

Prospectus for Campground and
Related Granger-Thye Concessions on the
Humboldt-Toiyabe National Forest
Bridgeport and Carson Ranger Districts

U.S. DEPARTMENT OF AGRICULTURE
Forest Service

April 1, 2011



Photo 1-Tahoe Meadows near Mt. Rose Campground

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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 will be issued to a single entity to provide high-quality public service in the operation and maintenance of Government-owned recreation facilities located on the Bridgeport and Carson Ranger Districts of the Humboldt-Toiyabe National Forest. This permit term will begin January 1, 2012 and will be for five years, with an additional five years that may be awarded, non-competitively at the discretion of the Forest Service, upon satisfactory completion of the original term.

Table 1-Total number of recreation sites offered in this prospectus.

| Ranger District | Overnight Campground Operation and Maintenance |
|------------------------|---|
| Bridgeport | 13 |
| Carson | 6 |
| Total | 19 |

Bridgeport Ranger District

Bootleg Campground
Buckeye Campground
Chris Flat Campground
Crag Campground
Green Creek Campground
Honeymoon Flat Campground
Leavitt Meadows Campground
Lower Twin Lake Campground
Obsidian Campground
Paha Campground
Robinson Creek Campground
Sonora Bridge Campground
Trumbull Lake Campground

Carson Ranger District

Crystal Springs Campground
Hope Valley Campground
Kit Carson Campground
Markleeville Campground
Mt. Rose Campground
Silver Creek Campground

April 1, 2011 Campground Prospectus for Campground and Related Granger-Thye Concessions
Humboldt-Toiyabe National Forest Bridgeport and Carson Ranger Districts Beginning January 1, 2012

The current concession permit expires on December 31, 2011. Over the past three years, the concession generated the following adjusted gross revenue at the campgrounds which are included in this prospectus.

Table 2-Adjusted gross revenue over the past three years.

| Year | Bridgeport District | Carson District | Combined Total |
|-------------|----------------------------|------------------------|-----------------------|
| 2010 | \$414,334 | \$44,968 | \$459,302 |
| 2009 | \$443,014 | \$65,620 | \$508,634 |
| 2008 | \$386,665 | \$62,013 | \$448,678 |

Average Revenue \$414,671 \$57,534 \$472,205

During the 2010 season, Honeymoon Flat, Hope Valley and Mt. Rose Campgrounds were closed for renovations. Renovations are expected to be completed and available for reservations starting August 1, 2011. Reduced revenue may be reflected in the 2010 operating season due to renovation closures.

Starting in 2008, tree spraying and hazard tree removal has occurred within several of the campgrounds to treat Mountain Pine Beetle infestations. This project is coordinated annually with the concessionaire to occur prior to opening or closing each season. This project will continue annually as new infestations are found. The Forest Service is responsible for the annual spraying contract and the successful applicant will be responsible for up to one percent of total gross revenue for hazard tree removal. Infestations have not reached epidemic proportions to date.

Applicants are encouraged to research this opportunity and participate in the “show-me” trip. Important considerations are travel patterns, visitation numbers and occupancies, length of season, revenue, cost of operations and ancillary income opportunities. Applicants are encouraged to research all aspects of this business opportunity that may affect their application and the outcome of the process.

The authorized officer for this business opportunity is:

Jeanne Higgins
Forest Supervisor
Humboldt-Toiyabe National Forest
1200 Franklin Way, Sparks, NV 89431

Four (4) copies of the application package shall be submitted. The Business Plan shall be a separate document and four (4) copies shall also be submitted.

Application opportunities are open to all with the exception of members of Congress, resident commissioners and current Forest Service Employees.

Re-Issuance, Transfer, Extension

This permit cannot be transferred. It may be extended at the discretion of the Forest Service. The permit terminates automatically for non-payment of fees to the Government. The permit can be revoked without compensation for non-compliance with the terms of the permit. Re-issuance of the permit for a second five year period requires that the permit holder provide sustained acceptable performance, not be on probation and be current with all Forest Service Bills for Collection.

Show-Me Trip

A “show-me” trip is scheduled for the week of **June 13, 2011**. The trip will include a walk-through and discussion about the sites covered by this prospectus. Not every site in the prospectus will be visited. A trip itinerary will be available by May 2, 2011 and posted to the internet <http://www.fs.usda.gov/htnf/>.

Questions regarding this Prospectus should be directed to:

Marnie Bonesteel
Special Use Administrator
Humboldt-Toiyabe National Forest
1200 Franklin Way
Sparks, NV 89431

Phone: 775-352-1240
Cell phone: 775-720-8260
Email: mbonesteel@fs.fed.us

Offer Items

There is one item being offered under this prospectus, campgrounds on the Bridgeport and Carson Ranger Districts. All campgrounds in this offer are fee sites, therefore a fee may be charged at each site. The permit holder is required to honor Interagency Senior and Access Passes for a 50% discount on camping fees at campgrounds for single sites only. The pass holder must be the person occupying the site. The pass does not apply to double, triple or group sites and does not apply for amenities such as utilities.

B. Area Description

The entire Humboldt-Toiyabe National Forest, with headquarters in Sparks, Nevada, occupies 6.3 million acres throughout Nevada and Eastern California (See Appendix 1: Vicinity Map). It is the largest National Forest in the lower 48 states. The sites offered under this prospectus are considered one geographic area.

Bridgeport and Carson Ranger Districts

The Bridgeport and Carson Ranger Districts encompasses over 1.3 million acres on the eastern front of the Sierra Nevada Mountains. This area stretches from Reno, Nevada to just north of Mono Lake, California. Its varied ecosystems range from high alpine peaks (over 12,000 feet) to the sagebrush-covered desert of the Great Basin (4,500 feet). Snow can persist on the highest peaks well into

summer. Lower-elevations offer flower-filled meadows in springtime and brilliantly-colored leaves in fall. Fishing enthusiasts enjoy sparkling mountain streams and glacial lakes.

All sites on the Bridgeport Ranger District are within 30 miles of Bridgeport, California. The town of Bridgeport is the county seat for Mono County and relies on a strong tourist and Government based economy. The population is approximately 500 residents and fluctuates between the summer and winter months. Bridgeport caters to tourism and is not considered a full service community. The District borders Yosemite National Park to the east and receives high levels of summer use from visitors seeking alternative access to the National Park.

Recreation sites on the Carson Ranger District stretch from the Highway 431, the Mount Rose Highway in Reno, Nevada, to approximately 10 miles south of Markleeville, California. All of the sites are within Washoe County and Alpine County and are within a one to two hour drive of the Reno/Carson City metropolitan areas and the California Central Valley. These sites serve as popular getaways for urban populations.

Many of the sites are large and complex, receiving heavy use by the public, while others are small and remote. All of the facilities are accessible via paved highways, paved or aggregate surfaced county roads, or Forest Service maintained roads. All facility improvements have been maintained by the current holder and/or the Forest Service. The conditions vary from fair to excellent, most are in fair to good condition. Developed facility improvements include, but are not limited to a camp unit including a table, campfire rings, living and tent surfaces, restroom buildings, water systems, wells, parking barriers, parking spurs, parking lots, roads, drainage structures such as culverts, bridges, sidewalks, signs, fences, gates, bulletin boards, cattle guards, and water storage tanks.

Recreational Opportunities

Some of the most popular recreational activities on the Bridgeport and Carson Ranger Districts include:

- **Driving for pleasure.** This activity can occur anywhere on the Forest, but occurs primarily on scenic byways. These drives provide views of scenic vistas, beautiful wildflowers, and spectacular fall colors. Several designated scenic byways nearby include Mount Rose, Monitor Pass, Ebbetts Pass, Carson Pass, Eastern Sierra, Sonora Pass and Tioga Pass.
- **Fishing.** There are numerous streams, lakes, and reservoirs that provide excellent fishing opportunities. Both Districts are popular with anglers, many families return year after year to enjoy some of the best trout fishing in the West. There are several permitted fishing outfitter-guides on each District that may provide guided fishing services to campers.
- **Boating.** Boating on the Districts is limited primarily to Twin Lakes and Virginia Lake. River rafting and kayaking on the East Fork of the Carson River is a popular activity. There are several permitted rafting outfitter-guides on the East Carson River that may provide guided rafting and kayaking services to campers.
- **Hunting.** There are ample opportunities to hunt game of all kind, including bear, deer, upland game birds and mountain lion.

- **Hiking.** There are miles of hiking and horseback riding trails in the Hoover Wilderness, including the Pacific Crest Trail. There are several permitted hiking, backpacking and rock climbing outfitter-guides that may provide guided services to campers.
- **Off-highway Vehicle (OHV) Travel.** This activity is popular on the Forest. Routes traverse some of the most spectacular country the area has to offer. Bridgeport and Carson Ranger Districts have a current motor vehicle use map available for the public.

The Districts are easily accessed from Highway 395, Interstate 80 and Highway 50. The traditional tourist season is from Memorial Day weekend to Labor Day weekend. Within that time frame, the heaviest use tends to occur during June, July, and August. Although this is typically peak season, significant use occurs outside of this time period, particularly during fishing and hunting season.

Future Planning

The Forest program and Granger-Thye fee offset program supports projects affecting campgrounds and other facilities. There will likely be reconstruction of roads, water systems, toilets, or other features in campgrounds as needed. Advance notification of projects affecting facilities under permit will occur as soon as practical.

Few renovation projects are planned for 2012 through 2016. Renovation projects currently underway will be completed prior to the special use permit being issued in 2012. Water system improvements may be anticipated.

A hazard tree and spraying treatment program is expected to continue, however it is difficult to predict whether infestations will reach epidemic proportions. Mountain Pine Beetle continue to attack Lodgepole Pine and Ponderosa Pine. Fir engraver is attacking White Fir.

C. Description of Developed Sites and Facilities

The following is a table of each developed recreation site included in this prospectus. Appendix 2 of the prospectus, Recreation Site Maps and Summaries provides additional information about each site. The minimum use and occupancy to be shown on the permit is 365 days per year. The recommended operating season for each site in Table 3 is the minimum operating season. The applicant is encouraged to follow these recommendations or may submit alternative proposals.

Table 3-Campground summary including fees, revenue and operating season.

| Bridgeport Ranger District | | | | | | | | |
|--|---|-------------------------|----------------------|-------------------------------|--------------|--------------------|---|--|
| Facility | Total Sites/Host Site/Single Db/Trpl | <u>NRRS</u> | 2009-2011 Fee | 3 Year Average Revenue | Water | Electricity | Toilets/Type | Minimum Operating Season |
| Bootleg Campground | 63/1 host/ 62/0/0 | No | \$20 | \$22,682 | Yes | No | 4-4 unit concrete block mini flush | May 11-Sept 24 |
| Buckeye Campground | 65/1 host/ 0/0/0 | No | \$17 | \$30,189 | Yes | No | 2 Double Vault CXT/1 Single CXT/1 Double Brick Vault | May1-Oct 08 |
| Chris Flat Campground | 16/1 host/ 15/0/0 | No | \$20 | \$17,496 | Yes | No | 3 Single CXT | April 27-Oct 08 |
| Crags Campground Sawtooth/ Matterhorn Loops | 48/2 host/1 area manger/ 46/6/3 | Yes Sawtooth Loop | \$20/\$40 | \$83,602 | Yes | No | 2-double unit brick vault 1 double concrete block flush 1-4 unit concrete block flush | April 27-Oct 29 Sawtooth April 27-Sept 3 Matterhorn |

Table 3 Continued.

| Bridgeport Ranger District | | | | | | | | |
|---|---|------|---------------|--|-------|-------------|--|--------------------------|
| Facility | Total Sites/Host Site/Single Dbl/Triple | NRRS | 2009-2011 Fee | 3 Year Average Revenue | Water | Electricity | Toilets/Type | Minimum Operating Season |
| Crags Group | 1 Group Overnight PAOT 45 | Yes | \$110 | Included in Crags Campground revenue above | Yes | No | Shares campground toilet | April 20-Sept 10 |
| Green Creek Campground | 11/1host/ 10/0/0 | No | \$17 | \$15,571 | Yes | No | 1 double CXT | May 18-Oct 8 |
| Green Creek Group | 2 Group Overnight 25/50 PAOT | Yes | \$60/\$75 | Included in Green Creek Campground revenue above | Yes | No | 1 double concrete block vault | May 18-Oct 8 |
| Honeymoon Flat Campground *Renovated 2011 | 29/1 host/ 22/6/0 | Yes | \$17/\$34 | \$28,150 | Yes | No | 1 single CXT vault/ 2 double CXT vaults | April 23-Oct 22 |
| Leavitt Meadows Campground | 16/1 host/ 15/0/0 | No | \$17 | \$17,907 | Yes | No | 1single CXT/ 1 double CXT | April 18-Oct 01 |
| Lower Twin Lake Campground | 15/1 host/ 14/0/0 | Yes | \$20 | \$29,906 | Yes | No | 2-4 unit concrete vault toilet buildings | May 11-Oct 8 |

Table 3 Continued.

| Bridgeport Ranger District | | | | | | | | |
|--|---|-------------|----------------------|-----------------------------------|--------------|--------------------|--|---|
| Facility | Total Sites/Host Single Dbl/Trpl | NRRS | 2009-2011 Fee | 3 Year Average Revenue | Water | Electricity | Toilets/Type | Minimum Operating Season |
| Obsidian Campground | 14/0/14/0/0 | No | \$12 | \$5,784 | No | No | 3 single CXT vaults | May 25-Sept 28 |
| Paha Campground | 22/1 host/ 19/2/0 | Yes | \$20/\$40 | \$42,817 | Yes | No | 1-4 unit concrete block mini flush | May 11-Sept 24 |
| Robinson Creek North and South Campground | 53/1 host/ 50/2/0 | Yes | \$20/\$40 | \$90,749 | Yes | No | 1-6 unit concrete block vault building 1-6 unit concrete block mini flush | North April 27-Oct 22 South May 11- Oct 15 |
| Sonora Bridge Campground | 23/1 host/ 22/0/0 | No | \$17 | \$13,644 | Yes | No | 1 double CXT/ 1 double wooden vault | May 18-Sept 23 |
| Trumbull Lake Campground | 45/1 host/ 38/5/1 | Yes | \$17/\$34 /\$51 | \$59,626 | Yes | No | 3 double CXT vaults/2 single CXT vaults | June 22-Oct 07 |

Table 3 Continued.

| Carson Ranger District | | | | | | | | |
|--|---|-------------|----------------------|-------------------------------|--------------|--------------------|---------------------------------|---------------------------------|
| Facility | Total Sites/Host Single Dbl/Trpl | NRRS | 2009-2010 fee | 3 Year Average Revenue | Water | Electricity | Toilets/Type | Minimum Operating Season |
| Crystal Springs Campground | 19/2 host/ 17/0/0 | No | \$16 | \$8,716 | Yes | Yes | 2 double CXT vaults | April 27-Sept 17 |
| Hope Valley Campground *Renovated 2011 | 22/1host/ 17/4/0 | Yes | \$16/\$32 | \$10,243 | Yes | No | 2 double CXT vaults | June 3-Sept 10 |
| Kit Carson Campground | 12/1host/ 11/0/0 | No | \$16 | \$10,431 | Yes | No | 1 single CXT /1 double CXT | May 11-Sept 10 |
| Markleeville Campground | 10/1host/ 9/0/0 | No | \$16 | \$12,106 | Yes | No | 2 single CXT vaults | April 27- Sept 10 |
| Mt. Rose Campground *Renovated 2011 | 26/1host/ 19/5/1 | Yes | \$17/\$34/ \$51 | \$10,583 | Yes | No | 2 double CXT/1 single CXT vault | June 24-Sept 10 |
| Silver Creek Campground | 27/1 host/ 26/0/0 | Yes | \$17 | \$8,913 | Yes | No | 2 double CXT vaults | June 11-Sept 10 |

Toilet Descriptions

- **SST Concrete** -These toilets are pre-fabricated concrete toilet buildings manufactured by CXT. The toilet building works by stacks ventilating the vault. Height, solar angle and wind are elements that help create negative pressure in the vent stack. A draft from the room into the vault and out the stack is used to vent the toilet. Covering solids with water is designed to reduce flies and odor. Some vaults are single units and some are double. Single vault capacity is for 15,000 uses. Pumping is accessed from outside of the toilet building. Newer installs have solar lighting. There are no sinks or electricity.
- **SST Wood Building**-These toilets are late 1980s to present era. These buildings are designed to work the same as the CXT concrete vaults. No sinks or electricity.
- **Flush**-Some have block walls and wood roofs. Some have sinks and mirrors. There is no electricity or hot water in any of the toilet buildings.

D. Government-Furnished Property

The Forest Service will provide certain property in conjunction with the concession campground special use permit (See Appendix 3 of the prospectus). The inventory includes a description, quantity, and estimated replacement cost for each piece of property.

E. Government-Furnished Supplies

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

- Forms to report use and revenue
- A copy of Forest Service publications; Cleaning Recreation Sites http://www.fs.fed.us/eng/php/library_card.php?p_num=9523%201206, In-Depth Design and Maintenance Manual for Vault Toilets, http://www.fs.fed.us/eng/php/library_card.php?p_num=9123%201601 and Vault Toilet Pumping Contract Specifications and Guidelines for Preparing Contracts http://www.fs.fed.us/eng/php/library_card.php?p_num=9223%201308
- A copy of Recreation Opportunity Guides, which the holder may reproduce at their own expense
- Title VI signs-“...and Justice for All” <http://www.fns.usda.gov/cr/justice.htm>
- Educational and informational handouts

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. Applicants should contact current service providers to obtain estimated costs for the utilities. These utilities include:

Vaults and Sewage Connections

The successful applicant will be responsible for all costs associated with pumping the toilet vaults at these facilities. Toilets are normally pumped by local service providers. Vaults will be pumped in accordance with the annual operating plan, when the vault contents reaches 18 inches (approximately $\frac{3}{4}$ full) from the bottom of the lid. Also, solids must be covered at all times with water to reduce odor and flies.

Continuous (in-time) hose lays from host sites or RV's to toilets or septic vaults are not acceptable. Continuous connections to host site vaults from host RVs are acceptable.

Trash Collection and Recycling

The successful applicant will be responsible for garbage removal at all sites. Bear proof, animal proof receptacles/dumpsters are required. Trash service is currently provided by local companies. Trash dumpsters shall be repaired and painted as necessary. The capacity of any trash or recycling receptacle shall not be exceeded. Scheduled service should be planned accordingly. Any mechanical device used to prevent wildlife problems shall be maintained in working order.

Recycling is encouraged where possible. Conflicts between recycling and wildlife shall be considered when managing a recycling program. Recycling is available near each District.

Trash and recycling services may be obtained from the following businesses.

Bridgeport Ranger District

D & S Waste Removal
3 US Highway 95A East
Yerington, NV 89447-2810
Phone: (775) 463-3090

Carson Ranger District

Douglas Disposal
1653 N. Lucerne Street Suite A
Minden, NV 89423
(775) 782-5713

Carson Ranger District

Waste Management of Nevada
1392 E. Commercial Row
Reno, NV 89512
Phone (775) 329-8822

http://www.monocounty.ca.gov/departments/public_works/RecyclingLocationsInformation.html<http://nevadarecycles.gov/doc/douglas09.pdf>
<http://www.co.washoe.nv.us/health/ehs/recycling/home.html>

Wastewater and Sewer Vaults

There are a number of waste-water systems, including toilet vaults and septic holding tanks for host and area manager sites. The permit holder is responsible for operation and maintenance of these vaults and tanks. There are no RV sanitary stations on either District; however there are several local sanitary stations available near Bridgeport and Carson City and Reno.

Currently, there is an outfitter-guide special use permit issued on the Bridgeport Ranger District that provides an RV trailer rental service to campers. As part of this service, the permittee sets up, pumps and removes the trailer from the reserved campsite. These rental trailers are the only trailers that are authorized to be pumped by the permittee. The permittee will coordinate with the successful applicant on trailer placement, pumping and timely removal of the trailer. This permitted use will continue to occur with the selection of the successful applicant.

Shared Water Systems (also see section G. Potable Water)

Kit Carson Campground receives water from Sorensen's Subdivision. The successful applicant will be responsible for paying for water at this site. The successful applicant will be responsible for 12% of the annual State of California Water System permit fee for Kit Carson Campground. The successful applicant will pay 12% of the annual operation and maintenance costs associated with the joint use of facilities; this includes the well, power service, wires, pump, pressure line, manhole, controls and pressure tank. This excludes any of the distribution system going from the manhole to the Subdivision. Markleeville Campground receives water from the Markleeville public water system.

Sorensen's Subdivision
101 Rush Creek Ct
San Ramon, CA 94582
(925) 413-4256

Markleeville Water Company
P.O. Box 131
Markleeville, CA 96120-0131
(530) 694-2924

Electric Service

The successful applicant will be responsible for electric service at Crystal Springs Campground which is available for the area manager and host site. Service can be obtained from:

Sierra Pacific Power
P.O. Box 10100
South Lake Tahoe, CA 96158
(530) 544-4811

Cellular Service/Satellite Service/Telephone

The successful applicant will be responsible for paying for phone services. At some sites cell phones are an option, but coverage is limited or non-existent in some remote locations. The successful applicant is expected to obtain adequate cell service, satellite service or radio to provide communications from every site for administrative and safety purposes. Service may be obtained from:

Verizon Wireless
961 Topsy Lane #444
Carson City NV 89703
(775) 267-1094

Alltel
452 Old Mammoth Road
Mammoth Lakes, CA
(760) 934-6304

Table 4-Utilities (Required to be placed in the name of successful applicant)

(Note that all campgrounds have water, however only 2 campgrounds obtain water from a utility company)

| Facility | Water | Electricity | Telephone | Garbage | Sewage Pumping |
|-----------------------------------|-------|-------------|-----------|---------|----------------|
| Bridgeport Ranger District | | | | | |
| Bootleg Campground | | | | X | X |
| Buckeye Campground | | | | X | X |
| Crags Campground | | | | X | X |
| Greek Creek Campground | | | | X | X |
| Green Creek Group Sites | | | | X | X |
| Honeymoon Flat Campground | | | | X | X |
| Leavitt Meadows Campground | | | | X | X |
| Lower Twin Lake Campground | | | | X | X |
| Obsidian Campground * | | | | | X |
| Paha Campground | | | | X | X |
| Robinson Creek North Campground | | | | X | X |
| Robinson Creek South Campground | | | | X | X |
| Sonora Bridge Campground | | | | X | X |
| Trumbull Lake Campground | | | | X | X |

*Obsidian Campground currently has pack in/pack out garbage collection.

| | | | | | |
|--|---|---|---|---|---|
| Carson Ranger District | | | | | |
| Crystal Springs Campground *Area Manager Site and Host Site | | X | X | X | X |
| Hope Valley Campground | | | | X | X |
| Kit Carson Campground | X | | | X | X |
| Markleeville Campground | X | | | X | X |
| Mt. Rose Campground | | | | X | X |
| Silver Creek Campground | | | | X | X |

G. Potable Water Systems

All of the developed sites included in this offering have potable water systems. It is the responsibility of the successful applicant to properly operate and maintain these systems including opening the systems, operating the systems during the season and shutting them down at the end of the season.

Damage to the water system due to negligence on the part of the operator will be the holders' responsibility. Failure to blow-out lines will be deemed improper operation. Protection of components during blow-out operations are the responsibility of the holder. Responsibility for frozen lines or damaged parts which cannot be explained by other occurrences will be deemed holder responsibility. The holder is required to become familiar with the different water systems so as to provide service and maintenance. The Forest Service will provide orientation during the initial year to assist the permit

holder in becoming familiar with the water systems. If Forest Service assistance is required beyond the first year, Government expense may be billed for these services.

Water system operator(s) are required to have a Class C operator's license from the state of California and Nevada. Water systems that could be classified as Non-public water systems will be operated as if they are Transient Non-Community water systems. The permit holder will provide a copy of the license of the water system operator in charge to the Forest Service. If the water system responsibilities are contracted, the permit holder will provide copies of the contracts or agreements to the Forest Service. It is important to have a direct line of communication between the responsible water system operator and the Forest Service for each water system. The Forest Service remains the primary point of contact with the State the system is located within. Any communication between the operator and the State must include copies to the Forest.

The successful applicant will be responsible for coli-form, nitrate, nitrite and chlorine residual water testing. This testing is required for the water systems to be in compliance with Federal and State water quality testing standards. This includes special purpose tests for opening the systems or after failed tests, repeat tests after failed routine tests or additional routine tests required during the month after failed tests.

The Forest Service, as the landlord, is responsible for micro-particulate analysis (MPA) and sanitary surveys.

The holder may not make any changes/repairs to system components without prior approval by the permit administrator. Hosts are allowed to connect hoses only at the hydrants that have the appropriate faucet and back-flow preventers. The public is not permitted to connect hoses to any water hydrant.

Further information about the potable water systems and state testing requirements may be obtained from the Forest Service and the California and Nevada Departments of Health.

Please see Appendix 6: Granger-Thye Operation of Federally Owned Drinking Water Systems (FS-2700-4h, Appendix F) for detailed requirements of operating a public water system.

Monthly test results with appropriate labeling and sample location will be sent to the Forest Supervisors office in Sparks, Nevada, Attention Engineering. Water testing Service may be obtained from:

Mammoth Community Water District
P.O. Box 597
1315 Meridian Blvd
Mammoth Lakes, CA 93546
760-934-2596

Western Environmental Laboratory
475 E Greg St # 119
Sparks, NV 89431-8517
775-355-0202

There are two jointly used water systems; they include systems at Trumbull Lake and Kit Carson Campgrounds. Water system responsibilities at Trumbull Lake campground are being revised. Kit Carson campground water system responsibilities are outlined below.

Table 5 -Jointly Used Water Systems.

| Facility | Campground Concessionaire Responsibility | Sorensen's Subdivision Responsibility |
|----------------------------|--|---|
| Kit Carson Water System | Responsible for 12% of permit fees and operation and maintenance fees. Also responsible for cost of water. Operates line from water source. Payment to Sorensen's Subdivision. | Operation and maintenance of water system under Forest Service special use permit. Subdivision creates bill for collection and sends to concessionaire. |
| Trumbull Lake Water System | An agreement outlining the responsibilities is being developed and will be in place for the 2012 operating season. | |

II. Forest Service Concession Programs and Policies

Government-owned concessions are authorized by special use permit issued under Section 7 of the Granger-Thye 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 concessions. All applications must be consistent with these requirements.

A. National Recreation Reservation Service

The Humboldt-Toiyabe National Forest participates in the National Recreation Reservation Service (NRRS), our federal inter-agency reservation service. This service provides nationwide, toll-free telephone reservations for campsites, rental cabins, and other recreational facilities. Visitors pay the camping fee at the time they make a reservation, and no fees are collected at the site (although the permit holder may allow first-come, first-serve occupancy of any site in the NRRS system that is unreserved and charge on-site for that use). Contact information for the NRRS follows:

Laura Conroy
Region 4 NRRS Coordinator
Telephone: (801) 625-5152
Email: lconroy@fs.fed.us
Fax: (801) 625-5170

John Cameron
Forest Service Contracting Officer's Technical Representative
Telephone: (850) 523-8589
Email: jhcameron@fs.fed.us
Fax: (805) 523-8505

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

The NRRS is the only authorized reservation system for Forest Service developed recreation sites. 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 the number of sites that may be reserved, the minimum number of days per reservation, or the location of sites that may be reserved. The permit holder also may make these recommendations during the term of the permit. The authorized officer will decide whether to accept or reject the recommendations. See Table 3 Recreation Sites within the prospectus of sites currently available on the reservation system.

Under the NRRS, the following guidelines must be followed unless there are compelling operational reasons to:

1. For each developed recreation site included in the NRRS, at least 60 percent of the units must be available for reservations. The remaining units may be occupied on a first-come, first-serve basis.
 - Reservation windows vary by type of site and are as follows:
Individual campsites: From 180 to 4 days prior to arrival date.
Group use areas: From 360 to 4 days prior to arrival date.
 - The reservations window typically ends 4 days prior to arrival date, unless the site is equipped with on-site reservations capability.
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 Interagency Senior Pass and Access Passes authorized under the Federal Recreation Enhancement Act (REA), 16 U.S.C. 6801-6814, when the reservation holder arrives on site before confirming the discount obtained through NRRS.
- 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 <http://www.reserveamerica.com>

Because reservations can be made up to a 1 year in advance for group sites and up to 180 days in advance for family sites, the NRRS is currently accepting reservations for the 2012 operating season. Fees received by the NRRS for reservations after December 31, 2011, 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 such time as 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, group use area, or any additional campsites occupied by those accompanying the pass holder. The 50 percent campsite discount does not include utility, water, parking fees, additional sanitary fees or any other hookup fees.

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

The 50 percent recreation fee discount applies to all sites at the facilities offered in this prospectus.

C. Camp Stamps

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

The information below is provided to inform the selected applicant of planned and potential campground improvements. It should not be viewed as an all-inclusive list of project renovations to take place during the permit tenure. The potential for other projects exists and will be evaluated and implemented as needed.

There are 3 campgrounds currently being renovated, they include Honeymoon, Mt. Rose and Hope Valley. They are scheduled to be ready for reservations starting August 1, 2011.

Table 6-Planned Projects.

| District | Planned Project |
|------------|--|
| Bridgeport | Honeymoon Campground Renovations—estimated completion date summer 2011 |
| Carson | Hope Valley Campground Renovations—estimated completion date summer 2011 |
| Carson | Mt. Rose Campground Renovations— estimated completion date summer 2011 |
| Bridgeport | Repair Buckeye Water System 2011/2012 |

E. Administrative Use

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

F. Applicable Forest Orders

Forest orders may be issued to address a variety of management concerns on the National Forest. Current orders related to the offering are identified in Appendix 8: Applicable Forest Orders That Apply to Recreation Sites. These orders include occupancy and use restrictions, food and refuse storage requirements. Additional applicable Forest orders may be issued in the future.

G. Fee Tickets and Compilation of Use and Revenue Data

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

- The site number and total amount paid.
- The date of issuance and number of nights 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 (Appendix 9: Sample Use Report and Appendix 13: Sample Operating Plan) for more information. Use reports must be completed monthly and at the end of the operating season for each developed recreation site. At a minimum, monthly and year-end use reports must include:

- The total number of units occupied based on daily counts.
- The total number of people based on daily counts.
- The percentage of occupancy by month.
- Total recreation fee revenue from on-site sales.
- Total recreation fee revenue.
- Total fee revenue for other goods and services.
- The total number of passes used and the 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.

Use data should be provided in an electronic spreadsheet format that can be read by Microsoft Office Excel. The 2007 edition is preferred. Formulas are not required, only the cell data is necessary. No macros can be associated with the spreadsheet that is turned in.

H. Customer Service Comment Cards

The permit holder must provide a customer service comment card to visitors at each developed recreation site (See Appendix 10: Sample Customer Service Comment Card).

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 (Appendix 11 Performance Appraisal Form for Concession Developed Sites). A rating of “unsatisfactory” may be cause for suspension or revocation of the special use permit. Sustained satisfactory performance is required for a permit extension.

J. Accessibility

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

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

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

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 People per Camping Unit

- Single family campsites are limited to 6 people.
- Family campsites identified as double campsites are limited to 12 people.
- Family campsites identified as triple campsites are limited to 18 people.

Number of Vehicles per Camping Unit

A single family camping unit may accommodate one vehicle. A "vehicle" is defined as any motorized conveyance, with the exception that, for capacity considerations, two motorcycles are considered one vehicle.

Additional vehicles may be allowed at a single family camping unit if they can be safely accommodated at that unit. 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 (e.g., the extra vehicle presents a safety hazard or is causing 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 the towed vehicle 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. Additional vehicles may be allowed at double and triple sites where site design allows.

Group Site Capacity

The following table identifies the capacities established for all group sites. For sites that have both single-family and group units, only the group unit capacity is listed.

Table 7-Group Sites.

| Site Name | Location | (PAOT) |
|---------------------|------------|--------------|
| Crags Group Site | Bridgeport | 45 overnight |
| Green Creek Group 1 | Bridgeport | 25 overnight |
| Green Creek Group 2 | Bridgeport | 50 overnight |

L. Stay Limit

Campers at overnight developed sites on the Humboldt-Toiyabe National Forest are limited to a 14-day stay limit during any consecutive 30 day period. The exception in this order is Bootleg Campground; the stay limit is 30 days within a 90 day consecutive period. (See Appendix 8: Applicable Forest Orders)

M. Fees Charged to the Public

The permit holder may charge the public fees only to the extent that the Forest Service can charge recreation fees under REA. All recreation fees must be specified by 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 uses or activities:

- Solely for parking or picnicking along roadsides or trail-sides not associated with other activities for which fees may be authorized by REA.
- General access to the area unless specifically authorized by REA.
- Use of dispersed areas with low or no investment unless specifically authorized by REA.
- Persons who are driving, walking, boating, horseback riding, or hiking through National Forest System 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, non-commercial 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, non-commercial 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.
- Hunting or fishing, or access to hunting or fishing, by any person who has a right of access for hunting or fishing privileges under a specific provision of law or treaty.
- Access to or use of any area by 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 2342.1, Exhibit 01, addresses the law enforcement authorities and responsibilities of concessionaires, state and local law enforcement agencies, and the Forest Service at concession campgrounds (See Appendix 12: Law Enforcement in Forest Service Concession Campgrounds).

O. Consent to Store Hazardous Materials

The holder shall not store any hazardous materials at the site without prior written approval from the authorized officer. Approval from the authorized officer shall not be unreasonably withheld. If the authorized officer provides approval, this permit shall include (or in the case of approval provided after this permit is issued, shall be amended to include) specific terms addressing the storage of hazardous materials, including the specific type of materials to be stored, volume, type of storage, and spill plan. Such terms shall be proposed by the holder and are subject to approval by the authorized officer.

If the holder receives consent to store hazardous materials, the holder shall identify to the Forest Service any hazardous material to be stored at the site. Such identification information shall be consistent with column one of the table of hazardous materials and special provisions enumerated at 49 CFR 172.101 whenever the hazardous material appears in that table. For hazard communication purposes, the holder shall maintain Material Safety Data Sheets for any stored hazardous chemicals consistent with 29 CFR 1910.1200(c) and (g). In addition all hazardous materials stored by the holder shall be used, labeled, stored, transported, and disposed of in accordance with all applicable Federal, State, and local laws and regulations.

If hazardous materials are used or stored at the site, the authorized officer may require the holder to deliver and maintain a surety bond in accordance with clause III. J. of the Special Use Permit (See Appendix 4).

The holder shall not release any hazardous materials as defined in clause III. F. of the Special Use Permit (See Appendix 4) onto land or into rivers, streams, impoundments, or natural or human-made channels leading to them. All prudent and safe attempts must be made to contain any release of these materials. The authorized officer may specify conditions that must be met, including conditions more stringent than those imposed by federal, state, and local regulations, to prevent releases and protect natural resources.

P. Additional Revenue-producing Sales, Services, and/or Fees

Additional revenue-producing sales, services, and/or fees are intended to provide visitors a convenient means to acquire goods or services while increasing concession revenue. Include how these items will be addressed when responding to the prospectus. (See Appendix 20: Additional Revenue-producing Sales, Services, and/or Fees).

Q. Other Pertinent Information

Hazard Tree Identification and Removal

The permit holder will be required to conduct pre-season inspections of the campgrounds to identify existing and potential hazards, including hazard trees. The permit holder will also be responsible for monitoring and identifying hazard trees during the operating season. After securing written approval from the authorized officer, the permit holder's financial responsibility for removing hazard trees and associated slash will not exceed one percent of the previous year's gross revenue generated by the concession per year. The annual operating plan will address appropriate disposal of hazard trees and slash. Adequate accounting of costs (the same requirement as for G-T Fee Offset Claims) is required. Stumpage value will be charged and should be included in the bid if a contractor is used to remove hazard trees. This value will be obtained from the permit administrator and fuel wood tags will be issued accordingly.

Insect Infested Trees

For the past several years, there has been an increase in insect activity within the campgrounds. Sites have been treated annually with Carbaryl and pheromone packets have been placed on trees to reduce mountain pine beetle infestations. This treatment is expected to continue, in the spring or fall each year. The annual spraying contract is the responsibility of the Forest Service. The removal of infested trees is also an important aspect of the treatment program. The regional entomologist conducts annual site visits and recommends treatment. It is recommended that the prospective applicant be trained in hazard tree identification and tree removal techniques.

Wildlife Mitigation

Bear-proof dumpsters and bear proof food storage containers or counter balance measures are required on the Bridgeport Ranger District. (See Appendix 8: Food and Refuse Storage Restrictions)

Vehicle Maintenance

In general vehicle maintenance, including oil changes, will not be performed at recreation sites. Minor vehicle maintenance such as changing a headlight may be performed on site.

Permit Administration

This permit will be administered by the Forest Permit Administrator (PA). The permit administrator is responsible for all day to day operational decisions. District Recreation Staff Officers or designees may monitor operations and provide feedback to the PA regarding routine operations. In case of imminent risks to health and safety, the Forest Supervisor, PA, District Rangers or District Recreation Staff, or Forest Service Law Enforcement Officers may direct activities to protect human health and safety. Other legal entities such as Federal, State, or local law enforcement, emergency services and health departments may direct activities. Any time, personnel other than PA directs activities, the permit holder is to inform the PA of the direction that occurred, who provided that direction, and contact information of that person.

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 five years, with an option to extend the term for up to an additional five 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. If operations are needed during the appeal, a permit with a term of one year or less may be issued and renewed as needed.

B. Permit Holder Responsibilities

This section highlights the requirements of the special use permit (See Appendix 4: Special Use Permit (FS-2700-4h)). Applicants are responsible for familiarizing themselves with all permit requirements that govern the operation covered by this prospectus.

Responsibility for Day-to-Day Activities

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

Permit Holder-Furnished Supplies and Equipment

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

Permit Holder-Furnished Vehicles, Commercially Manufactured RV's

The permit holder may not use ATVs, motorcycles, or motor bicycles in the campgrounds. The holder may propose the use of golf carts, compact to full size passenger cars and trucks to facilitate daily maintenance of the facilities. If authorized, carts must stay on designated roads or trails while driving between sites or loops. All vehicles used to manage permitted areas must be clearly marked with the concessionaire name and/or as camp host(s). Area managers and hosts must use commercially manufactured RV's or campers at facilities. Manager sites are not storage areas, these areas must be neat and orderly. Decorative lighting and feeders are not permitted.

Holder Maintenance, Reconditioning, or Renovation

Maintenance, Reconditioning, and Renovation (MRR) are defined in the permit (See Appendix 4: FS-2700-4h, clause IV.E. 1(a) (c)). Permit 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 their expense, will be required to perform holder MRR under a holder MRR plan (See Appendix 4: 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. (See Appendix 14: MRR plan).

C. Granger-Thye Fee Offset Agreement

The Federal Government owns all the improvements at the developed recreation sites covered by this prospectus. Under Section 7 of the Granger-Thye 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 (MRR) performed at the permit holder's expense. Government MRR is defined as maintenance, reconditioning, renovation, or improvement that arrests deterioration, improves and upgrades facilities, and appreciably prolongs the life of the property. Government MRR, whether performed by the holder or the Forest Service, shall be performed at the sole discretion of the authorized officer. (Clause IV.E. of FS-2700-4h, Appendix 4 Special Use Permit).

All Government MRR shall be enumerated in an annual Granger-Thye fee offset agreement signed by the holder and the Forest Service in advance of the operating season (see Appendix 5: Granger-Thye Fee Offset Agreement (FS-2700-4h, Appendix B)). Alternatively, a multi-year fee Granger-Thye fee offset agreement can be prepared for consolidated fee payments. A list of sample Government MRR projects is included as (Appendix 14: Holder Maintenance, Reconditioning, or Renovation (MRR) Plan).

Either the holder or the Forest Service may perform Granger-Thye fee offset work. This determination will be made annually. When the holder performs Granger-Thye 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 (Appendix 16: Indirect Cost Reimbursement in Granger-Thye Permits).

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

When the Forest Service performs Granger-Thye fee offset work, the holder will deposit fee payments into a Forest Service Cooperative Work Fund (CWFS) account. The Forest Service will perform Granger-Thye fee offset work under a collection agreement and offset those costs against the permit holder's annual permit fee (see clause IV.E.3. in FS-2700-4h (Appendix 4) and (Appendix 13: Sample Collection Agreement for Granger-Thye Offset Work)). 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.

The general strategy for Granger-Thye projects is to perform landlord maintenance consisting of repair or replacement. Rehabilitation and improvements are strategies that are employed less frequently. Priority will go to health and safety items, the regular routine maintenance. Large projects may consist of toilet or well house replacement. Other projects may consist of repair to pads, spurs or other minor constructed features.

D. Liability Insurance

The successful applicant must have liability insurance covering losses associated with the use and occupancy authorized by the permit arising from personal injury or death and third-party property damage in the minimum amount of:

\$500,000 for injury or death to one person per occurrence
\$1,000,000 for injury or death to more than one person per occurrence; and
\$25,000 for third –party damage per occurrence,

Or in the minimum amount of \$1,000,000 as a combined single limit per occurrence.

Insurance policies must name the United States as an additional insured (see clause III.I. of FS-2700-4h (Appendix 4).

IV. Application

A. Instructions for Submitting Applications

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

Applicants are strongly encouraged to visit the sites at least once before submitting an application (Appendix 1: Vicinity Map and Appendix 2: Recreation Site Maps and Summaries).

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:

**Jeanne Higgins
Forest Supervisor, Humboldt-Toiyabe National Forest
1200 Franklin Way
Sparks, NV 89431**

**Attention: Marnie Bonesteel
Bridgeport and Carson Ranger District Prospectus**

Applications must be received by close of business (4:30 p.m.) on Monday August 1, 2011.

Applicants must submit four copies of their application package and supporting documents. The Business Plan shall be a separate document and 4 copies shall also be submitted.

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, fax 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, 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.

Any questions specifically related to this prospectus may be directed to:

Marnie Bonesteel
Humboldt-Toiyabe National Forest
Telephone: (775) 352-1240
Cell Phone: (775) 720-8260
Email: mbonesteel@fs.fed.us

B. General Terms, Qualifications, and Reservations

All applicants have an equal opportunity to apply, except for members of Congress, Resident Commissioners, and current Forest Service employees.

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

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

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

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

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

Any oral statement made by a representative of the Forest Service shall not modify the requirements of this prospectus. If it is determined that an error or omission has been made or additional information is required, a written amendment will be made and posted to <http://www.fs.usda.gov/htnf/>.

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

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

C. Application Package Requirements

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

- A proposed annual operating plan, including required and optional services.
- A business plan, business experience, references, and Small Business Development Center review fee.
- Financial resources.
- Fees charged to the public.
- Fee to the Government.
- Application (processing) fee.

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 to organize their response to this section (Appendix 13: Sample Annual Operating Plan).** The successful applicant's proposed operating plan will be attached to and become a part of the special use permit.

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

Below are highlights of what needs to be addressed in the proposed annual operating plan. For more detail, see the sample annual operating plan, Appendix 13 of the prospectus.

Operating Season

Applicants need to propose the period in which they will operate the sites listed in the prospectus. The Minimum Operating Season is shown in Table 3-Campground Summary of this document. All sites must be open and operational seven days per week during the minimum operating season, unless a Forest Service closure order is in effect.

Staffing

Applicants must address appropriate staffing to meet customer service and cleanliness standards. The holder will be responsible for furnishing all personnel for the developed recreation sites and for adequately training and supervising their activities under the terms of the permit. The holder must meet requirements of federal and state laws governing employment, wages, and worker safety. Previous staffing levels have been outlined in the sample operating plan, (See Appendix 13 of the prospectus). Applicants also should address staff training for effective customer service, conflict resolution, area specific emergency procedures, and dissemination of recreation and tourism information.

Supervision and Management

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

Uniforms and Vehicle Identification

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

Business Plan, Business Experience, and References

Applicants must submit a business plan utilizing the format in (Appendix 17: 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 are encouraged to contact their local Small Business Development Center (SBDC) if they need assistance in completing their business plan.

Small Business Development Center Review

All business plans will be independently reviewed by an SBDC. Applicants are required to submit four copies of their business plan. Along with a business plan, applicants also must submit a money order or cashier's check in the amount of **\$45.00** made payable to Weber State University.

Experience

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.

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

Financial Resources

Applicants must submit a complete set of all financial statements for the last three years that have been audited, reviewed, or compiled by a certified public accountant (CPA). For any financial statements that were only compiled by a CPA, applicants must complete FS-6500-24, Financial Statement (Appendix 18 of the prospectus) for certification of the accuracy of the financial statements.

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

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

An applicant who has not been in business for the last three fiscal years, and therefore cannot submit audited, reviewed, or compiled financial statement 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 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 to cash.

Applicants also must complete blocks 1 through 5 of form FS-6500-25, Request for Verification (See Appendix 19 of the prospectus) and submit the signed and dated form with the application. The Forest Service will forward the FS-6500-25 for the most qualified applicant to the Albuquerque Service Center for processing. The auditor assigned to conduct the FAD will send a copy to each financial institution with which the applicant does business. The financial institutions must complete blocks 6 through 15 of the form and mail the completed form to:

Albuquerque Service Center B&F
101B Sun Avenue, NE
Albuquerque, NV 87109
ATTN: RAB
Fax: 866-436-5939
Email: rab@fs.fed.us

Fees Charged to the Public

Applicants must provide a list of all fees they propose to charge to the public for the three years of operation; including fees for required and optional services (Appendix 13: Sample Annual Operating Plan and Appendix 20: Additional Revenue Producing Sales/Services/Fees). Discuss any variable pricing, discounts, and passes. All proposed fees to be charged to the public must also be included in the business plan as an income item. Sundry items for example must be proposed in this section. Items which compete unfairly with other local businesses may be denied. Items inappropriate to the National Forest will be denied. Outside vendors may be approved through this permit.

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

Fee to the Government

The Government is obligated to obtain fair market value for the use of its land and improvements. The estimated minimum fee is \$19,738.00 per year. The minimum fee is the concession's average adjusted gross revenue for the previous three years on record as of the prospectus date, (January 2008-December 2010) multiplied by the current 30-year Treasury bond rate (on the final prospectus issue date). The minimum fee will be adjusted at the end of the first five years of the permit term if the permit is extended for an additional five years.

Minimum Fee Calculation

See Table 2 of this document for the average adjusted gross revenue, combined total for January 2008-December 2010. The amount is \$472,205.00.

The minimum annual fee is the average gross revenue for the past 3 years multiplied by the current 30-year Treasury bond rate. The Yield Curve rate on November 23, 2010 was 4.18.

$\$472,205.00 \times 0.0418 = \$19,738.00$ Minimum Annual Fee

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

Applicants must propose the fee to the Government as a percentage of the concession's adjusted gross revenue. One percentage may be proposed for the entire permit term or the percentage may vary each year. However, if a consolidated fee payment is proposed, one percentage rate must be proposed for the entire period of consolidated payments.

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

The fee to the Government may be offset in whole or in part by the value of Government MRRI performed at the permit holder's expense in accordance with a Granger-Thye fee offset agreement.

Application Fee (Cost Recovery)

Applications submitted in response to this prospectus are subject to cost recovery pursuant to 36 CFR 251.58(c)(1)(ii) and (c)(3)(iii). Applicants must submit a processing fee of **\$250.00** to cover the cost of preparing the prospectus and reviewing the applications. Payments due to the United States for this application must be paid in the form of a bank draft, money order, or cashier's check payable to "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 an (FAD) for the applicant within the last 12 months. 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

The following evaluation criteria are listed in descending order of importance and apply to the package offered:

- Proposed annual operating plan (including required and optional services)
- Business plan (business experience, and references)
- Financial resources
- Fees charged to the public
- Fee to the Government

Descriptions:

Operating Plan- The operating plan will be evaluated on two major areas: customer service and operating procedures. Through the operating plan, 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 in the operating plan. The operating plan is the most important evaluation criteria because of the Forest Service's

commitment to provide opportunities for outstanding recreation experiences. This is the most important criteria.

Business plan, experience and references- The business plan represents the applicant's vision and strategy for managing the proposed business. SBDC will review all applicants' business plans. Experience (including performance evaluations from other Forest Service units) and references helps them evaluate past performance and responsiveness of the applicant. This is the next most important criteria, it is less important than the operating plan, but more important than the three that follow.

Financial Resources- This information should include financial statements, available resources, other obligations and pending permits. ASC will evaluate the financial capability of applicants. This is the next most important criteria, it is less important than the operating plan and business plan, but is more important than the next two criteria that follow.

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 offerings. This criteria is of equal importance with the fee returned to Government.

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 return rate for each item. This criterion is of equal importance to the fees charged to the public.

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

The 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 to 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 initial annual operating plan submitted in response to the prospectus.
- An annual Granger-Thye fee offset agreement.
- Documentation of required liability insurance, and if applicable, property insurance.
- Documentation of bonding, if applicable.
- Required deposits and advance payments (see clause IV.C.1. of FS-2700-4h Appendix 4 and Appendix 5 Granger-Thye Fee Offset Agreement (FS-2700-4h, Appendix B).
- Documentation that utility services have been obtained in the name of the selected applicant, and effective as of January 1, 2012 when the special use permit is issued.
- 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.

VI. Acronyms

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| ABA | Architectural Barriers Act of 1968 |
| ADA | Americans with Disabilities Act |
| ATV | All-Terrain Vehicle |
| CFR | Code of Federal Regulations |
| CWFS | Cooperative Work Fund |
| DAR | Daily Arrival Report |
| FAD | Financial Ability Determination |
| FSORAG | Forest Service Outdoor Recreation Accessibility Guidelines |
| MRR | Maintenance, Reconditioning, and Renovation |
| MRRRI | Maintenance, Reconditioning, Renovation, and Improvement |
| NRRS | National Recreation Reservation Service |
| OHV | Off-Highway Vehicle |
| PAOT | People At One Time |
| REA | [Federal] Recreation Enhancement Act |
| SBDC | Small Business Development Center |
| SR | State Route |
| USDA | U.S. Department of Agriculture |

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