of the final bid(s):

- One permit could be issued for all the groups advertised in this prospectus to an applicant.
- A permit could be issue for the Allegheny Reservoir North, Allegheny Reservoir South, or Bradford West groups to an applicant, and separate permits could be issued for Kelly Pines Campground and Loleta Recreation Area to other applicants.

The recreation sites in this prospectus (with the exception of Kelly Pines Campground) are currently under concession with five special-use permit(s). Kelly Pines Campground will be new to concession. The current permits expire at midnight on December 31, 2016. A new special-use permit(s) will be issued authorizing this prospectus. The permit(s) term is for five (5) years to 2021 and may be extended up to an additional five years to 2026 by amendment at the sole discretion of the authorized officer based on sustained satisfactory performance or administrative need. Reference Table 2: Developed Recreation Area Groupings – Gross Revenue 2013 – 2015.

The authorized officer for this business opportunity is the Forest Supervisor for the Allegheny National Forest: **Sherry Tune, Forest Supervisor, 4 Farm Colony, Warren, PA 16365; (814) 728-6100.**

The permit(s) will include the developed sites listed in Table 1.

Table 1: Allegheny National Forest Developed Recreation Area Groupings Included In The 2016 Prospectus		
<i>Allegheny Reservoir North Group</i>		
SITE NAME	TYPE OF SITE	ACRES
Willow Bay Recreation Area	Campground, Day Use Areas, Boat Launch	13
Tracy Ridge Recreation Area	Campground	15
Webbs Ferry Boat Launch	Boat Launch & Fishing Pier	2
Roper Hollow Boat Launch	Boat Launch	3
Hooks Brook Boat Access Campground	Boat-To Campground	3
Handsome Lake Boat Access Campground	Boat or Hike-To Campground	3
Hopewell Boat Access Campground	Boat or Hike-To Campground	3
Pine Grove Boat Access Campground	Boat-To Campground	3
<i>Allegheny Reservoir South Group</i>		
SITE NAME	TYPE OF SITE	ACRES
Red Bridge Recreation Area	Campground	11
Kiasutha Recreation Area	Campground, Picnic Area, Beach, & Cabin	28
Elijah Run Boat Launch and Shoreline Trail	Boat Launch, Foot Path, Dock, & Fishing Pier	7.5
Dewdrop Recreation Area	Campground & Boat Launch	11
Morrison Boat Access Campground	Boat or Hike-To Campground	5
Twin Lakes Recreation Area	Campground, Picnic Area, Day Use, Beach, & Small Apartment	26

Table 1: Allegheny National Forest Developed Recreation Area Groupings Included In The 2016 Prospectus		
<i>Bradford West Group</i>		
SITE NAME	TYPE OF SITE	ACRES
Buckaloons Recreation Area	Campground, Picnic Area, & Boat Launch	11
Hearts Content Campground	Campground & Picnic Area	30
Minister Creek Campground	Campground	2
Farnsworth Cabin	Historic Cabin	1
<i>Marienville South Group</i>		
SITE NAME	TYPE OF SITE	ACRES
Loleta Recreation Area	Campground, Day Use, & Small Wading Area	11
Kelly Pines Campground – new to concession package	Campground with horse shelters	2

The concession package being offered in the prospectus includes sites currently managed under concession, with the exception of the Kelly Pines Campground in the Marienville South Group; it will be concessioned for the first time in this package. The data included in Table 2 consists of the total gross revenue, over the past three years, generated by the recreation sites included in this package, with the exception of Kelly Pines Campground, for which we have no fee history.

Table 2: Developed Recreation Area Groupings Gross Revenue -- 2013 - 2015	
<i>Allegheny Reservoir North Group</i>	
YEAR	TOTAL
2013	\$210,794.00
2014	\$222,259.00
2015	\$223,804.00
Three Year Average	\$218,952.00

Table 2: Developed Recreation Area Groupings Gross Revenue -- 2013 - 2015	
<i>Allegheny Reservoir South Group</i>	
YEAR	TOTAL
2013	\$334,979.00
2014	\$330,239.00
2015	\$331,107.00
Three Year Average	\$332,108.00
<i>Bradford West Group</i>	
YEAR	TOTAL
2013	\$89,629.00
2014	\$108,395.00
2015	\$102,562.00
Three Year Average	\$100,195.00
<i>Marienville South Group</i>	
YEAR	TOTAL
2013	\$27,872.00
2014	\$30,025.00
2015	\$20,961.00
Three Year Average	\$26,286.00 (Loleta Recreation Area only, no fee history for Kelly Pines Campground)
<i>Total of all Four Groups</i>	
YEAR - GROSS	TOTAL
2013	\$663,274.00
2014	\$690,918.00
2015	\$678,434.00
Three Year Average	\$677,542.00

Applicants are responsible for producing their own financial predictions in responding to this prospectus. They must conduct their own analyses and draw their own conclusions. Applicants are responsible to verify all data provided is accurate.

Recreation Site Analysis: The ANF is in the process of completing a Recreation Site Analysis (RSA). The RSA is a tool to evaluate existing management of the ANF's developed recreation sites and create a program of work for the next five-year period. The ANF's recreation managers will identify strategies to maintain recreation opportunities, while reducing operation and maintenance costs in response to projected budget decreases. The result will be the draft program of work for developed recreation sites.

The results of the RSA could result in decisions leading to modifications at some recreation facilities included in this prospectus. Prior to implementing any changes, the Forest Service (FS) will coordinate with the selected applicant (concessionaire) and make adjustments to the terms of the special-use permit as necessary.

B. Area Description

Overview of the Allegheny National Forest

The Allegheny National Forest is one of the most intensively used national forests due to the high level of oil and gas activity, the high timber values, and the year-round recreational uses that occur throughout the Forest. The potential for increased recreation use is significant as the ANF lies within a day's drive of 1/3 of the nation's population.

The ANF is Pennsylvania's (PA) only National Forest; located in the northwestern PA., the Forest is approximately 517,000 acres and includes land in Elk, Forest, McKean and Warren counties in the northwestern corner of the state. About 463,000 acres are forested; 42,000 acres are non-forest; and 11,000 acres are covered by water (primarily the Allegheny Reservoir). The ANF is administratively divided into two Ranger Districts: Bradford and Marienville. The majority of the recreation sites in this prospectus are located on the Bradford Ranger District.



Fishing on the Allegheny River.

The ANF has a rich variety of outdoor activities, including bicycling, camping, fishing, hiking, nature viewing, OHV riding, outdoor learning, picnicking, scenic driving, water activities, winter sports, and more. Annual outdoor recreation events draw participants and spectators from all over the country. There are over 600 campsites, 6 boat launches, 6 canoe access sites, and hundreds of miles of hiking, equestrian, snowmobiling and OHV trails. The ANF also has areas of special interest such as two (2) wilderness areas totaling 8,979 acres (Hickory Creek Wilderness & the Allegheny Islands Wilderness), Allegheny & Clarion Wild & Scenic Rivers, Allegheny National Recreation Area, and the North Country National Scenic Trail (96 miles on the ANF).



OHV riding on the Forest.



Winter sports on the ANF, snowmobile trails.

A moderate climate provides for a variety of outdoor recreation opportunities. Average annual rainfall for the Forest is 46 inches, the majority of which occurs between mid-May and mid-October. Average annual snowfall is 70 inches and occurs between mid-November and mid-April. Daytime temperatures in the summer range from 70 to 80 degrees, with evening temperatures in the 60s.

The Forest provides good habitat for a wide variety of wildlife species, such as white tail deer, turkey, and black bear. Fishing and boating is a major attraction on the Allegheny Reservoir and the Allegheny and Clarion River, segments of which are designated Wild and Scenic Rivers. Anglers cast for trophy trout, walleye, northern pike, and musky. Ice fishing is permitted throughout the Allegheny National Forest; the Allegheny Reservoir is a popular ice fishing area.



Kayakers enjoy the Allegheny River.

A major outdoor recreational attraction on the Forest is the Allegheny Reservoir, which was created in the 1960s when the U.S. Army Corps of Engineers constructed the Kinzua Dam on the upper Allegheny River. At normal summer pool level the reservoir is 27 miles long (14 miles in Pennsylvania and 13 miles in New York) with 91 miles of shoreline. The reservoir water level and water surface is managed by the U.S. Army Corps of Engineers. The adjacent shoreline is primarily

owned and managed in Pennsylvania by the U.S. Forest Service and in New York by the Seneca Nation of Indians, New York State Office of Parks, Recreation, and Historic Preservation, and Cattaraugus County, NY. Only a few private landowners exist on the New York shoreline. The Allegheny Reservoir is unique because very little private commercial development exists along its shoreline. The majority of the existing developed recreation sites on the PA portion of the Reservoir are operated and maintained by the ANF and are included in this prospectus package.

The undeveloped Allegheny Reservoir shoreline and National Forest System land surrounding the Reservoir provide the largest outdoor recreation opportunities in northwestern Pennsylvania. Highly developed infrastructure (e.g. paved roads, pressurized water systems, sewage treatment plants and electrical service) are in place to serve campgrounds with utilities, flush toilets and hot water showers. Other facilities include picnic areas, swimming beaches, and shoreline fishing opportunities and fishing piers. Group camping opportunities is also available.

In addition, the Buckaloons Campground offered in this prospectus, in the Bradford West Grouping, is located along the embankment of the Allegheny River.

The primary market area for the Forest includes the following urban areas within half a day's travel time: Erie, PA to the northwest (65 miles); Buffalo, New York (NY) to the north (110 miles); Pittsburgh, PA to the south (110 miles); and Youngstown-Akron-Cleveland, Ohio areas to the west (140 miles). Limited commercial air service is available at the Bradford Regional Airport, PA and Jamestown Municipal Airport, NY.

The nearest full service airports are located in Buffalo, NY and Pittsburgh, PA. An extensive network of roads provides access and helps to disperse use that occurs during all seasons of the year.

- For general information on the Allegheny National Forest and the sites included in the prospectus, refer to: [Allegheny National Forest website](#).
- For information on the ANF's recreation opportunities in this prospectus, refer to: [Allegheny National Forest Recreation website](#).
- To view individual recreation area/site brochures or maps offered in this prospectus, refer to: [Allegheny National Forest Recreation Area brochures](#).

C. Description of Developed Recreation Sites and Facilities

The following is a description of each developed recreation site included in this prospectus (*See Appendix 1 and 2 for vicinity and area maps and site maps*).

Maps for the primary developed recreation areas offered in this can be examined in *Appendix 1: Vicinity Map* and *Appendix 2: Developed Recreation Area Maps*. *Appendix 3: Inventory of Government-Furnished Property* provides more detailed and complete site information pertaining to each of these facilities. Use all descriptions, maps, and tables together for the most comprehensive overview of the area and specific site properties. Prospective bidders are also strongly encouraged to visit sites listed in this document to further their understanding of each setting.

Every attempt has been made to make this information and that found in the Appendices as accurate as possible. However, it is possible that some errors exist. If any errors are discovered, a correction will be made available.

Allegheny Reservoir North Group

Willow Bay Recreation Area

Willow Bay Recreation Area was built in the early 1960s by the U. S. Army Corps of Engineers. When completed, it was transferred to the USDA, Forest Service. Willow Bay Recreation Area is located 15 miles west of Bradford, PA, on State Route (SR) 346, just south of the New York State line. The area overlooks the south shore of Willow Bay, a small arm on the eastern side of the Allegheny Reservoir. The use at this area is considered high.



View from Willow Bay Recreation Area

Willow Bay Campground has 102 family campsites (41 waterfront), 30 with electrical hookups, in four loops - Oak, Aspen, Hemlock, and Deer Grove; each campsite has a picnic table, fire ring, and tent pad. Campsites in Hemlock and Deer Grove Loops overlook Willow Bay while sites in Oak and Aspen loops back onto Willow Creek. Deer Grove Loop is tent-only, while others can accommodate both tents and recreational vehicles (RV). The campsites in Aspen loop are on a grassy flat with no shade. Oak Loop's campsites have more shade but share the area with several "camper cabins." The campsites in Hemlock loop enjoy ample shade and about half are located on a bluff above the lake.



These sites do not have hook-ups. Nestled among the 32 walk-to only tent sites in Deer Grove loop are more "camper cabins."

The campground is popular with campers interested in water sports, such as boating, water-skiing, and fishing on the bay and reservoir. Camping is available year round, as the area is popular for ice fishing; the picnic area is open May 1- Oct 31. Willow Bay Recreation Area is currently operated by concession.



Willow Bay Campsites.



Facilities at Willow Bay Recreation Area include an entrance station with a booth, a four (4)-lane concrete boat launch with a 130 foot courtesy dock (load and unload only), and ample parking. Located on a slope overlooking the Allegheny Reservoir is a large well-shaded picnic area with restrooms and a covered pavilion seating 50 people.

In addition, one garage bay is available to the concessionaire for storage or office space at the sewage treatment building. Land line telephone service is currently provided to the entrance station and the sewage treatment building (limited cell phone service is available). Firewood and ice is sold at the campground by the current concessionaire.



Willow Bay Recreation Area Entrance Station.



Covered Pavilion Overlooking Willow Bay.



Boat Launch at Willow Bay, High Water Level.



Boat Launch at Willow Bay, Low Water Level.

Additional facilities and infrastructure include a two flush toilet buildings with hot water showers, four vault toilets (7 vaults, 500 gallons each), and pressurized water system (12 hydrants) with well and storage tank. In addition, the area has a sewage treatment plant with associated underground lines and lift stations, a trailer dump station (connected to sewer system), and paved roads and parking lots. Security lights are located at buildings and at the boat launch. Propane (tanks available) is used to heat the water to the flush toilet/shower buildings. Additional area characteristics in Table 3.



One of Two Flush Toilet/Shower Buildings.



Interior of Shower House.

Currently, Willow Bay Recreation Area has 11 rustic camping cabins available for reservations. Cabins measure 10 by 12 feet with a 6 foot porch. Each cabin has a front porch swing, metal fire pit, pedestal grill, and picnic table. Inside are a double bed and a set of bunk beds. The maximum capacity for these cabins is four to six people depending upon the cabin selected. Heat and electric are provided for all cabins (no inside toilet); water hydrants are located close by.



One of Four Vault Toilets in Willow Bay Recreation Area.



Interior of Camping Cabin.



Camping Cabin at Willow Bay Recreation Area.

The cabins are either located along the shore of the reservoir or near Willow Creek. The cabins are owned by the current concessionaire. Should Willow Bay Recreation Area be awarded under a different concession, the cabins would be available for sale or removed by the current concessionaire. If the cabins are removed, the pads would be converted to tent sites, or, a different concession could put their own cabins in upon approval by the authorized officer.

Table 3: Willow Bay Campground Characteristics	
Currently Operated By	Concessionaire
Camping & Other Fees	\$18.00 to \$23.00 per site per day - \$23.00/site daily camping (electric hookup) fee; \$21.00/site daily camping (waterfront) fee; \$19.00/site daily camping (regular) fee; \$18.00/site daily camping (walk-to, tent only) fee. Cabins are \$55.00 to \$65.00. \$5.00/vehicle daily launching fee (boat launch); \$55.00/vehicle season launching pass.
Camping Units	102 units (30 electrical hookups, 41 water front)

Table 3: Willow Bay Campground Characteristics	
Host Sites	5 sites – Electric, water, & sewage (cell phone service limited)
Dump Station	2 each – 1,000 gallons each (connected to sewage system)
Parking	Camp spurs vary, ample paved parking at picnic area & pavilion. 120 tow-trailer & 70 single spaces at boat launch
Utilities	Electricity, 12 water drinking hydrants, 2 propane tanks (500 gallons)
Communications	Telephone - Land lines at entrance station & sewage treatment plant/storage building; limited cell phone service
Drinking Water	Pressurized water system (12 hydrants) with well and storage tank
Sewage	Sewage Treatment plant on site (concessionaire must operate)
Toilet/Shower Type	2 flush toilet/shower houses
Trash Bin Type	6 dumpsters provided by concessionaire through a trash service
Accessibility	There is an accessible toilet/shower house located between the electric and non-electric camp loops. Accessible fire grills and picnic tables are slowly replacing worn out equipment
Min. Operating Season	Camping year round, picnic area open May 1- Oct 31
Max. Stay	14 days
3-Year Average Gross Revenue (2013 -2015)	\$190,508.00

Tracy Ridge Recreation Area

Tracy Ridge Recreation Area is located on SR 321, north of the junction with SR 59 and south of the junction with SR 346. This campground sits on a ridge top three miles east of the Allegheny Reservoir. Tracy Ridge offers primitive camping (no electric or other utilities) with 65 open spacious, tree-shaded campsites, each containing a picnic table, fire ring, and tent pad. Hand-pumped drinking water, three vault toilets (500 gallons each), and a trailer dump station (1,000 gallon) are also available. Three camp loops are available, loops A, B, and E. Additional area characteristics in Table 4.



Camp Site at Tracy Ridge Recreation Area.

Hiking and backpacking possibilities abound in the Tracy Ridge Recreation Area. A trail system of interconnecting loops begins on the flat ridgetop within the recreation area. The entrance road and loop roads are designated as a cross country ski trail during winter activity season (12/20 - 4/1). The entrance road is also connected to the Tracy Ridge Hiking Trails System which leads to the Reservoir, and also links up with the North Country National Scenic Trail. By using this system in conjunction with the North Country National Scenic Trail, a loop hike of 8.7 miles is possible, beginning and ending at the campground. One feature of these trails is the large, scenic rock formations along their routes.



Vault Toilet in Campground.

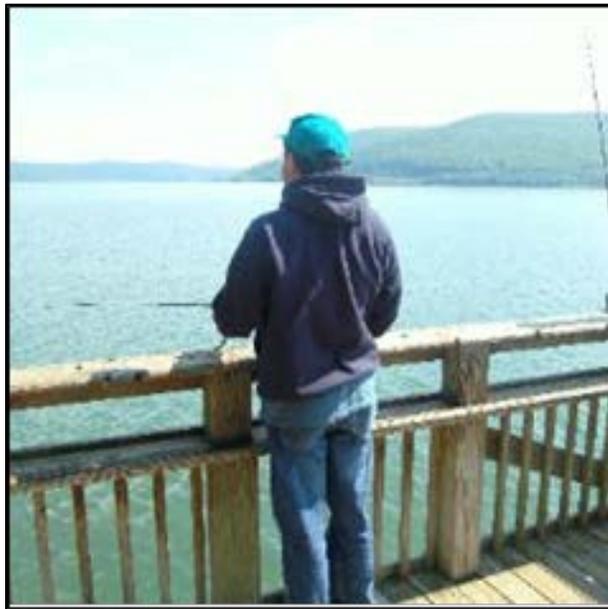
Table 4: Tracy Ridge Campground Characteristics	
Currently Operated By	Concessionaire
Camping & Other Fees	\$12.00/site daily camping fee
Camping Units	65 open spacious, tree-shaded campsites
Host Sites	None at this time
Dump Station	1 station (no sewage system)
Parking	Camp spurs vary, trailhead parking
Utilities	None
Communications	No telephone, cell is limited
Drinking Water	3 hand-pumps, drinking water (well)
Sewage	No sewage treatment facility - toilets & dump station need pumping (concessionaire responsibility)
Toilet/Shower Type	Three vault toilets (500 gallons each)
Trash Bin Type	1 dumpster provided by concessionaire
Accessibility	The toilets are accessible. Accessible fire grills and picnic tables are slowly replacing worn out equipment
Min. Operating Season	April 1 to Dec. 14th
Max. Stay Permitted	14 days
3-Year Average Gross Revenue (2013 -2015)	\$8,188.00

Webbs Ferry Boat Launch and Shoreline Trail

Webbs Ferry is situated on the western shoreline of the Allegheny Reservoir just south of the New York State line. Access is via State Route 346. Facilities include: paved access road, a two-lane boat launch with 130 foot courtesy dock (load and unload only), a double vault toilet (each vault 500 gallons each – concessionaire pumps), self-service pay station and informational signing. In addition, a 600 foot paved accessible foot trail with benches leads to a 45-foot fishing pier. There is no water system or electric, but a solar powered security light is located near the boat launch. Willow Bay Recreation Area is located directly across the reservoir (eastern shoreline).



Webbs Ferry Boat Launch.



Webbs Ferry Fishing Pier

The area is open year round with minimal winter road maintenance (area near SR 346 is plowed for ice fishing access). Launch lane is available to 1,335 feet mean sea level (msl) reservoir water level elevation. There is a \$5.00 per day parking and launching fee payable at the self-pay station; average 3-year gross is \$4,270. The area is open April 1 to December 15. It is currently operated by concession.

Roper Hollow Boat Launch

Roper Hollow is a one-lane boat launch situated on the western shoreline in the middle of the Allegheny Reservoir. Access is via a one-lane steep gravel road not recommended for vehicles towing boats over 16 feet in length. Facilities include a single vault toilet (500 gallon – concessionaire pumps), electric security lighting, self-service pay station, and informational signing.



Roper Hollow Boat Launch.

Open year round with no winter road maintenance, therefore inaccessible after snowfall. Launch lane is available to 1285 feet msl reservoir water level elevation. There is a \$5.00 per day parking and launching fee payable at the self-pay station; average 3-year gross is \$3,838. Currently operated by concession.

There is no water system. Hopewell and Handsome Lake Campgrounds (accessible via boat or hiking trail) are located directly across the reservoir (eastern shoreline).



Vault Toilet at Roper Hollow Boat Launch

Boat-to and Hike-in Access Campgrounds

No camping is permitted on the shores or within 1,500 feet of the timberline around the Allegheny Reservoir except in the ANF's designated boat access campgrounds, which includes four rustic boat access campgrounds in the Allegheny Reservoir North Group Unit; Hooks Brook, Handsome Lake, Hopewell, and Pine Grove. These campgrounds are primitive (no electric or telephone) and primarily reached only by water craft, although hiking trails do offer access to Handsome Lake, Hopewell, and Pine Grove; there are no boat docks at the campgrounds nor access roads.

The number of camp sites per campground varies between 13 and 32. Facilities at these sites include picnic tables, fire rings, grills, vault (Sweet Smelling) toilets, and hand-pumps for water. The hand-pump water is available year round, if the water is not frozen. Water is not tested in off-season (October through April), it is recommend people pack in their own water during this time period. There is no garbage service, campers must pack out their trash. Fees are \$12.00 per night payable at the self-pay stations at each campground. Camp sites are on a first come, first serve basis, no

reservations. In addition to camp site maintenance, weed eating is required and the vaults require pumping by concessionaire. The operating season for these campgrounds is April 1 to December 15 and are currently operated by concession.

Hooks Brook Boat Access Campground

Hooks Brook Boat Access Campground is located 2 miles southwest of Willow Bay on the west bank of the Allegheny Reservoir. Closest boat launches are located about two miles to the north with Willow Bay on the east bank and Webbs Ferry on the west bank. Hooks Brook has 32 rustic shoreline campsites and is primarily a boat-to-only site, however, there is a trail along Hooks Brook that goes back to the Reservoir Scenic Drive (SR 1013), west of the reservoir that can be used to access the campground on foot. Facilities include two single-vault toilets (1,000 gallons each) and a hand-pump water well. Average 3-year gross is \$3,395.



View from Hooks Brook Campground

Handsome Lake Boat Access Campground



Handsome Lake Boat Access Campground.

This rustic campground has 20 shoreline camp sites located on the east bank of the Allegheny Reservoir just north of Sugar Bay, accessible by boat (Allegheny Reservoir) or hiking trail (North Country National Scenic Trail with connections to the Tracy Ridge Trail System). The closest boat launch is Roper Hollow directly across the reservoir on the west bank, and Kinzua Wolf Run Marina ~ 5 miles south near State Route 59 at the Morrison Bridge. Facilities include two single-vault toilets (1,000 gallons each) and a hand-pump water well. Average 3-year gross is \$3,387.

Hopewell Boat Access Campground

Like Handsome Lake Campground, this rustic campground has 20 shoreline camp sites and is located on the east bank of the Allegheny Reservoir just north of Sugar Bay. It is accessible by boat (Allegheny Reservoir) or hiking trail (North Country National Scenic Trail with connections to the Tracy Ridge Trail System). The closest boat launch is Roper Hollow directly across the reservoir on the west bank, and Kinzua Wolf Run Marina approximately 4 miles south near State Route 59 at the Morrison Bridge. Facilities include two single-vault toilets (1,000 gallons each) and a hand-pump water well. Average 3-year gross is \$3,261.



Kayakers Camping at One of the Boat Access Campsites.

Pine Grove Boat Access Campground

This campground has 13 campsites and is located on the east bank of the Allegheny Reservoir just north of Kinzua Wolf Run Marina. It is accessible by boat via the Allegheny Reservoir. The closest boat launch is Kinzua Wolf Run Marina approximately 1 mile south near State Route 59 at the Morrison Bridge. It can also be accessed by a 1/3 mile hike from Forest Road (FR) 147 (Kinzua Heights Roads) off State Route 59 east of the reservoir. Facilities include two single-vault toilets (1,000 gallons each) and a hand-pump water well. Average 3-year gross is \$2,103.

Allegheny Reservoir South Group

For Information Only (Not part of the package): The ANF is proposing to close sections of the Longhouse National Scenic Byway (SR 321) during a much-needed major road restoration project. The project includes repaving and culvert replacement, detours will be required, but no recreation areas would be closed due to lack of access. The recreation areas/sites accessed from SR 321 include Jakes Rocks, Dewdrop, Elijah Boat Launch and Kiasutha. This will be a three (3) to four (4) year construction project.

Red Bridge Recreation Area

Red Bridge Recreation Area is located nine miles northwest of Kane, PA, along the Longhouse National Scenic Byway (SR 321). It is located on the eastern shore of Kinzua Bay, a southern branch of the Allegheny Reservoir. Red Bridge was constructed in the late 1960s as part of the recreation development related to the Kinzua Dam. Nearby attractions include: Kinzua Dam, Kinzua Bridge and Longhouse Scenic Byway. Red Bridge Bank Fishing Area is immediately adjacent.

This busy recreation area offers 65 family campsites each containing a picnic table, fire ring and tent pad. Various types of campsites are available including: waterfront, 12 full hookups (electric/water/sewage), 11 electric hookups, and 10 walk-to tent only. Two campsites were previously approved for installing camping cabins, these sites can accommodate full utility hookups. Currently, there are no cabins. Campsite reservations are accepted. First come, first serve sites are also available. Other facilities include both flush and vault toilets, pressurized water spigots, two



Campsite at Red Bridge Recreation Area.



Shower house at Red Bridge Recreation Area.

hot water showers, trailer dump station, paved roads, self-service pay station, and a bank fishing area. Amenities such as firewood, ice, interpretive services and a campground host are offered at the site by the current concessionaire.

A one bay garage/warehouse is available for concessionaire storage and/or office space, which will be shared with the Forest Service. A gravel path leads from a campground loop to the bank fishing area where there is an accessible fishing pier and single lane parking lot; the path is not accessible. No landline telephone service is available, cell phone service is limited. Propane (tanks available) is used to heat hot water for the flush toilet/shower buildings.

The operating season coincides with the opening of trout season through deer, April to December 15; the shower house is open dependent on weather and occupancy. Area is operated by concession. Additional area characteristics in Table 5 below.

Table 5: Red Bridge Recreation Area Characteristics	
Currently Operated By	Concessionaire
Camping & Other Fees	\$18.00 to \$20.00 per site for the site Add \$5.00 for electric and \$12.00 for full hook-up site
Camping Units	65 - 12 with full hookups (electric/water/sewage), 11 with electric hookups, and 10 walk-to tent only; two existing camp sites (17 & 19) are approved for placing camping cabins should concession choose.
Host Sites	2 each – electric/water/sewage
Dump Station	1 station
Parking	Camp spurs vary, parking at shower houses
Utilities	Electric, drinking water, sewage system, 2 propane tanks 1,000 gal each, no telephone or cell service
Communications	No telephone, no cell service
Drinking Water	11 water hydrants, drinking water (pressurized well – 26,000 gallons)
Sewage	Onsite sewage treatment facility – vault toilets & dump station need pumping (concessionaire responsibility)
Toilet/Shower Type	4 vault toilets (SSTs) each vault 1,000 gallons/2 shower houses with flush toilets
Trash Bin Type	Dumpsters will need to be provided by concessionaire
Accessibility	The toilets are accessible. Accessible fire grills and picnic tables are slowly replacing worn out equipment
Min. Operating Season	April 1 to December 15
Max. Stay Permitted	14 days
3-Year Average Gross Revenue (2013 -2015)	\$123,842

Kiasutha Recreation Area

Kiasutha Recreation Area is located 10 miles northwest of Kane, PA, on the Longhouse National Scenic Byway (Forest Road 262), which can be accessed from State Route 59 on its north end or SR 321 on its south end. Its facilities are located on the western shore of Kinzua Bay, a southern branch of the Allegheny Reservoir. The campground sits on a large creek off the Allegheny Reservoir, offering countless water activities. Visitors enjoy a grassy beach for swimming and relaxing, a boat ramp and dock allow visitors to enjoy the vast lake for boating and fishing. Several hiking trails also snake around the campground and along the creek and reservoir.



Campsite at Kiasutha Recreation Area.



Entrance station.

Paved loop roads and spurs provide firm support for recreational vehicles and trailers. Flush toilets, pressurized water fountains (two wells), hot showers, sewage treatment plant with associated lines and lifts stations, and trailer dump station (connected to the sewage system). The swimming beach and picnic area have ample parking.

There are 96 family campsites, each containing a picnic table, fire ring, and tent pad (12 with electric, 12 with full RV hook-up - electric/water/sewage).



Boat Launch and Courtesy Dock.

The day use area also includes a two-lane concrete plank boat launch with a 130 foot courtesy dock (load and unload only), picnic area with tables and grills, additional parking, and another bathhouse (this bathhouse does not have hot water). An entrance station with a vault toilet is also provided. Additional recreation area characteristics are also shown in Table 6.



A two bay garage/warehouse (3,600 sq. ft.) is available to the concessionaire for storage. Also, a two bedroom, semi furnished cabin is available to the concessionaire with the option for employee housing, office space, or public rental. Currently the cabin has electric and water, but no heat.

Propane (tanks available) is used to heat hot water at the shower building and cabin. There is no public landline telephone service, although telephone service is provided to the entrance station and cabin; cell phone service is limited. Currently operated by concession.



Table 6: Kiasutha Recreation Area Characteristics	
Currently Operated By	Concessionaire
Camping & Other Fees	\$25.00/site (electric/water/sewage hookup) daily camping fee; \$21.00/site (electric hookup) daily camping fee; \$21.00/site (waterfront) daily camping fee; \$19.00/site (regular) daily camping fee; \$5.00/vehicle daily launching/swimming fee; \$55/vehicle season launching/swimming pass
Camping Units	96 (12 with electric, 12 with full RV hook-up - electric/water/sewage)
Host Sites	3 each – electric/water/sewage
Dump Station	1 station
Parking	Camp spurs vary, parking at shower houses, beach, & boat launch
Utilities	Electric, drinking water (pressurized well), onsite sewage system, 2 propane tanks 500 gal each
Communications	Telephone only at entrance station, limited cell service
Drinking Water	12 water hydrants, drinking water (pressurized well – 26,000 gallons)
Sewage	Onsite sewage treatment facility – vault toilets & dump station need pumping (concessionaire responsibility)
Toilet/Shower Type	3 vault toilets (SSTs) each vault 1,000 gallons/2 shower houses with flush toilets
Trash Bin Type	Dumpsters will need to be provided by concessionaire
Accessibility	The toilets are accessible. Accessible fire grills and picnic tables are slowly replacing worn out equipment
Min. Operating Season	Week of Memorial Day weekend till week after Labor Day weekend
Max. Stay Permitted	14 days
3-Year Average Gross Revenue (2013 -2015)	\$96,373

Elijah Run Boat Launch and Shoreline Trail

Elijah Run Boat Launch and Shoreline Trail are on the west bank of the Allegheny Reservoir (Kinzua Arm), located on the Longhouse National Scenic Byway (Forest Road 262), about five miles south of the junction with State Route 59 at Kinzua Point. Elijah Run has a 4-lane boat launch with a 130-foot courtesy dock (load and unload only) and parking for 155 vehicles with trailer spaces; it is a popular location for water skiing. One launch lane is available to 1,295 feet msl reservoir water level elevation.



Elijah Run Fishing Pier.

Other facilities include accessible triple vault toilets (concession responsibility for pumping), self-service pay station and informational signing, and a shoreline fishing trail (hardened path with pier). The asphalt trail follows the edge of the reservoir for approximately 1/3 mile. Benches are found at regular intervals along this trail leading to an accessible fishing pier. A gas light (buried propane tank) is situated near the vault toilet building. No utilities are available at this site. Limited cell phone service is available.



Elijah Run Boat Launch.

This area is also designated as a restroom stop on the Allegheny Snowmobile Loop. There is a \$5.00 fee per day for parking or launching. This area is open April 1 and closes December 15, and is currently under concession. The average 3-year gross is \$12,051.

Dewdrop Recreation Area

Dewdrop Recreation Area is located on the Longhouse National Scenic Byway (Forest Road 262), about four miles south of the junction with State Route 59 at Kinzua Point. It is on the western shore of Kinzua Bay, which extends southwest from the main body of the Allegheny Reservoir. This large campground offers 74 primitive (no electric) family campsites (10 walk-to) each containing a picnic table, fire ring and tent pad. Other facilities include flush toilets, pressurized water fountains (spring fed), a trailer dump station, sewage treatment plant with associated lines and lift station, trailer dump station (connected to the sewage system), hot water showers, paved roads, 2.5 miles of interpretive trail and a one-lane concrete flank boat launch. A self-service pay station is available along with an entrance booth. No telephone service is provided



View from Campsite at Dewdrop.



Toilet Facility at Dewdrop

and limited cell phone service is available. Propane (tank available) is used to heat hot water at the shower building. Additional area characteristics are shown in Table 7.

Due to limited parking, the boat launch is available to Dewdrop Campground users only and is not open to the general public. Dewdrop Recreation Area opens the week of Memorial Day weekend and closes the week after Labor Day weekend, and is currently under concession.

Table 7: Dewdrop Recreation Area Characteristics	
Currently Operated By	Concessionaire
Camping & Other Fees	\$19.00/site daily waterfront campsite fee; \$17.00/site daily regular campsite
Camping Units	74 family campsites (10 walk-to)
Host Sites	2 each – electric/water/sewage
Dump Station	1 station
Parking	Camp spurs vary, parking at shower houses & boat Launch
Utilities	Electric, drinking water (pressurized well), onsite sewage system, 1 propane tank 1000 gal each
Communications	Limited cell service
Drinking Water	14 water hydrants, drinking water
Sewage	Onsite sewage treatment facility – vault toilets need pumping (concessionaire responsibility)
Toilet/Shower Type	3 flush toilet buildings/1 shower house with flush toilets
Trash Bin Type	Dumpsters will need to be provided by concessionaire
Accessibility	The toilets are accessible. Accessible fire grills and picnic tables are slowly replacing worn out equipment
Min. Operating Season	Opens week of Memorial Day weekend and closes the week after Labor Day weekend.
Max. Stay Permitted	14 days
3-Year Average Gross Revenue (2013 -2015)	\$59,301

Morrison Boat Access Campground

This rustic campground is located on the east bank of Kinzua Bay of the Allegheny Reservoir immediately west of Elijah Run Boat Launch. It is accessible by boat (Allegheny Reservoir) and/or the Morrison Hiking Trail. The closest boat launch is Elijah Run directly west of the campground (across the reservoir) or Kinzua Wolf Run Marina approximately 3 miles north near the Morrison Bridge at SR 59. This campground does not allow reservations, it is a first-come, first served basis. Facilities at this primitive campground include 32 designated shoreline campsites with tent pads, picnic tables, and fire rings, vault toilets (concession pumps), and a self-service pay station. There is no boat dock, road access, or utilities. PRESSURIZED WATER SYSTEM NO LONGER FUNCTIONAL - WATER IS NOT AVAILABLE. This campground is open April 1 to December 15, fees are \$12.00 per night payable at the self-pay station at the campground, and is currently under concession. The average 3-year gross for this campground is \$6,108.

Twin Lakes Recreation Area (Limited facilities offered through this prospectus)

Twin Lakes is located eight miles southeast of Kane, PA. Take State Route 321 from Kane, turn right onto Forest Road 191 at Dahoga. For vehicles over 10' in height, continue south on SR 321 to Wilcox and make a right turn onto Clarion Street. Cross the Clarion River and turn right onto Dahoga Road. Take Dahoga Road north to FR 191 (Twin Lakes Road). The back entrance from Lamont (Forest Roads 138 and 191) is closed annually during the summer recreation season. This area is open April – October.



10-acre Impoundment; Trail & Fishing Pier.

Twin Lakes was once the site of factory buildings, stores, and row houses owned by the McKean Chemical Company which made wood alcohol. A company splash dam, used to augment water levels for the chemical plant downstream, once occupied the site of today's dam. When McKean Chemical Company closed in the 1920s, the USDA Forest Service acquired the property.



Pavilion Available at Group Camping Site.

In 1936, the Civilian Conservation Corps (CCC) constructed the present dam on Hoffman Run, creating the swimming impoundment. They built the lower campground, picnic area, pavilion, and bathhouse. The "twin" impoundment was never built.

Due to small-sized campsites and a railroad underpass with a 10-foot clearance located on the entrance road, it is not recommended for use by RV's longer than 28 feet or needing greater than 10 foot clearance. There is no telephone service and cell phone service is limited.

Twin Lakes has upper and lower camping loops. The upper loop toilet is closed due to structural issues. There are no current plans to address this building. The current concessionaire has the upper loop open to camping and encourages campers to go to the shower building for normal weekend/weekday camping. Portable latrines are brought in for high volume use.



Bathhouse at Beach Area; Pavilion & Cabin.

In addition, the lower loop does not provide drinking water due to a contaminated well spring; however, drinking water is available at the beach shower house. The lower loop also has a toilet building with composting toilets, which is open but because the water is shut off, the sinks are currently non-operational. For the same reason, the dump station is also non-operational.

The lower loop has 24 campsites with electric hookups and one double site. Each site contains a picnic table, fire ring, and tent pad. In addition, there are two group tent campsites (50 person capacity at each site) consisting of large grassy fields, gravel parking areas, pavilions, picnic tables, grills,

fire rings, horse shoe pits and vault toilets. Additional infrastructure includes paved roads and parking lots. Campers enjoy Twin Lakes for its beach and fishing.

The day use area is situated around a 10-acre impoundment which is fed by Hoffman Run, a heavily stocked trout stream; no boating is permitted on the impounded lake. This area is extremely popular with local visitors. A hardened walking path surrounds the impoundment. Facilities include a buoyed swimming area (100' x 60') with sand beach entrance, picnic tables, grills and playground. This area is enhanced by a 1.6 mile trail beginning and ending near the lower campground loop. The Forest service maintains the day use area from mid-April to mid-May for the purpose of providing free use during the opening trout season; therefore, the permit holder will not charge a day use fee prior to Memorial Day Weekend.



Backside of Bathhouse, View of Pavilion.

The beach and picnic area are serviced by a fully operational bathhouse with flush toilets and hot water showers (spring fed). An onsite sewage system supports the bathhouse. Attached to this bathhouse is a small pavilion furnished with a stone fireplace and picnic tables which is available for daily rental.

Also attached to this bathhouse is a 1-bedroom semi-furnished cabin. This cabin is available to the permit holder to use for employee housing, office space, or public rental. Fuel oil (tank available) has been used to heat hot water, but is being changed to hot-water-on-demand. The recreation area is open from April to October, and currently under concession. Additional area characteristics are in Table 8.



Interior of Bathhouse, Changing Area



Interior of Bathhouse.

Table 8: Twin Lakes Recreation Area Characteristics	
Currently Operated By	Concessionaire
Camping & Other Fees	\$21.00/site daily camping (electric hookup) fee; \$16.00/site daily camping (regular site) fee, \$32.00/site camping (double campsite) fee; \$50.00/site daily camping/day use (group site) fee.
Camping Units	24 with electric hookups and 1 double site, two group tent campsites (50 person capacity)
Host Sites	1 each – electric/water/sewage
Dump Station	1 station (currently non-operational)
Parking	Camp spurs vary, parking at day use & beach
Utilities	Electric, drinking water at beach house (spring fed), onsite sewage system, fuel oil tank available
Communications	No telephone, limited cell service

Table 8: Twin Lakes Recreation Area Characteristics	
Drinking Water	Drinking water at beach bath house
Sewage	Onsite sewage treatment facility – vault toilets need pumping in group & day use areas; also, compost toilets at lower loop need service and maintenance (concessionaire responsibility)
Toilet/Shower Type	1 compost toilet building available in lower camp loop/1 shower house with flush toilets at beach. Vault SST's in group camping areas.
Trash Bin Type	Dumpsters will need to be provided by concessionaire
Accessibility	The toilets are accessible. Accessible fire grills and picnic tables are slowly replacing worn out equipment
Min. Operating Season	April – Oct, no winter plowing or maintenance
Max. Stay Permitted	14 days
3-Year Average Gross Revenue (2013 -2015)	\$34,432

Bradford West Group

Buckaloons Recreation Area

Buckaloons Recreation Area is located on the west bank of the Allegheny River and is an access point for canoeing the Allegheny River Island Wilderness, which lies in the stretch of the river between Buckaloons and Tionesta. Buckaloons is surrounded on three sides by bodies of water including, Irvine Run to the west, Brokenstraw Creek to the south, and the Allegheny River to the east. Water activities are the biggest draw to this area, including canoeing, kayaking, rafting, and boating. Take U.S. Route 6 west from Warren, PA. Buckaloons is just south of the intersection of U.S. Routes 6 and 62, about six miles from Warren.



Boating on the Allegheny River.

Buckaloons offers 57 family campsites, each containing a hardened parking spur, picnic table, fire ring, and grassy tent sites. Several sites also have charcoal grills. Electrical hookups are offered at 41 of the family campsites. A double campsite with electric (14 person) and a 50 person tent-only group

campsite is also available. There are flush and vault toilets, hot water showers, 2 pressurized water systems (fed by 2 wells), and a trailer dump station. A surfaced area is also provided for court games.

The day-use area offers a children's play area, a 10-unit picnic area, pavilion with electric service accommodating up to 50 people, small amphitheater, horse-shoe pits, single lane concrete plank boat launch, and self-service pay station.

In addition, a 1-mile hardened interpretive trail (concession maintained) surrounds the entire recreation site-leading to fishing opportunities on the Allegheny River, Brokenstraw Creek and Irvine Run. The concessionaire also has use of half of the two-bay storage building to store equipment and supplies. Telephone service is provided to a host site and limited cell phone service is available.



Fishing Along the Banks of the Allegheny River.



Pavilion with Electric Service.

Sewage Authority lines for treatment. To accommodate fishing, the day-use area and boat ramp opens April 1, which is earlier than the campground loops which are open from May through October. The area is currently under concession. Additional area characteristics for this area available in Table 9.

Propane (tank available) is used to heat hot water at the shower building. Sewage and gray water from the flush toilet buildings shower and dump station flows into the Brokenstraw



Shower House with Flush Toilets

Table 9: Buckaloons Recreation Area Characteristics	
Currently Operated By	Concessionaire
Camping & Other Fees	Fees per night non-electric \$18.00, Add electric \$5.00, Day Use per day parking and launch \$5.00, pavilion and group site \$50.00
Camping Units	57 family campsites (43 with electric), double campsite (14 person), & 50 person tent-only group campsite is also available
Host Sites	1 each – electric/water/sewage
Dump Station	1 station
Parking	Camp spurs vary, parking at day-use
Utilities	Electric, drinking water, onsite sewage system, propane tanks available, half of a warehouse for storage
Communications	No telephone, limited cell service
Drinking Water	9 hydrants
Sewage	Onsite sewage treatment facility – 3 vault toilets need pumping (concessionaire responsibility)
Toilet/Shower Type	1 shower house with flush toilets
Trash Bin Type	Dumpsters will need to be provided by concessionaire
Accessibility	The toilets are accessible. Accessible fire grills and picnic tables are slowly replacing worn out equipment
Min. Operating Season	April 1 opening of day use and boat ramp, May - October, for camping, no winter plowing or maintenance
Max. Stay Permitted	14 days
3-Year Average Gross Revenue (2013 -2015)	\$68,672

Hearts Content Campground

Hearts Content Campground is located 15 miles southwest of Warren, PA. From the Mohawk exit of U.S. Route 6, take Pleasant Drive (State Route 3005) south for 11 miles. At the hard curve, turn left onto a gravel road (State Route 2002); go south for four miles to Hearts Content.

Hearts Content Campground is located in the heart of the ANF, just west of the Hearts Content Scenic Area (200+ acre virgin forest). Civilian Conservation Corps (CCC) workers constructed the campground, picnic area, and pavilion in 1936. An exhibit of a hand-hewed log is adjacent to the picnic area. The Congressionally designated Hickory Creek Wilderness surrounds the campground, and the Hickory Creek Trailhead and the beginning of the hiking trail is just north of the campground. Nearby loop trails (hiking and cross-country ski trails, as well as the interpretive trail through the Old-Growth forest) are centered within the Hearts Content Day Use Area located across the road (east) of the campground.



Campsite with Lean-to Shelter.



Lean-to Shelter.

Facilities include 26 family campsites, and a tent-only group area accommodating up to 50 people, with picnic tables, fire rings, and tent pads; two (2) campsites have lean-to shelters and charcoal grills. Vault toilets (concessionaire pumps) and pressurized water system (spring fed) are provided. A small playground, amphitheater, and a large open grassy area are also available. Part of a single bay storage building will be made available to store equipment and supplies. A telephone line is available at both the storage building and host campsite; limited cell phone service.

This is a first come, first serve campground, no reservations accepted. Fees are \$15.00/site daily campsite/lean-to fee; \$12.00/site daily campsite fee; \$50.00/site

daily group campsite. The campground is open from April through October, the day-use and trails are popular for snowshoeing and cross-country skiing. Hearts Content Campground is currently under concession. The three (3)-Year Average Gross Revenue (2013 -2015) is \$9,538.

Minister Creek Campground

This campground is located 14.5 miles southwest of Sheffield, PA and is accessed via SR 666. No utilities are provided (limited cell phone service available).

The Allegheny's smallest campground with six family campsites sits along the babbling waters of Minister Creek. Each site contains a picnic table, fire ring, and tent pad. The vault toilet (concessionaire pumps) and hand pumped water are available along with a self-service pay station. This site is now a pack in/pack out campground, meaning visitors must carry out their trash and recycling. Campers may burn paper products, but must pack



Minister Creek.

out foil, glass, cans, plastics and food waste. Campsites are filled on a first come, first serve basis only, no reservations. Fees are \$12.00/site daily camping fee, the campground is open April – December, and there is no winter maintenance. Minister Creek Campground is currently under concession. The three (3)-Year Average Gross Revenue (2013 -2015) for this campground is \$4,440.



Double Vault Toilet at Minister Creek Campground.

The Minister Creek Trailhead (gravel parking lot with informational signing) is situated directly across SR 666 from the campground where the popular 6 mile loop Minister Creek Hiking Trail starts and ends at the trailhead. Minister Creek Hiking Trail connects to the North Country National Scenic Trail at its northern most point. The trailhead is not part of the concession.

Farnsworth Cabin

The Farnsworth Cabin is tucked away in the Cherry Grove Township, in the western portion of the ANF, located 8.5 miles northwest of Sheffield. Built in the 1930s by the Civil Conservation Corps, the stone cabin was renovated in 2010 and now provides a variety of modern amenities, including electricity and heating, as well as telephone service. Visitors to the area enjoy fishing, hunting and wildlife viewing. The cabin can be accessed by vehicle, except during winter months when snowfall inhibits road travel. During the winter, guests may walk a short distance to the cabin.



Farnsworth Cabin



Living Room of Farnsworth Cabin.

The cabin's stone foundation and exterior are built of cut stone harvested from the nearby Farnsworth stream. The heavy wood doors and wood fascia are made from timber harvested from the nearby forest. A two-vehicle gravel driveway is available for cabin rental parking. A walkway leads from the parking area to a covered porch that accesses the living room and there is a sidewalk that accesses the kitchen doorway.

The Farnsworth Cabin offers two bedrooms, bath, kitchen, dining room, and living room. It is located next to an active trout hatchery and a stocked stream. There is a phone, internet, and Direct TV onsite. This is a rustic setting with all the amenities. Native materials were utilized as much as possible in construction.



One of two bedrooms at Farnsworth Cabin.

Utilities include a pressurized water system (drilled well with electric pump) and sewage system (septic tank and leach field). Cabin heating source is electric forced hot air furnace with duct work to distribute the hot air. No air conditioning is currently available. An outside door leads to a basement room that houses the electric hot water heater/tank, water filtration system, and furnace. Reservations are accepted from April 1 to December 31st online. Farnsworth Cabin is currently under concession, and is furnished with concessionaire owned furniture/appliances/window coverings. Cabins fess area \$145.00 per night, \$1,015.00 per week, the three (3)-Year Average Gross Revenue (2013 -2015) is \$17,545.

Marienville South Group

Loleta Recreation Area (will entertain proposal as individual bid)

Loleta Recreation Area is located 6 miles southeast of Marienville, PA on the Loleta Road (SR 3002) and is accessed via SR 66. This area has been recently nominated and accepted onto the National Register of Historic Places. The area was once a bustling logging town (established in 1889) with over 600 inhabitants. The town had a large sawmill, shingle mill, broom handle factory



Dam with water impoundment at Loleta Recreation Area; Beach and Bathhouse in the background

and a rail connection for shipping products to Sheffield, PA. Once the timber supply was exhausted in 1913, the mills shut down and the town was deserted. In the 1930s, the Forest Service (using CCC labor) reconstructed the mill pond, added a bathhouse, swimming area, picnic shelters, and landscaping; the camping loops were added in the 1960s.

There are 38 campsites with picnic tables, fire rings, tent pads, and hardened parking spurs. There are two camping loops; the lower loop has 20 sites with electric hookups accommodating RV's or trailers up to 50 feet long, and the upper loop has 18 primitive sites (no electric) best

sited to tent camping. Two group sites (capacity 50 persons) with fire rings and tables are also available. All camp loops and group sites are serviced by vault toilets and pressurized water hydrants. The day-use area has a swimming beach, picnic tables, two pavilions, sand volleyball court, and an unimproved amphitheater. A bathhouse at the beach with flush toilets, changing rooms, and hot water showers can be utilized by swimmers and campers.



Bathroom at Loleta.

A small maintenance shed in the campground can be utilized by the concessionaire to store equipment. In addition, a propane (tank available) is used to heat hot water. Cell phone service is limited. Trout fishing is good in Millstone Creek, and the picturesque Clarion River, about four miles south of the campground, offers excellent swimming and canoeing. A three-mile long hiking trail, marked with off-white diamonds, starts and ends at Loleta.

The concessionaire is responsible for maintaining the beach and wading areas in a manner safe for public use, including providing and maintaining floats and warning signs. The concessionaire is also responsible for testing the beach water. The Forest Service will be responsible for maintaining dams and impounded water (this includes clearing brush and floating mats of leaf litter from the ponds.) Swimming will not be permitted beyond the defined wading areas(s), unless specifically allowed by the Forest Service. The recreation area is open from April - October and is currently under concession. Additional area characteristics are in Table 10.



Picnic shelter

Table 10: Loleta Recreation Area Characteristics	
Currently Operated By	Concessionaire - Allegheny Site Management
Camping & Other Fees	\$15.00 to \$20.00 daily camping fee; add electric \$5.00/day; \$50.00/site daily group camping fee; \$5.00/vehicle daily swimming fee
Camping Units	38 total, 20 sites with electric hookups accommodating RV's or trailers up to 50' long, and 18 primitive sites (no electric) best suited to tent camping; also, two group sites (capacity 50 persons)
Host Sites	Currently none
Dump Station	No
Parking	Camp spurs vary, parking at day-use

Table 10: Loleta Recreation Area Characteristics	
Utilities	Electric, drinking water, onsite sewage system, propane tanks available, small maintenance shed
Communications	No telephone, limited cell service
Drinking Water	Yes
Sewage	Onsite sewage leach field with holding tanks (occasional pump out needed), 5 vault toilets with 8 vaults (500 gallons)
Toilet/Shower Type	1 shower house with flush toilets
Trash Bin Type	Bear-proof dumpsters will need to be provided by concessionaire
Accessibility	The toilets and other facilities are all accessible. Accessible fire grills and picnic tables are slowly replacing worn out equipment
Min. Operating Season	April - October, no winter plowing or maintenance
Max. Stay Permitted	14 days
3-Year Average Gross Revenue (2013 -2015)	\$26,286

Kelly Pines Campground (will entertain proposal as individual bid)

Kelly Pines Campground is located approximately 7 miles east of Marienville on Forest Service Road 131, it can also be accessed via Forest Road 124 through Duhring, or from Forest Road 130 through Lamonville. The entry road and bridge are not suitable for trailers or RVs over 50 feet in length.



Equestrian Campers at Kelly Pines Campground.

Kelly Pines Campground was built in 1928, and is the first recorded recreation site on the ANF. It is connected to the Spring Creek Horse Trail System

and many of the facilities were installed to accommodate equestrian campers. There are seven (7) campsites with picnic tables, fire rings, and hardened parking spurs. Five (5) of the campsites have horse shelters with tie-down stalls accommodating four horses each. A double site is also available with (2) horse shelters and tie-down stalls.

Other facilities include a water hydrant (non-potable water) for horse use, a single vault toilet (concessionaire pumps), a manure bin for cleaning out stalls, information kiosk, self-service fee station, and a hitching post located near the vault toilet. The grassy area in the center of the campground loop road is used for day-use parking. High-lines, picket lines, and/or temporary corrals are not permitted within the campground. Horses must be in the tie-down stalls (overnight), or can be tied to trailers during ride preparation times. A portion of the Spring Creek Horse Trail traverses through the campground.



Equestrian campers at Kelly Pines Campground

Kelly Pines Campground is currently not under concession, this would be the first time it would offered for concession.



Vault toilet at Kelly Pines Campground

A record of camping fees is not available because the area had no fees. Fees will be implemented under a concession; \$12.00 for single sites and \$24.00 for the double site. The campground would be open January – December; however, there is no winter maintenance of the roads.



Typical 4-horse shelter.



Horses confined at Kelly Pines Campground.

D. Government-Furnished Property:

The Forest Service will provide certain property in conjunction with the concession campground special use permit (See Appendix 3: Inventory of Government-Furnished Property). Included in this inventory are a description and quantity of the applicable property.

E. Government-Furnished Supplies:

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

- Forms to report use and revenue. Forms can be found in the Appendices Section of the Prospectus. Specifically, see Appendix 5a: Sample Use Report Daily and Appendix 5b: Sample Use Report Monthly or Annual.
- Copies of Operation and Maintenance Manuals for Sewage Treatment Plants and Water Systems (Initially provided by Forest Service, additional copies concessionaire expense).

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

- “Cleaning Recreation Sites [Cleaning Recreation sites website](#)
- In-Depth Design and Maintenance Manual for Vault Toilets, Manual for Vault Toilets pdf
- Vault Toilet Pumping Contract Specifications and Guidelines for Preparing Contracts [Vault Toilet Pumping guidelines website](#)
- “Recreation Opportunity Guides,” can be viewed and downloaded from the Allegheny National Forest’s external Web at : [Allegheny Recreation/Camping website](#).
- Title VI signs “...and Justice for All” (these signs will be provided by the Forest Service)

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 the service in their name, and managing and paying for these utilities year round. Applicants should contact current service providers to obtain estimated costs for the utilities. During the non-use season, some electric meters not supplying electricity for heaters and/or security lights may be put on hold, but the permit holder will pay all disconnect or reconnect fees. Utilities included in this offering are listed below:

Electric: All electrical utilities are individually metered and will be put in the name of the permit holder and become a cost to the permit holder. Arrangements for electrical activation and deactivation and final meter readings will be made by the new permit holder.

The Holder (concessionaire) shall not install ad hoc or temporary wiring for any purpose without Forest Service approval and inspection.

Electric Service providers for each area	
Allegheny Reservoir North	
Willow Bay Recreation Area	Penelec - 10 meters
Tracy Ridge Recreation Area	No electric service provided
Webbs Ferry Boat Launch & Shoreline Trail	No electric service provided
Roper Hollow Boat Launch	2 security lights – Penelec owned
Hooks Brook Boat Access Campground	No electric service provided
Handsome Lake Boat Access Campground	No electric service provided
Hopewell Boat Access Campground	No electric service provided
Pine Grove Boat Access Campground	No electric service provided
Allegheny Reservoir South	
Red Bridge Campground and Bank Fishing Area	Penelec - 6 meters
Kiasutha Recreation Area	Penelec - 13 meters
Elijah Run Boat Launch and Shoreline Trail	No electric service provided
Morrison Boat Access Campground	No electric service provided
Dewdrop Recreation Area	Penelec - 6 meters
Twin Lakes Recreation Area	Allegheny Power - 4 meters
Bradford West	
Buckaloons Recreation Area	Warren Electric- 7 meters
Hearts Content Campground	Warren Electric - 3 meters
Minister Creek Campground	No electric service provided
Farnsworth Cabin	Warren Electric - 1 meter
Marienville South	
Loleta Recreation Area	United Electric - 3 meters
Kelly Pines Campground	No electric service provided

Dubois Electric Co-Op is also a potential an electrical provider.

Telephone/Cellular/Satellite: The permit holder is required to maintain communication (two-way radios, landline, cell phones, etc.) with their employees, the ANF offices, National Recreation Reservation System (NRRS), and emergency response agencies (police, fire, and 911). Several recreation sites in this prospectus lack cell phone service, or have limited coverage; however, the current concessionaire installed cell phone boosters. This equipment does not belong to the ANF and is not part of the concession package.

Applicants will be required to provide this service and need to address it in their Operations and Maintenance Plan. Applicants should also describe who will be the concessionaire’s on-site representative(s) and the means of communicating with the Forest Service. The NRRS requires a

dedicated fax line for permit holder to receive Daily Arrival Reports. For the recreation areas having cell service, the current provider is Verizon; other providers may be available. See tables for list of current service providers.

Telephone services at each area	
Allegheny Reservoir North	
Willow Bay Recreation Area	Verizon – 1 landline to the entrance station; 1 landline to the sewage treatment plant/storage building; limited cell phone service
Tracy Ridge Recreation Area	No telephone service; limited cell phone service
Webbs Ferry Boat Launch & Shoreline Trail	No telephone service; limited cell phone service
Roper Hollow Boat Launch	No telephone service; limited cell phone service
Hooks Brook Boat Access Campground	No telephone service; limited cell phone service
Handsome Lake Boat Access Campground	No telephone service; limited cell phone service
Hopewell Boat Access Campground	No telephone service; limited cell phone service
Pine Grove Boat Access Campground	No telephone service; limited cell phone service
Allegheny Reservoir South	
Red Bridge Campground and Bank Fishing Area	No telephone service; limited cell phone service
Kiasutha Recreation Area	Verizon – 1 landline to residence/office/entrance booth; 1 land line to sewage treatment plant; limited cell phone service
Elijah Run Boat Launch and Shoreline Trail	No telephone service; limited cell phone service
Morrison Boat Access Campground	No telephone service; limited cell phone service
Dewdrop Recreation Area	No telephone service; limited cell phone service
Twin Lakes Recreation Area	Verizon – 1 landline to residence/office; limited cell phone service
Bradford West	
Buckaloons Recreation Area	Verizon – 1 landline to host site; limited cell phone service
Hearts Content Campground	Verizon – 1 landline to host/storage building; limited cell phone service
Minister Creek Campground	No telephone service; limited cell phone service
Farnsworth Cabin	Windstream – 1 landline to cabin; limited cell phone service
Marienville South	
Loleta Recreation Area	Verizon - 1 landline to maintenance building; limited cell phone service
Kelly Pines Campground	No telephone service; limited cell phone service

Propane/Fuel Oil: For areas that utilize propane for heat or hot water, there are a couple of options as service providers available. Previous/current provider is Rich Gas, Ferrell Gas is also a potential provider. See tables below for list areas with propane/fuel gas.

Propane/Fuel Oil at each area	
Allegheny Reservoir North	
Willow Bay Recreation Area	2 propane tanks (500 gallons)
Tracy Ridge Recreation Area	No service needed
Webbs Ferry Boat Launch & Shoreline Trail	No service needed
Roper Hollow Boat Launch	No service needed
Hooks Brook Boat Access Campground	No service needed
Handsome Lake Boat Access Campground	No service needed
Hopewell Boat Access Campground	No service needed
Pine Grove Boat Access Campground	No service needed
Allegheny Reservoir South	
Red Bridge Campground and Bank Fishing Area	2 propane tanks (500 gallons)
Kiasutha Recreation Area	1 propane tank (1,000 gallons)
Elijah Run Boat Launch and Shoreline Trail	1 propane tank (500 gallons)
Morrison Boat Access Campground	No service needed
Dewdrop Recreation Area	1 propane tank (500 gallons)
Twin Lakes Recreation Area	3 fuel oil tanks (500 gallons)
Bradford West	
Buckaloons Recreation Area	2 propane tanks (500 gallon)
Hearts Content Campground	No service needed
Minister Creek Campground	No service needed
Farnsworth Cabin	No service needed
Marienville South	
Loleta Recreation Area	1 propane tank (500 gallons)
Kelly Pines Campground	No service needed

Water: The water systems under concession are currently permitted by the Pennsylvania Department of Environmental Protection. The Holder (concessionaire) is responsible for operating and maintaining all water systems at concessioned areas/sites in compliance (obtain/maintain all necessary certifications/permits) with applicable federal, state, and local laws and regulations for the operation and maintenance of a public drinking water systems, reference:

- Appendix 19: FS 2700-4h, Appendix F, Operation of Federally Owned Drinking Water Systems and Addendum to Appendix F.
- Appendix 20: Water and Sewage Treatment Testing Locations and Requirements.

Water Systems at each Area	
Allegheny Reservoir North	
Willow Bay Recreation Area	1 pressurized water system includes well, pump, 26,000 gallon storage tank, distribution lines to buildings and 12 water hydrants throughout the recreation area
Tracy Ridge Recreation Area	4 water wells (1 inactive) with hand pumps, spring fed water system supplying the trailer dump station (non-potable)
Webbs Ferry Boat Launch & Shoreline Trail	No water system
Roper Hollow Boat Launch	No water system
Hooks Brook Boat Access Campground	1 hand water pump
Handsome Lake Boat Access Campground	1 hand water pump
Hopewell Boat Access Campground	1 hand water pump
Pine Grove Boat Access Campground	1 hand water pump
Allegheny Reservoir South	
Red Bridge Campground and Bank Fishing Area	1 pressurized water system includes: 2 water wells, 26,000 gallon concrete storage tank, chemical disinfection treatment, distribution lines to buildings and 11 water hydrants/spigots throughout the recreation area
Kiasutha Recreation Area	2 pressurized water systems includes 2 water wells, 2 – 26,000 gallon concrete storage tanks, chemical disinfection treatment, distribution lines to buildings and 21 water hydrants/fountains throughout the recreation area
Elijah Run Boat Launch and Shoreline Trail	No water system
Morrison Boat Access Campground	No water system
Dewdrop Recreation Area	1 pressurized water system includes 1 spring, 2 pressure reducing stations, 26,000 gallon concrete storage tank, chemical distribution treatment, distribution lines to buildings and 15 water hydrants/spigots throughout the recreation area.
Twin Lakes Recreation Area	1 spring fed gravity pressurized water system consisting of 1 – 10,000 raw water concrete holding tank, 10 – 600 gallon concrete tanks plumbed in series. *Note – The existing system provides gravity water pressure to the upper campground loop, group camping areas and beach area. No water is provided to the lower campground loop.
Bradford West	
Buckaloons Recreation Area	2 pressurized water systems includes 2 wells, pumps and distribution lines to buildings and 11 water hydrants/spigots throughout the recreation area

Water Systems at each Area	
Hearts Content Campground	1 spring fed pressurized water system includes small holding tank with submersible pump, chemical disinfection treatment and distribution lines to 8 water hydrants/spigots in the campground and 1 hydrant/spigot in the day use area.
Minister Creek Campground	1 hand water pump
Farnsworth Cabin	1 water well, pump, pressure tank, flow meter and chemical disinfection treatment
Marienville South	
Loleta Recreation Area	1 pressurized water system which includes 1 – 500 gallon and 1 – 10,000 gallon concrete tank, 1 value box located between the tanks, and a 4” PVC and 1” and 2” PE distribution piping system serving 9 water spigots/hose bibs
Kelly Pines Campground	1 artesian well (non-potable)

Liquid and Solid Waste Disposal: The Holder (concessionaire) is responsible for operating and maintaining all sewage treatment systems (including sewage treatment plants) in compliance (holder is responsible for obtaining/maintain all necessary certifications/permits) with applicable federal, state, and local laws and regulations for the operation and maintenance of a public sewage systems. Annual Fee (\$250.00) for National Pollutant Discharge Elimination System (NPDES) permits under Chapter 92A will be paid by the permit holder each year.

Pumping of holding tanks (vaults, lift stations, and dump stations) is the responsibility of the holder and will be done as needed. Before a recreation area/site closes at the end of its operating season, holding tanks will be pumped leaving their vaults ¼ full of water. Sewage collected from holding tanks in recreation areas offered in this prospectus can be trucked to the ANF’s North Central Lagoon (located on SR 321S directly west of the Bradford Ranger District Office) for treatment by the Forest Service. This facility is owned and operated by the U.S. Forest Service.

There is no dumping fee associated with disposal at this time. Hours of operation are Monday through Friday 7:00 to 3:30. In the event of an emergency during off hours please contact permit administrator prior to entering site for disposal.

Note: If at any time the North Central Lagoon becomes non-functional, the permit holder will transport sewage to an approved municipal waste disposal site for treatment at their own expense.

Note: The Concessionaire is responsible with pumping all vault toilets in the boat access campgrounds:

- Hooks Brook
- Handsome Lake
- Hopewell
- Pine Grove
- Morrison

The Allegheny National Forest will provide specialized equipment (portable holding tanks, pumps, hose and connections) which may be loaned to the concessionaire for the purpose of aiding in pumping boat access campground vault toilets. When complete, the equipment (government property) is returned to the Bradford Ranger District where it will be inspected.

Pumping of boat access campground vault toilets will require the transportation of sewage in portable holding tanks via boat (large enough to accommodate a 300 gallon tank) to a boat launch and then pumped into a truck to be transported to the North Central Lagoon for treatment. See tables below for listing of all vaults/sewage treatment facilities that will be the responsibility of the holder under this permit.

Vaults/Sewage Treatment Facilities at each area	
Allegheny Reservoir North	
Willow Bay Recreation Area	Sewage treatment includes sewage sand filters, 2 - 6,000 gallon settling tanks, 2 lift stations with pumps (annual pumping/clean out), 4 SST buildings with 7 vaults (500 gallons each), and trailer dump station with tanks (connected to sewage system).
Tracy Ridge Recreation Area	5 buildings with 15 vaults (500 gallons each), and double trailer dump stations (2 - 1,000 gallon vaults). *Note – ground water is known to infiltrate the dump station. The Forest Service will pay dump station pumping costs until the infiltration problem is corrected.
Webbs Ferry Boat Launch & Shoreline Trail	1 SST building with 2 vaults (500 gallons each)
Roper Hollow Boat Launch	1 SST building with 1 vault (500 gallons)
Hooks Brook Boat Access Campground	2 SST buildings with 1 vault each (1000 gallons)
Handsome Lake Boat Access Campground	2 SST buildings with 1 vault each (1000 gallons)
Pine Grove Boat Access Campground	2 SST buildings with 1 vault each (1000 gallons)
Allegheny Reservoir South	
Red Bridge Campground and Bank Fishing Area	Sewage treatment includes: sewage sand filters, 2 – 6,000 gallon settling tanks, 2 lift stations with pumps (annual pumping/clean out), 4 SST buildings with 8 vaults (500 gallons each), and trailer dump station with tanks (connected to sewage system).
Kiasutha Recreation Area	Sewage treatment includes: 2 lift stations with pumps (annual pumping/clean out), sewage treatment plant (pumps), and double trailer dump station that discharges into the sewage system.
Elijah Run Boat Launch and Shoreline Trail	1 SST building with 3 vaults (500 gallons each).
Morrison Boat Access Campground	2 SST buildings with 2 vaults (1000 gallons each).

Vaults/Sewage Treatment Facilities at each area	
Allegheny Reservoir South (continued)	
Dewdrop Recreation Area	Sewage treatment includes 1 lift station (annual pumping/clean out), sewage treatment plant, and trailer dump station that discharges into the sewage system.
Twin Lakes Recreation Area	Sewage treatment includes: 2 lift stations with pump (annual pumping/clean out), sewage lagoon (pumps), 2 double trailer dump stations 1,000 gallon vaults, Clivus Multrum composting toilet (6 fixtures that need daily wood chips/stirring and annual clean out), and 2 SST buildings with 1 vault each (500 gallons).
Bradford West	
Buckaloons Recreation Area	Sewage treatment includes: 2 lift stations (1 Forest Service and 1 Brokenstraw Township) (annual pumping/clean out) and trailer dump station that connects into the Brokenstraw Township Sewage Treatment System, 4 SST buildings with 1 vault each (500 gallons). *Note – the permit holder will be responsible for paying Brokenstraw Township Sewer Authority for sewage treatment for the months of May – October of each permit year.
Hearts Content Campground	3 SST buildings with 1 vault (500 gallons).
Minister Creek Campground	1 SST building with 2 vaults (500 gallons)
Farnsworth Cabin	Leach field with holding tanks (occasional pump out needed)
Marienville South	
Loleta Recreation Area	Leach field with holding tanks (occasional pump out needed), 5 SST buildings with 8 vaults (500 gallons).
Kelly Pines Campground	1 SST building with 1 vault (500 gallons).

Garbage: The holder will be responsible for disposing of all garbage and trash at all recreation areas on a weekly basis, more frequently on holiday or busy weekends. ***Bear proof garbage receptacles are required*** at all recreation sites. ***Recycling at each site is required, at a minimum***, recycling of aluminum cans, plastic bottles and glass must be made available to the public. Dumpsters supplied by the concessionaire are currently used as garbage receptacles, Veolia Waste Services or Advanced Disposal are potential providers. The table below provides information on current number and type of receptacles for each site.

Garbage Types and Receptacles at each site	
Allegheny Reservoir North	
Willow Bay Recreation Area	6 dumpsters (2 – 6 yard, 4 – 4 yard)
Tracy Ridge Recreation Area	1 dumpster (4 yard)
Webbs Ferry Boat Launch & Shoreline Trail	1 dumpster (4 yard)
Roper Hollow Boat Launch	1 dumpster (4 yard)
Hooks Brook Boat Access Campground	No garbage service (Pack In, Pack Out)

Garbage Types and Receptacles at each site	
Handsome Lake Boat Access Campground	No garbage service (Pack In, Pack Out)
Hopewell Boat Access Campground	No garbage service (Pack In, Pack Out)
Pine Grove Boat Access Campground	No garbage service (Pack In, Pack Out)
Allegheny Reservoir South	
Red Bridge Campground and Bank Fishing Area	3 dumpsters (6 yard)
Kiasutha Recreation Area	4 dumpsters (3 – 6 yard, 1 - 4 yard); Garbage cans in beach/picnic area
Elijah Run Boat Launch and Shoreline Trail	1 dumpster (6 yard)
Morrison Boat Access Campground	No garbage service (Pack In, Pack Out)
Dewdrop Recreation Area	4 dumpsters (3 – 6 yard, 1 - 4 yard)
Twin Lakes Recreation Area	2 dumpsters (6 yard); Garbage cans in beach/picnic area
Bradford West	
Buckaloons Recreation Area	2 dumpsters (6 yard)
Hearts Content Campground	1 dumpster (6 yard)
Minister Creek Campground	No garbage service (Pack In, Pack Out)
Farnsworth Cabin	Garbage cans
Marienville South	
Loleta Recreation Area	1 dumpster (8 yard)
Kelly Pines Campground	No garbage service (Pack In, Pack Out)

II. Forest Service Concession Programs and Policies

Government-owned concessions are authorized by special use permits issued under Section 7 of the Granger-Thye (GT) Act, 16 U.S.C. 580d, and implementing regulations at 36 CFR Part 251, Subpart B. In addition, there are certain Forest Service programs and policies that apply to campground concession. All applications must be consistent with these requirements.

A. National Recreation Reservation Service (NRRS):

The ANF participates in the NRRS, which provides nationwide, toll-free telephone 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 along with a reservation fee, and no fees are collected at the site (although the permit holder may allow occupancy of any site in the NRRS that is unreserved and charge on site for that use).

Extra fees may be charged at the campsites such as an extra vehicle fee. The current NRRS contractor is Reserve America, 40 South St., Ballston Spa, NY. 12020. Contact information for the NRRS follows:

Susan Valenta
(303) 621-4170
svalente@fs.fed.us

ReserveAmerica Inc.
2480 Meadowvale Boulevard, Suite 120
Mississauga, Ontario
Canada L5N 8M6
Inventory Help Desk: (877) 345-6777
Customer Service: (888) 448-1474
Email: nrrs-inventory@reserveamerica.com
FAX: (888)-742-5520

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 NRRS or changing number of sites that may be reserved, the minimum number of days per reservation, or the location of site 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 area 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.
 - Cabins in Alaska: from 180 to 4 days prior to arrival date.
 - Cabins in other states: 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 facsimile location, email address, or other means of obtaining and distributing DARs.
 - Develop a system for posting reservations at the sites so other visitors know which units are reserved.
 - Post and hold reserved sites for 24 hours, until check-in time the following day.

- 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 - National Parks and Federal Recreational Lands Pass (ATB 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 [Recreation.Gov reservations website](#)

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 NRRS is currently accepting reservations for the 2016 and 2017 operating seasons. Fees received by the NRRS for reservations after December 31, 2016, 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 the 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 holder. The pass holder is 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 holder. 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 daily pass holder's fee for use of highly developed boat launches and swimming sites.

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 Federal Annual or Volunteer Pass.

There is currently no mechanism to allow the permit holder to issue Senior, Military or Access Passes.

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

RECREATION AREA GROUPINGS	PASSES ACCEPTED
<i>(Includes all recreation areas, campgrounds, boat launches, & cabins within group)</i>	<i>50% Discount for a single campsite</i>
<ul style="list-style-type: none"> • Allegheny Reservoir North • Allegheny Reservoir South • Bradford West • Marienville South 	Interagency Passes <ul style="list-style-type: none"> • Interagency Senior Pass • Access Pass • Golden Access Passports • Golden Age Passports

Standard Amenity Recreation Fee Sites Under REA [Reserved].

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

The following table lists all developed recreation sites covered by this prospectus for which a standard amenity recreation fee is charged.

Developed Recreation sites where a standard amenity recreation fee is charged
<p><i>Allegheny Reservoir North</i></p> <ul style="list-style-type: none"> • Webbs Ferry Boat Launch and Shoreline Trail • Roper Hollow Boat Launch
<p><i>Allegheny Reservoir South</i></p> <ul style="list-style-type: none"> • Elijah Run Boat Launch and Shoreline Trail

ANF Annual Daily Use Fee Pass

The concessionaire(s) will sell a daily or seasonal use fee pass at a price determined by the ANF (2015 fee was \$5.00 for daily; \$55.00 for season). Permit holders are required to honor this season pass at recreation areas/sites. [Allegheny passes and permits webpage](#).

The ANF will supply the concessionaire(s) with the Annual Daily Use Fee Pass (Pass). Changes in season pass prices can only be made by the ANF, who will also sell the Pass at its administrative offices, service centers, and information centers.

All revenue from the sale of the Pass sold by the concessionaire(s) can be retained by the concessionaire(s). All revenue from season passes sold by the ANF will be retained by the Forest Service. The ANF will pay for the printing of season passes. Passes will be sold only at recreation areas and not at boat launches. The pass will be honored at the following recreation areas:

ANF Annual Daily/Seasonal Use Fee Pass honored at these Recreation Areas
<i>Allegheny Reservoir North</i>
<ul style="list-style-type: none"> • Willow Bay Recreation Area • Webbs Ferry Boat Launch and Shoreline Trail • Roper Hollow Boat Launch
<i>Allegheny Reservoir South</i>
<ul style="list-style-type: none"> • Kiasutha Recreation Area • Elijah Run Boat Launch and Shoreline Trail • Twin Lakes Recreation Area
<i>Bradford West</i>
<ul style="list-style-type: none"> • Buckaloons Recreation Area
<i>Marienville South</i>
<ul style="list-style-type: none"> • Loleta Recreation Area

Fee-Free Days:

The Forest Service participates in five scheduled fee-free days per year, although the permit holder is not required to participate, the permit holder may choose to participate on the following days:

- **Martin Luther King Jr. Day** – Usually observed on the third Monday of January (January 18, 2016).
- **President’s Day** – Usually observed on the third Monday of February (February 15, 2016).
- **National Get Outdoors Day** – Usually observed on the second Saturday of June (June 11, 2016).
- **National Public Lands Day** – Usually observed on the fourth Saturday in September (September 24, 2016).
- **Veteran’s Day** – Observed on November 11 of each year. (When Veteran’s Day falls on a weekend, it is generally observed as a free fee weekend).

c. Camp Stamps:

If used, camp stamps must be honored at their face value and submitted to the authorized officer for reimbursement.

D. 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. This also includes any government shut downs due to the U.S. Congress not passing a federal budget. 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.

E. Administrative Use:

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

F. Applicable Code of Federal Regulations and 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. Additional applicable forest orders may be issued in the future.

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

The permit holder(s) must provide fee tickets to visitors with 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 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 by site.
- Total fee revenue for other goods and services.
- The total number of Camp Stamps collected.
- The total number of passes used (Golden Age, Golden Access, ANF Season Passes) and value of the pass.

In addition, year-end use reports must include:

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

When possible, use data should be submitted in an electronic spreadsheet format compatible with Microsoft Office Excel. Formulas are not required, only cell data. No macros can be associated with the submitted spreadsheet. Every five years, the ANF participates in the National Visitor Use Monitoring survey. The permit holder will be required to submit proxy data (use reports) quarterly during those survey years.

H. Customer Service Comment Cards:

The mission of the Forest Service is “Caring for the Land and Serving People.” Permit holders who operate on National Forest System lands on behalf of the Forest Service are expected to assist in achieving this mission. The customer service aspect is central to the concession operation. The permit holder will need to develop and implement methods and mechanisms for responding to customers’ needs in a helpful and professional manner, giving timely and courteous information and assistance, and doing those things necessary to ensure that customers have a safe and enjoyable stay on their National Forest. The permit holder shall furnish and provide Customer Service Comment Cards available to the public (*See Appendix 6 – Sample Customer Service Card*).

As part of a continuing effort to better serve the needs of the customer, the Forest Service reserves the right to conduct random use counts and surveys in the areas included in this permit, and to converse with visitors on-site regarding the service they are receiving. Such surveys may be used for ongoing monitoring, as well as part of the permit holder’s Annual Performance Evaluation. Permit holder will resolve customer complaints within 24 hours. Written documentation of that complaint and complaint resolution will be submitted by the permit holder to the permit administrator within 24 hours of the complaint resolution.

I. Performance Evaluations:

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

J. Accessibility:

The Architectural Barriers Act of 1968 (ABA) and Section 504 of the Rehabilitation Act of 1973 require new or altered facilities to be accessible to people with disabilities, 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 of this prospectus) 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 [Forest Service Accessibility website](#). Questions regarding ADA/ABA Accessibility Guidelines may be referred to the Access Board at [Access Board website](#). Questions regarding the FSORAG may be referred to the accessibility coordinator for the local National Forest.

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

K. Camping Unit Capacity

Number of Vehicles Per Camping Unit: Unless otherwise specified in this prospectus, a single-family camping unit may accommodate eight persons, two vehicles, and one (1) wheeled camping unit (motor home, travel trailer, pop-up trailer, conversion van, or bus) – *See* Appendix 4, Forest Order 09-002.

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.

At Kelly Pines Campground, campers enjoy doubling up at some sites which safely accommodate them. For single family sites numbers 3 through 6, two vehicles with trailers are allowed at each site with no more than 8 persons and horse. Extra vehicles for non-riding family members may park in the middle of the circle (day-use parking). Site 7 is a designated double site, it accommodates two vehicles with trailers and 8 persons and horse.

Group Camping: Group camping sites are located at:

- Tracy Ridge (Allegheny Reservoir North)
- Twin Lakes Recreation Area (Allegheny Reservoir South Group)
- Buckaloons Recreation Area and Hearts Content Campground (Bradford West Group)
- Loleta Recreation Area (Marienville South Group)

Maximum size for a group site is 50 people.

Pricing for Group Sites/Night		
<i>Capacity</i>	<i>Price</i>	<i>Supplied Vehicle Passes</i>
20 or less	\$40.00	5
21 – 30	\$60.00	8
31 – 40	\$80.00	10
41 – 50	\$100.00	12

Additional fees

- \$5.00 per night for wheeled unit (RV) or Motorhome
- \$5.00 per vehicle, per day for additional vehicles or visitors above allotted passes

Day-Use Sites vary in their capacity, fees, operating seasons, and reservations available as follows:

Day-Use Sites				
<i>Sites Name</i>	<i>Day Use Vehicle/Pavilion Fee</i>	<i>Per Person Fee (bus, bicycle)</i>	<i>Open Season</i>	<i>Reservations Available</i>
Buckaloons Picnic Pavilion	\$50.00	N/A	5/1 – 10/20	Yes, 5/1 – 10/20
Hearts Content Picnic Pavilion	N/A	N/A	All Year	No
Kiasutha Swim & Picnic	\$5.00	\$1.00	5/21- 9/2	No
Loleta Day Use	\$5.00	\$1.00	5/15 – 9/7	No
Loleta Picnic Pavilions	\$50.00	\$1.00	5/15 – 9/7	No
Loleta Swim & Picnic	\$5.00	\$1.00	5/15 – 9/7	No
Twin Lakes Bathhouse Pavilion	\$50.00	N/A	4/1 – 10/20	Yes, 5/21 – 9/
Twin Lakes Group Sites Pavilions	\$50.00	N/A	4/1 – 10/20	Yes, 5/21 – 9/2
Twin Lakes Swim & Picnic	\$5.00	\$1.00	5/21 – 9/2	No
Willow Bay Picnic Pavilion	\$50.00	N/A	All Year	Yes, 5/1 – 10/31

L. Stay Limit:

Campers will be limited to 14 consecutive days (during a 30-day period), unless otherwise posted at the site.

M. Fees Charged to the Public:

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

Permit holders may not charge for any of the following:

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

N. Law Enforcement:

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

O. Consent to Store Hazardous Materials:

The permit holder(s) shall not store any hazardous materials at ANF recreation areas/sites without prior written approval from the authorized officer. If approved, the Operations and Maintenance Plan provided by the ANF will address specific terms and conditions addressing the storage of hazardous materials. The permit holder would address the specific type of materials to be stored, volume, type of storage, and spill plan.

P. Other Pertinent Information

Employee Housing/Office Space/Rentals: A building formerly used for Forest Service seasonal housing will be available to the permit holder to use for seasonal employee housing, office space, and/or public rental at Kiasutha Recreation Area (Allegheny Reservoir South). The “residence” located near the warehouse and sewage treatment plant, consists of five rooms (kitchen, living room, bathroom and two bedrooms). Utilities include electric and water (when campground is open). Telephone service is available. Limited furnishings are also available.

A one bedroom apartment (kitchen and bath) will be available to the permit holder to use for seasonal employee housing, office space and/or public rental at Twin Lakes Recreation Area (Allegheny Reservoir South). The apartment is attached to the day-use area pavilion. Utilities include electric and water (when day-use area is open). Telephone service is available, but limited furnishings are available.

Note - If the permit holder does not utilize these available spaces, the Forest Service reserves the right to house seasonal employees at these facilities.

Resource Concerns: It is very important the concessionaire not dig, ~~or~~ grade, or clear any vegetation *without first gaining the authorized officer’s approval*. The concessionaire will also *obtain prior written approval* before conducting any work on Civilian Conservation Corps era structures identified in this document. Furthermore, herbicides and pesticides may not be used without prior written approval.

Vegetation Management: Both the *emerald ash borer* (EAB) and *hemlock woolly adelgid* (HWA) are on the ANF. The EAB is an extremely destructive insect introduced from Asia, and has killed more than 20 million ash trees in Michigan, Ohio, Maryland, Indiana, and southwestern Pennsylvania. The HWA is another pest introduced from Eastern Asia, it consumes the sap of hemlock and spruce trees. The EAB was identified and treated (stem injection of insecticide) in several ash trees throughout the ANF’s recreation areas, the HWA was detected in only a few hemlock trees throughout the ANF’s recreation areas, but more are anticipated in the near future.



Hemlock Woolly Adelgid

In the summer of 2015, the Forest Service began treatment (stem injection of insecticide) of ash trees within concessioner recreation areas and more ash trees will be treated in 2016. These trees will be retreated every 2 years indefinitely.



Emerald Ash Borer

The ANF will train the permit holder and their employees to be able to identify and detect the EAB and HWA, and will be instructed on reporting methods. The permit holder will be charged with helping to educate Forest visitors as to the importance of stopping the spread of the EAB or HWA by posting and handing out educational materials.

Location of Ash Trees Treated at Concessioner Recreation Areas
<p><i>Allegheny Reservoir North</i></p> <ul style="list-style-type: none"> • Willow Bay Recreation Area – 30 trees
<p><i>Allegheny Reservoir South</i></p> <ul style="list-style-type: none"> • Red Bridge Campground and Bank Fishing Area – 20 trees • Kiasutha Recreation Area – 30 trees • Dew Drop Recreation Area – 13 trees
<p><i>Bradford West</i></p> <ul style="list-style-type: none"> • Buckaloons Recreation Area – 16 trees • Minister Creek Campground – 6 trees

Ban on Firewood: The ANF does not want firewood brought from outside the Forest, which could inadvertently spread the emerald ash borer, sirex wood wasp, hemlock woolly adelgid, or other wood-borne invasive species. **Possession of firewood from outside the area of the ANF is prohibited.** Firewood is sold by concession and may be collected by campers from fallen branches.

The ANF currently prohibits possessing, transporting, or storing any amount of wood or firewood of any species that has originated outside of Elk, Forest, Warren, and/or McKean Counties within Pennsylvania - Appendix 4 - Applicable Forest Orders – 09-022. The permit holder will survey and document any visitors bringing large quantities of firewood into their permitted recreation areas and submit an annual summary of their findings to the authorized officer.

Herbicide/Insecticide Use: The ANF’s Forest Plan approved the use of certain herbicides for controlling some undesirable vegetation (NNIP), including but not limited to, poison ivy and stinging nettles in recreation areas and along trails. All herbicides must be approved by the Forest Service prior to use. Insecticides used to control stinging insects and ticks are appropriate for use directly around recreation facilities.

Grow-No Mow: The permit holder is encouraged to work with the permit administrator and Forest/District Botanist to identify areas where vegetation will not be mowed; for example, at least one mower width should be left as a buffer adjacent to forested areas allowing for a transition of vegetation from managed to un-managed to encourage the natural growth of plants utilized by pollinator species.

Wildlife Management – Bats: Bat populations have been decimated in recent years due to the white-nose syndrome. This has resulted in the recent listing of the northern long-eared bat as a threatened species, and the Indiana bat as an endangered species. In the spring and summer months, bats can be found roosting in structures and buildings throughout the ANF. When a structure or building in a recreation area is removed due to age or lack of need, the ANF will replace the potential bat roosting area (old building) by installing and maintaining bat boxes within the area. There are several bat boxes located throughout recreation areas offered through this prospectus. The permit holder will be required to perform and document two separate emergence counts (count numbers of bats emerging from boxes at dusk) each permit year. The first emergence count will be conducted between the last week of May and the third week of June. The second emergence count will be conducted between July 4 and July 20. Existing bat boxes are located in the following recreation areas:

Bat Boxes in Recreation Areas Offered in this Prospectus
<p><i>Allegheny Reservoir North</i></p> <ul style="list-style-type: none"> • Willow Bay Recreation Area – 2 boxes (1 each at shower/flush toilet building) • Handsome Lake Boat Access Campground – 1 box • Hooks Brook Boat-To Only Access Campground – 1 box
<p><i>Allegheny Reservoir South</i></p> <ul style="list-style-type: none"> • Red Bridge Campground and Bank Fishing Area – 2 boxes (1 each at shower/flush toilet building) • Kiasutha Recreation Area – near the beach
<p><i>Bradford West</i></p> <ul style="list-style-type: none"> • Buckaloons Recreation Area – near the beach
<p><i>Marienville South</i></p> <ul style="list-style-type: none"> • Loleta Recreation Area – 2 boxes (1 near the bathhouse and 1 near the opening on the north side of entrance road)

Wildlife Management - Regional Forester Sensitive Species (Rattlesnakes & Raptors): The permit holder is required to report rattlesnake sightings to the nearest District Ranger’s Office (Bradford or Marienville). Rattlesnakes should not be harassed. If a rattlesnake is observed in a recreation area where there is a potential threat to visitors, access should be restricted until it moves on or can be relocated by Forest Service authorized personnel.

In addition, the permit holder's employees are encouraged to document and report bald eagle, osprey or hawk species observed within or near recreation areas. This will assist the forest wildlife staff with locating nests (*See Appendix 24 – Wildlife and Sticknest Sightings Form*).

Wildlife Management - Aquatic Invasive Species: Possessing, storing, or transporting zebra mussels (36 CFR 261.58(s)) and any aquatic plant (36 CFR 261.58(t)) is prohibited on the ANF (Forest Supervisor Closure Order 09 – 27, Boat Launching Faculties. Zebra mussels and some aquatic plants are considered *Aquatic Invasive Species* (AIS), if introduced into an ecosystem, AIS are likely to cause economic or environmental harm, or harm to human health. Zebra mussels are small freshwater mussels, originally native to the lakes of southern Russia.

Recreational boating can spread aquatic invasive species when they become attached to boats or survive in water carried on boats, and are moved from one body of water to another. Zebra mussels and other AIS can survive as larvae in just a small amount of water carried in a boat, and juveniles and adults can actually attach to the outside of a boat and move to a new location. Invasive plants often get tangled in propellers, anchor lines and even on boat trailers. Often one small piece can start a whole new invasive plant population at the boater's next location. When zebra mussels enter into the fragile systems of inland lakes, their voracious filter feeding depletes the availability of microscopic organisms that play a critical part in each lake's ecological food web. As a result, valued sportfish are impacted. Zebra mussels consume considerable amounts of these beneficial microscopic organisms and this creates less food for larval and juvenile fishes that support sport and commercial fisheries.

Native mussels like the Federally Endangered Clubshell, Northern Riffleshell, Rayed Bean, Sheepnose, and Snuffbox, and the Federally Threatened Rabbitsfoot, are also heavily impacted and might not survive an infestation of their natural habitat by zebra mussels or other AIS. Since 2000, the ANF in conjunction with the U.S. Fish and Wildlife Service has conducted an educational and monitoring program to prevent the introduction of zebra mussels into the Allegheny River and Reservoir (*See Appendix 4, Forest Order 006*).

The permit holder will assist the ANF with providing awareness of zebra mussels and other AIS to Forest visitors. Posting and maintaining signs and distributing brochures at recreation sites can help with the prevention and spread of AIS, specifically zebra mussels. The permit holder will conduct surveys on reservoir watercraft prior to launching at concessioned area boat launches (minimum of 500 boats per season). These surveys help determine the risk (high, medium, or low) of introducing AIS, such as zebra mussels into the Allegheny Reservoir. The permit holder will also be charged with counting and documenting watercraft trailers (at least 1,000 boat trailers per season) in boat launch parking lots at concessioned areas (*See Appendix 23 – Recreational Boater Questionnaire/Parking Lot Census*). Watercraft surveys and trailer counts will be required at the boat launches between Memorial Day Weekend and Labor Day in the table below:

Counting and Documenting Watercraft Trailers		
<i>Boat Launch</i>	<i>Boater Surveys (minimum)</i>	<i>Trailer Inspections (minimum)</i>
Allegheny Reservoir North		
• Willow Bay	100	200
• Webbs Ferry	50	100
• Roper Hollow	50	100
Allegheny Reservoir South		
• Kiasutha	100	200
• Elijah Run	100	200
Bradford West		
• Buckaloons	50	100

Metal Detecting: The restrictions to metal detecting on public lands are to protect historical remains. The Code of Federal Regulations, (36 CFR 261.9) states, "The following are prohibited: (g) Digging in, excavating, disturbing, injuring, destroying, or in any way damaging any prehistoric, historic, or archaeological resources, structure, site, artifact, or property. (h) Removing any prehistoric, historic, or archaeological resources, structure, site, artifact, property." The Archaeological Resources Protection Act (ARPA, 16 U.S.C. 470cc:) also prohibits these activities, stating, "No person may excavate, remove, damage, or otherwise alter or deface or attempt to excavate, remove, damage or otherwise alter or deface any archaeological resources located on public lands or Indian lands unless such activity is pursuant to a permit..." ARPA exempts the collection of coins for personal use if the coins are not in an archaeological context. In some cases, coins may be part of an historical-period archaeological site, in which case they would be considered archaeological resources and are protected under law. These laws apply to all National Forest System land and do not vary from state to state.

Four forms of metal detector use are recognized.

1. **Searching for treasure trove:** Treasure trove is defined as money, unmounted gems, or precious metals in the form of coin, plate, or bullion that has been deliberately hidden with the intention of recovering it later. Searching for treasure trove is an activity that requires a special use permit. (Forest Service Manual 2720)
2. **Prospecting:** Using a metal detector to locate gold or other mineral deposits is permitted subject to the General Mining Law of 1872. Although metal detectors may be used in prospecting activity, a Notice of Intent to Operate (36 CFR 228A) is required for prospecting operations that will likely cause significant disturbance of surface resources, including historic and prehistoric resources. People who use metal detectors for this activity should bear in mind that many of the mineralized lands within the NFS have been "claimed" by others who have sole right to prospect and develop the mineral resources found on the claim.

3. **Searching for historic or prehistoric artifacts:** Using a metal detector to locate archaeological or historical remains is subject to the Antiquities Act of 1906 and the Archeological Resources Protection Act of 1979 (as amended) and requires a special use permit. Although any person may apply for a permit to excavate and/or remove artifacts, ARPA special use permits are only granted to qualified individuals, organizations and institutions that meet federal standards for scientific research (36 CFR 296.5 and 296.8).
4. **Recreational pursuits:** The most common form of metal detector use is searching for lost (of recent vintage - less than 50 years old) coins, jewelry, and metal items having no historical value. Such use commonly occurs in developed campgrounds, swimming areas, and picnic areas, and requires no permit as long as the use of the equipment is confined to areas which are open for this activity and do not possess historic or prehistoric resources.

The metal detecting policy on public lands is fairly restrictive to protect our valuable, non-renewable historical resources. However, recognizing the universal interest in archaeology and history, the USDA Forest Service sponsors a public archaeology program through which metal detector enthusiasts and others can help. Passport In Time is a national program inviting the public to work with archaeologists on historic preservation projects. If you would like more information on this program, call 1-800-281-9176 or visit [Passport in Time website](#).

Protection of Heritage Resources: Heritage and archaeological resources are any structural, architectural, artifactual or material remains of past human life or activities which are of historical or archaeological interest and are at least 50 years of age. All Heritage Resources, including archaeological sites, are protected on National Forest System land by a number of federal laws, including:

- Antiquities Act of 1906,
- Archaeological Resources Protection Act of 1979 (ARPA), and
- Secretary of Agriculture's Regulations.

Under ARPA, it is a felony to disturb, alter, remove, or damage archaeological sites and objects that are over 100 years old on Federal lands. However, archaeological sites and artifacts are also protected by 36 Code of Federal Regulations (CFR) 261.9 (g): Digging in, excavating, disturbing, injuring, destroying, or in any way damaging prehistoric, historic, or archaeological resources, structure, site, artifact, property; and 36 CFR 261.0 (h): Removing any prehistoric, historic, or archaeological resource structure, site, artifact, property.

The permit holder and their employees will leave archaeological sites and artifacts undisturbed and report any looters or evidence of looting activity that you see to the nearest Forest Service Office.

There are archaeological resources in several developed recreation areas offered in this prospectus. These sites are not to be identified to the public. The permit holder will be charged with protecting these sites from disturbance. **Prior to any ground disturbance (digging, trenching, blading, etc.) the permit holder must first obtain written approval from the authorized Forest service officer.**

There are several heritage sites and facilities/structures (CCC era) at developed recreation areas in this prospectus. These sites and structures are eligible to be listed on the National Register of Historic Places; to include, Twin Lakes (Allegheny Reservoir South) and Farnsworth Cabin (Bradford West). Loleta Recreation Area (Marienville South) has recently been listed on the National Register of Historic Places. The Pennsylvania State Historic Preservation Office has recommended these historic sites and structures remain open to public use as long as they are preserved and maintained to the period standard in which they were built. **The permit holder will seek authorized approval prior to planning or conducting any maintenance and/or reconditioning of these historic structures and/or any maintenance to the site.**

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

Advertising: The permit holder's printed and online advertisements, brochures, posters, and other materials will clearly represent the permitted areas under concession are authorized by special-use permit by the Forest Service and the accommodations and services provided to the public are on the ANF.

The permit holder will maintain on the information boards a poster at all permitted areas stating the area/site is operated and maintained by concession under a special-use permit from the U.S. Forest Service; include the name of the concessionaire and contact information.

III. Special Use Permit

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

A. Permit Term:

The permit term will be for up to 5 years, with 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 FS-27004h, Special-Use Permit for Campground and Related Granger-Thye Concessions of the prospectus. Applicants are responsible for familiarizing themselves with all permit requirements that govern the operation covered by this prospectus.

Responsibility for Day-to-Day Activities: As a general rule, the permit 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.

Campsites Occupied by Permit Holder's Employees (Campground Hosts): The permit holder's employees may occupy campsites in recreation areas designated for campground hosts. The host's trailers or motor homes must fit properly in the designated parking spur. Campground host's sites will present a neat, clean, uncluttered, and professional image subject to Forest Service approval. Any outdoor cooking areas will be kept clean and safe. No food or cookware will be left outside unattended, including coolers. Personal and permit holder supplies will be stored inside storage sheds where provided.

Campground hosts may have pets and will be subject to the same rules as campers; kennels are not permitted. Tarps used at host's sites must be brown or tan, shade shelters must be green or brown. Campsite decorations must be contained within the host site and will be outdoor related, natural in appearance, and subject to Forest Service approval. Any outside lighting such as lighting a pathway at the host site will be minimized. Other than small herbs in contained pots, there will be no vegetable gardens of any kind, nor planting of any vegetation to personalize a host camp site unless pre-approved by the Forest Service authorized officer.

Only the permit holder's "Hosts" may occupy designated Campground Host Campsites, and are addressed in the concession permit's Operation and Maintenance Plan. Campsites utilized by concession personnel should present an orderly camping image to the general public, without taking on the appearance of a long term residence.

Personal and work vehicles must be kept on the parking spur. Additional vehicles and supplies may be needed to be stored off site if there is insufficient space at the employee site. Employee sites are subject to the authorized officer’s approval.

Holder Maintenance, Reconditioning, or Renovation (MRR): Maintenance, reconditioning, and renovation (MRR) 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.

Hazard Tree Removal: The permit holder is required to conduct pre-season inspections of all concessioner recreation areas/sites to identify existing and potential hazards, including hazard trees.

The permit holder also will be responsible for monitoring and identifying hazard trees during the operating season. The removal of infested trees is an important aspect of the EAB and HWA treatment program. Written approval from the authorized officer is required prior to removal of hazard trees. The permit holder’s financial responsibility for removing hazard trees and associated slash, will not exceed 1 percent of the gross revenue [three year average] generated by the concession. The annual operating plan will address appropriate disposal of hazard trees and slash.

Permit Holder’s Financial Responsibility for Removing Hazard Trees and Associated Slash (1 percent of the gross revenue [three year average] generated by the concession)
Allegheny Reservoir North - \$2,190
Allegheny Reservoir South - \$3,118
Bradford West - \$1,001
Marienville South - \$263 (this does not include Kelly Pines, the amount for Kelly Pines will be calculated after the first year of charging a fee to determine permit holder’s annual financial responsibility for removing hazard trees and associated slash)

Permit holder employees are subject to Occupational Safety and Health Administration (OSHA) rules and regulations for logging (29 CFR 1910.266) and are required to have appropriate certifications and safety equipment for tasks performed. Logging “consists of felling trees (usually by chain saws), removing the limbs and branches, and cutting or splitting the trees into manageable logs.

Note - Due to the anticipated large amount of dead or dying trees, the Forest Service may choose to contract out timber sales within the recreation sites. In most cases, contract tree removal will be done when the recreation areas are closed to public use. The Forest Service will assist with post-sale clean up. The permit holder will not be responsible for hazard tree removal necessitated by atypical situations, such as major blow down or a large insect infestation.

C. Granger-Thye Fee Offset Agreement:

The federal government owns all the improvements at the developed recreation sites covered by this prospectus, with the exception of 11 portable cabins located at Willow Bay Recreation Area and furnishings within the Farnsworth Cabin. 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: FS-2700-4h Special Use Permit For Campground and Related Granger-Thye, Clause IV.E*).

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

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

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

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

D. Insurance

Liability Insurance: The successful applicant must have liability insurance covering losses associated with the use and occupancy authorized by the permit arising from personal injury or death and third-party property damage in the minimum amount of **\$1,000,000.00** for injury or death to one person per occurrence; **\$1,000,000.00** for injury or death to more than one person per occurrence; and **\$1,000,000.00** for third-party property damage per occurrence, or in the minimum amount of **\$1,000,000.00 (one million dollars)**, as a combined single limit per occurrence. Insurance policies must name the United States as an additional insured (Appendix 10 of the prospectus and FS-2400-4h, clause III.I).

Property Insurance: Property insurance is not required.

E. Bonding:

The permit holder will provide a performance bond in the amount of \$25,000.00. 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 the developed recreation groups or **Kelly Pines Campground and Loleta Recreation Area** offered in this prospectus as described on page 4.

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:

Sherry Tune, Forest Supervisor

Attention: Recreation/Lands Program Manager Bob Monroe

4 Farm Colony Drive, Warren, PA 16365

Applications must be received by close of business (4:30 p.m. – Eastern Time) on Friday, September 9, 2016.

Applicants must submit **four (4)** 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 **Recreation/Lands Program Manager Bob Monroe at (814) 728-6231** regarding any questions related to this prospectus.

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

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

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

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

Any oral statement made by a representative of the Forest Service shall not modify the requirements of this prospectus. If it is determined that an error or omission has been made or additional information is required, a written amendment will be sent to each person or entity receiving a copy of this prospectus.

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

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

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

C. Application Package Requirements:

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

- A proposed annual operating plan, including required and optional services.
- A business plan, business experience, references, and Small Business Development Center (SBDC) review fee, if applicable (See *Appendix 10: FS-2700-4h Special Use Permit For Campground and Related Granger-Thye IV.C.2*).
- Financial resources
- Fees charged to the public
- Fee to the government
- Initial processing fee

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

Applicants must submit a proposed annual operating plan that addresses all required and optional services. Applicants must utilize the sample annual operating plan (See *Appendix 9: Sample Annual Operating Plan*) 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 *Appendix 9: Sample Annual Operating Plan*.

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.

With the mutual agreement of the Authorized Officer and the Holder, the operating season may be extended beyond the minimum operating season on a yearly basis. The Holder, with the agreement of the Authorizing officer, may adjust these opening and closing dates depending on weather conditions and/or frequency of camper use.

All recreation sites must be *open to the public at a minimum beginning the Friday before Memorial Day through Labor Day Weekend.*

Due to the unpredictable spring and fall frosts, the pressurized water and flush toilet/shower systems will only be available from May 1 until September 30 at the following areas:

Allegheny Reservoir North

- Willow Bay Recreation Area

Allegheny Reservoir South

- Red Bridge Campground and Bank Fishing Area
- Kiasutha Recreation Area
- Twin Lakes

Bradford West

- Buckaloons Recreation Area
- Hearts Content

Marienville South

- Loleta Recreation Area

Frost free water hydrants, hand pumps and vault toilets allow the following areas to be open from early spring until late fall (typically trout season until deer season – Mid April until Mid-December):

Allegheny Reservoir North

- Willow Bay Recreation Area
- Tracy Ridge Recreation Area
- Webbs Ferry Boat Launch and Shoreline Trail
- Roper Hollow Boat Launch
- Hooks Brook Boat Access Campground
- Handsome Lake Boat Access Campground
- Hopewell Boat Access Campground

Allegheny Reservoir South

- Red Bridge Campground and Bank Fishing Area
- Elijah Run Boat Launch and Shoreline Trail
- Morrison Boat Access Campground

Bradford West

- Minister Creek Campground
- Farnsworth Cabin (no winter maintenance)

Marienville South

- Loleta Recreation Area
- Kelly Pines Campground

Staffing: Applicants must address appropriate staffing to meet customer service and cleanliness standards. The holder will be responsible for furnishing all personnel for the developed recreation sites and for adequately training and supervising their activities under the terms of the permit. The holder must meet requirements of federal and state laws governing employment, wages, and worker safety. Based on past experience, recommended staffing is outlined in *Appendix 29: Recommended Staffing at Concession Recreation Areas and Sites* of the prospectus. 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.

Permit holder shall provide federal state or local certified or licensed person(s) as appropriate.

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 permit 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 permit 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.

Water and Sewage System Operation and Maintenance: Applicants are to develop operating plans specifying how the permit holder will operate and maintain all water and sewage systems (**including the pressurized water systems and sewage treatment plants**). Consideration shall be made as to the required certified staffing and training needed to be in compliance with applicable federal, state, and local laws and regulations for the operation and maintenance of public water and sewage treatment systems. Because of the complexity of both water and wastewater systems, the Forest Service is available to answer questions in regards to the operation of both water systems and sewage treatment facilities. The Forest Service's Water and Wastewater Specialist will be available for startup and shut down for the first operational year. As in the past, the water/wastewater specialist will also be available for consultation throughout the five years of this Special Use Permit.

Fire Prevention: In order to meet Safety and Security standards, the permit holder must include a fire prevention plan in the annual operating plan addressing the following minimum requirements:

- How the applicant will prevent wildfires and structural fires.
- Reporting procedures and emergency response in case of fire.
- Training and experience of employees relative to fire.
- Prevention/suppression.
- Fire prevention/suppression tools and equipment on site.

2. Business Plan, Business Experience, and References:

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

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

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 must furnish **three (3)** 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, (*See Appendix 17 – FS-6500-24, Financial Statement*) 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 by the Forest Service 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 the 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 must also complete blocks 1 through 5 of form FS-6500-25, (See *Appendix 18 – FS6500-25 Request for Verification*) and submit the signed and dated form with their application. The Forest Service will forward the FS-6500-25 for the most qualified applicant to the Albuquerque Service Center for processing. The auditor assigned to conduct the FAD will send a copy to each financial institution with which the applicant does business.

The financial institutions must complete blocks 6 through 15 of the form and mail the completed form to:

USDA Forest Service
Albuquerque Service Center B&F
Attn: (name of assigned auditor)
101B Sun Avenue, NE
Albuquerque, NM 87109
FAX: 866-436-5939
Email: rab@fs.fed.us

4. Fees Charged to the Public:

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

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

5. Sundries:

Applicants should describe any goods proposed for a fee and the cost per unit for such goods. These goods may include, but are not limited to, items such as firewood, ice, pop, fishing tackle, bait, cameras, film, batteries and groceries.

6. Other Service Fees and Rentals:

Applicants should describe any special services or proposed rentals and the fees charged for those services. Such services may include, but are not limited to, watercraft, bike, or trailer rentals associated with overnight use in the campground. Items which compete unfairly with other local businesses may be denied. Items inappropriate to National Forest will be denied. Outside vendors (food trailers, merchandise rentals/sales, etc.) are not authorized through this permit.

7. Fee to the Government:

The Government is obligated to obtain fair market value for the use of its land and improvements. The minimum fee for each group offered in this prospectus per year are provided below. 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. As of May 13, 2016, the 30-year Treasury bond rate was 2.6 percent - U.S. Department of the Treasury: [U. S. Treasury website](#).

Minimum Fee Calculation - Allegheny Reservoir North Group

Year	Gross Revenue
2013.....	\$210,794.00
2014.....	222,259.00
2015.....	<u>223,804.00</u>
Total.....	\$656,857.00

Total gross revenue ÷ 3 = average gross revenue

$$\mathbf{\$656,857.00 \div 3 = \$218,952.33}$$

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 2.6 percent.

$$\mathbf{\$218,952.33 \times 0.026 = \$5,692.76}$$
 minimum annual fee

Minimum Fee Calculation - Allegheny Reservoir South Group

Year	Gross Revenue
2013.....	\$334,979.00
2014.....	330,239.00
2015.....	<u>331,107.00</u>
Total	\$996,325.00.

Total gross revenue ÷ 3 = average gross revenue

$$\mathbf{\$996,325.00 \div 3 = \$332,108.33}$$

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 2.6 percent.

$$\mathbf{\$332,108.33 \times 0.026 = \$8,634.82}$$
 minimum annual fee

Minimum Fee Calculation - Bradford West Group

Year	Gross Revenue
2013.....	\$ 89,629.00
2014.....	108,395.00
2015.....	102,562.00
Total.....	\$300,586.00

Total gross revenue ÷ 3 = average gross revenue

$$\mathbf{\$300,586.00 \div 3 = \$100,195.33}$$

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 2.6 percent.

$$\mathbf{\$100,195.33 \times 0.026 = \$2,605.08}$$
 minimum annual fee

Minimum Fee Calculation - Marienville South Group

(Loleta Recreation Area only, no fee history for Kelly Pines Campground)

Year	Gross Revenue
2013.....	\$27,872.00
2014.....	30,025.00
2015.....	20,961.00
Total.....	\$78,858.00

Total gross revenue ÷ 3 = average gross revenue

\$78,858.00 ÷ 3 = \$26,286.00

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 2.6 percent.

\$26,286 x 0.026 = \$683.44 minimum annual fee

In summary, the minimum annual fees for areas in this prospectus are as follows:

Minimum Annual Fees for Areas in Prospectus	
Allegheny Reservoir North	\$5,692.76 minimum annual fee
Allegheny Reservoir South	\$8,106.82 minimum annual fee
Bradford West	\$2,605.08 minimum annual fee
Marienville South Group	\$683.44 minimum annual fee
No fee history for Kelly Pines (not included in calculations)	

The combined total minimum fee for all four groups is \$17,088.10

Applicants may propose a fee below the minimum fee, 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 MRR, performed at the permit holder's expense in accordance with a G/T (Granger Thye) fee offset agreement (*see* section III of the prospectus).

8. Application Fee

Cost Recovery: Applications submitted in response to this prospectus are subject to **cost recovery** pursuant to 36 CFR 251.58c(1)(ii) and c(3)(iii). Applicants must submit a processing fee as outlined below to cover the cost of preparing and mailing the prospectus and review of the application.

- All four groupings together: \$400.00
- Loleta Recreation Area: \$0
- Kelly Pines Campground: \$0

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

D. Evaluation of Applications:

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

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

1. Proposed annual operating plan (including required and optional services).
2. Business plan, business experience, references.
3. Financial resources.
4. Fees charged to the public.
5. Fee to the government.

Evaluation Criteria #1 and #2 are the most important of all the evaluation criteria. The remaining criteria are listed in descending order of importance.

Descriptions of Criteria

Operating Plan – The operating plan will be evaluated on two items 1) customer service and 2) operating procedures. The potential permit holder should demonstrate how they will best serve the public with quality hosting, facility operation and maintenance and how customer service success will be measured. Quality visitor services including public information and interpretation and high quality facility management is important to demonstrate.

Business Plan, Experience and References – The business plan represents the applicant’s vision and strategy for managing the proposed business. SBDC should review all applicants’ business plans. Experience (including performance evaluations from other Forest Service units) and references helps to evaluate past performance and responsiveness.

Financial Resources – This information should include financial statements, available resources, other obligations and pending permits.

Fees Charged to the Public - The potential permit holder should charge the lowest fee possible that provides the best experience to the visitor. The applicant may propose a variable pricing schedule based on the type of service, setting and comparable private/state offerings.

Fee to the Government – The Forest Service is obligated to obtain fair market value for use of its land and improvements. Applicants may propose a different fee percentage rate for each group of recreation areas.

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

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

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

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

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

V. Post-Selection Requirements:

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

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

The successful applicant will be required to submit all these items within 30 days of the date of the selection letter. If these requirements are not met within the 30-day period, a special use permit will not be issued. The applicant who receives the next-highest rating may then be selected for the special use permit, subject to the same requirements.

Burden and Non-Discrimination Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.