

Prospectus for Campground and Related Granger-Thye Concessions

Fremont-Winema National Forests

Klamath Ranger District

U.S. DEPARTMENT OF AGRICULTURE Forest Service



Aspen Point Campground and Day Use Area

Sunset Campground

Rainbow Bay Day Use Area

Fourmile Lake Campground

June 2011

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I. Business Opportunity

A. Introduction

This prospectus is issued to solicit applications for a special-use permit to provide high-quality public service in the operation and maintenance of Government-owned recreation facilities located on the Fremont-Winema National Forest, Klamath Ranger District. Appendix 1 includes a Forest Vicinity Map and a Location Map showing the Offered Recreational Sites.

There are three Campgrounds and two day use areas included in this prospectus (see table section C below) . Recreation site concessions are authorized by special-use permits issued under the agency’s Organic Act, 16 U.S.C. 551, Section 7 of the Granger-Thye Act, 16 U.S.C. 580d, and the implementing regulations in 36 C.F.R. Part 251, subpart B.

The authorized officer for this business opportunity is the Forest Supervisor for the Fremont-Winema National Forests, located at Fremont-Winema National Forest Headquarters, 1301 South G Street, Lakeview, OR 97630.

Table 1— Concession operations included in this prospectus has generated the following gross revenues over the past three years.

Year	Gross Revenue
2010	\$203,294
2009	\$220,345
2008	\$186,917
Total	\$610,556

B. Area Description

The Fremont-Winema National Forest is located in South-central Oregon, on the eastern slope of the Cascade Range. Administratively combined in 2002, the Fremont-Winema National Forests offer 2.3 million acres to explore! The heavily timbered western portion of the forests is bordered by the crest of the Cascade Mountain Range and Crater Lake National Park, and stretches east into the Klamath River Basin, an area known for its year-round sunshine. Near the floor of the Basin, the forest opens to vast marshes and meadows associated with Upper Klamath Lake and the Williamson River. To the north and east extensive stands of ponderosa and lodgepole pine grow on deep pumice and ash that blanketed the area during the eruption of Mt. Mazama (now Crater Lake) nearly 7,000 years ago. The eastern portion of the Forests offers expansive views, dramatic cliffs, and solitude. Contrasts in climate, ecology and the solitude afforded by remoteness are what make the Fremont-Winema attractive.

The Fremont-Winema National Forests include seven Ranger Districts, with the headquarters located in Lakeview, Oregon.

The sites are best described by separating into two areas, Lake of the Woods Recreation Area, and Fourmile Lake.

C. Description of Developed Recreation Sites and Facilities

Table 2—Recreation site amenities.

Facility	Aspen Point Campground, Boat Launch, and Day Use	Sunset Campground and Boat Launch	Rainbow Bay Day Use Area	Fourmile Lake Campground and Day Use
Communication at Site	None	Phone at host site	None	None
Utilities at Site	Electricity on site. Water, sewer, electricity at host site and accessible site	Electricity on site. Water, sewer, electricity at host site and accessible site	Electricity on site. Water, sewer.	None
Drinking Water	pressurized	pressurized	pressurized	pump
Toilet Type	7 flush	4 flush	2 flush	2 vault
Toilet Vault Capacity	N/A	N/A	N/A	750 gal
Trash Bins Available	rental	rental	rental	rental
Trash Bins	12 dumpsters	11 dumpsters	5 dumpsters	4 dumpsters
Accessible	Yes	Yes	Yes	No
Parking Capacity	246	162	169	70
Elevation (ft)	4950	4950	4950	5744
Number of Units	60	67	67 picnic sites	24
2010 Fee per Unit	\$17	\$17	\$7	\$13

% Occupancy, 3-Year Average	47%	54%	3381 vehicles, 10,853 visitors	35%
Minimum Operating Season	May 15 - October 30 weather permitting	May 15 - October 30 weather permitting	May 15 - October 30 weather permitting	when snow melts ~November 1
Reservation System	NRRS	NRRS	NRRS	None

Lake of the Woods Recreation Area

Lake of the Woods is located 34 miles northwest of Klamath Falls, Oregon, on State Highway 140, and approximately 40 miles northeast of Medford, Oregon. It is a natural 1,150-acre lake located in the beautiful southern Oregon Cascade Mountains. It is the largest of three lakes (Lake of the Woods, Fish Lake, and Fourmile Lake) within a six-mile radius. At an elevation of 4,950 feet above sea level, Lake of the Woods is accessible throughout the year.

Recreation sites being offered in this prospectus consist of three fee campgrounds, four boat launches, one dump station, and two fee day-use areas. Lake of the Woods Recreation Area includes Aspen Point Campground and Day Use area, group site, boat launch, and trailer dump station. Rainbow Bay Day Use Area includes a picnic area, a group picnic site and a boat launch. Sunset Campground includes a campground and boat launch.

Campground maintenance traditionally begins around May 1 in preparation for the seasonal opening of campgrounds for Memorial Day weekend. Typically campgrounds are opened after winter snow has melted and remain open until the end of October, depending on snow.

The major recreation activities in the spring, summer and fall are camping, picnicking, fishing, hunting, boating, water skiing, hiking, mountain biking, and wildlife and scenic and viewing. The Forest provides good habitat for a wide variety of wildlife species, such as elk, deer, and black bear.

Temperatures during the summer are relatively mild, averaging from 75° to 95° during the day. Night time temperatures average about 45°. July and August are typically hot months. Late August and September temperatures average about 80°, with lows at night around 35° to 40°. Frost and snow can occur during September. The Forest receives its greatest precipitation in the form of snow.

Fourmile Lake Campground

Fourmile Lake Campground is located approximately 40 miles northwest of Klamath Falls, Oregon, six miles north of State Highway 140.

The lake is a 740-acre reservoir almost completely surrounded by Sky Lakes Wilderness situated approximately 5,744 feet elevation. The campground and lake is usually accessible mid-June through mid-October.

Campground maintenance and opening traditionally begin around mid-June, as soon as the area is accessible, and is kept open until closed by snow. However, after Labor Day, regular maintenance and fee collections cease.

Temperatures during the summer are relatively mild, averaging from 65° to 85° during the day. Night time temperatures average about 40°. July and August are typically hot months. Late-August and September temperatures average about 75°, with lows at night around 30°.

D. Government Furnished Property

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

E. Supplies

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

Government furnished

- Forms to report use and revenue
- A copy of the publications, *Cleaning Recreation Sites, In-Depth Design and Maintenance Manual for Vault Toilets, Vault Toilet Pumping Contract Specifications and Guidelines for preparing Contracts.*
- A copy of *Recreation Opportunity Guides*, which the holder may reproduce at its expense.
- Title VI signs (*Nondiscrimination In Federally Assisted Programs*)

Holder furnished

- The Holder (permit holder) will be responsible for providing all items needed to maintain and operate the recreation facilities listed in this prospectus, and to the standards specified in this prospectus. These include, but are not limited to: The site manager must exhibit a neat, clean, and professional image, and be approved by the Forest Service to hold this position. The manager's trailer or motor home must fit in the available space.
- Toilet paper, cleaning powder, toilet chemicals, disinfecting/deodorizing solution, shovels, brooms, mops, rakes, toilet brushes, paint brushes, paint, chain saws, brush cutters, drills, generators, carts, and any other tools and supplies necessary to accomplish operation and maintenance of the recreation sites listed in this prospectus. Paint and stain used by the permittee must be approved by the Forest Service to ensure compliance with standards of type and color.
- Telephones, cellular phones or two-way radios, fax machines, reservation cards, and other office equipment necessary to maintain the reservations, fee collection duties, and record—keeping responsibilities as described in this prospectus. The permittee will be responsible for all utility fees associated with such equipment.
- All vehicles necessary to perform the work described in this prospectus.

- All storage buildings or containers, employee housing, or other facilities proposed by the permittee, which must be neat, clean, and well maintained, and must have prior written approval of the Forest Service .
- All combination, keyed, or deadbolt locks required for operation and maintenance of the recreation sites. The permittee will furnish the Forest Service with combinations or keys to locks on all Government-owned facilities.

F. Utilities and Waste Management

Certain utilities and infrastructure exist for the developed recreation sites identified in this prospectus. The permit holder will be responsible for securing, managing, and paying for these utilities. Water to Aspen, Sunset and Rainbow day use facilities is provided by the Forest Service. Water quality is tested by the Forest Service prior to opening each season. Applicants should contact current service providers to obtain estimated costs for the utilities.

Table 2—Existing utilities and infrastructure at developed recreation sites.

Utility/Infrastructure	Aspen Campground	Sunset Campground	Rainbow	Four Mile
Telephone	no	yes	no	no
Solid Waste Disposal	yes	yes	yes	yes
Sewage Pumping	yes (dump station)	no	yes (septic at host site)	yes (vault toilets)

Previous Providers:

Telephone

CenturyLink
 100 CenturyLink Drive
 Monroe, Louisiana 71203
 866-768-1847

Solid Waste

The permit holder will be responsible for garbage removal at all sites and recycling of all recyclable materials.

Waste Management

1812 Greensprings Dr.
 Klamath Falls, OR 97601
 800-808-5901
 Facsimile: 360-679-2123

Liquid Waste Disposal

The permit holder is responsible for pumping all vault toilets and septic systems at the developed recreation sites. All vault toilets and septic tanks will be pumped when ¾ full and at the end of each season.

Drainpros

Klamath Falls
253 East Main
PO Box 1796
Klamath Falls, OR 97601
541-882-6900
office@drainpros.info

Modoc Services

11030 Highway 39
Klamath Falls, OR 97603-9772
541-883-6912

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.

This section describes the standard Forest Service (FS) programs and policies that are applicable to concession operations. These items apply to all applicants, and are not subject to variation. The successful applicant will be required to adhere to them; they will be incorporated into the Annual Operating Plan and permit.

A. National Recreation Reservation Service (NRRS)

The Lake of the Woods Recreation Area contains Aspen Point Campground and Day Use Area, Rainbow Bay Day Use Area, and Sunset Campground. All of these facilities are included in the National Recreation Reservation Service (NRRS). Fourmile Lake is not included in NRRS; sites vacancies are filled on first-come first-served basis.

The NRRS, 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, 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). The current NRRS contractor is Reserve America, 40 South St., Ballston Spa, New York 12020. Contact information for the NRRS follows:

Jocelyn Biro

Region 6 NRRS Coordinator
Telephone: 503-808-2411
Email: jbiro@fs.fed.us
Facsimile: 503-808-2429

John Cameron

Forest Service Contracting Officer's Technical Representative
Telephone: 850-523-8589
Email: jhcameron@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
Facsimile: 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 the number of sites that may be reserved, the minimum number of days per reservation, or the location of sites that may be reserved. The permit holder also may make these

recommendations during the term of the permit. The authorized officer will decide whether to accept or reject the recommendations.

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

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

- Reservation windows vary by type of site and are as follows:
- Individual campsites: from 240 to 4 days prior to arrival date.
- Group use areas: from 360 to 4 days prior to arrival date.

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

- Obtain daily arrival reports (DARs) from the NRRS contractor each morning by establishing at least one central 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.
- 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 an Interagency Access Pass, Interagency Senior Pass, Golden Age or Golden Access Passport or the National Parks and Federal Recreational Lands Pass (Federal Recreational Lands Pass) authorized under the Federal Recreation Enhancement Act (REA), 16 U.S.C. 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 <https://www.recreation.gov/marketing.do?goto=/nrrsreservationpolicies.html> .

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 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 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 Forest Service will require the selected concessionaire to extend a 50 percent discount on camping fees to holders of Senior and Access Passes, and to holders of Golden Age and Golden Access Passports. Holders of these passes are entitled to a 50 percent discount on the fee for a single campsite occupied by the pass holders. The pass holders are not entitled to a discount on the fee for a multiple family campsite, cabin, or group use area or any additional campsites occupied by those accompanying the pass holders. The 50 percent campsite discount does not include utility, water, or any other hookup fees.

Many other types of recreation passes are commonly held by members of the public, who expect they will be honored at various Forest Service locations. Pass discounts generally apply to Forest Service operated sites having standard amenity fees or expanded amenity fees.

Because of the complexity of where and what recreation passes are honored at various Forest Service locations, the public routinely and unknowingly purchase passes that are not accepted at Forest Service sites they plan to visit. When these passes are not honored, the public respond with feeling of indignation. The Forest Service is very concerned with public perception of fraudulence on behalf of the agency for failing to honor passes. Applicants are encouraged to consider providing fee discounts to holders of the recreation passes listed in Table 4, as stated, or offer other reduced rates, and/or provide a strategy that mitigates issues of public misunderstanding and conflict stemming from perception of pass benefits not being honored.

Table—4 Summary of recreation passes and benefits.

Pass Type	Cost/Duration	Benefits
Interagency Access	free/lifetime	<ul style="list-style-type: none"> • 50% discount on a single campsite at federally operated campgrounds and Forest Service concession campgrounds. • 50% discount on some Expanded Amenity Fees (EAF). • Honored nationwide at all Forest Service, National Park Service, Bureau of Land Management, Bureau of Reclamation, and US Fish & Wildlife Service sites charging entrance or standard amenity fees. • Admits pass holder and any accompanying passengers in a private non-commercial vehicle. • At per-person fee areas, admits pass holder and up to 3 persons. Persons 15 and younger are admitted free of charge.

Interagency Senior	\$10/lifetime	<ul style="list-style-type: none"> • Same as Interagency Access Pass
Interagency Annual	\$80/annual	<ul style="list-style-type: none"> • 50% discount on Standard Amenity Fees (SAF). • 50% discount on AF sites and sites having entrance fees. Entrance Fees are charged ONLY by the National Park Service and the Fish and Wildlife Service. The Forest Service does NOT charge entrance fees or parking fees. • All Interagency Passes cover entrance fees. It does NOT cover free use of Expanded Amenity day use sites, such as boat launches and swim areas. • It does NOT cover free use of Expanded Amenity day use sites, such as boat launches and swim areas.
Combination (Interagency Annual + WA/OR Pass)	\$100/annual	<ul style="list-style-type: none"> • 50% discount for SAF sites and sites having entrance fees. The Forest Service does NOT charge entrance fees or parking fees.
Northwest Forest	\$30/annual	<ul style="list-style-type: none"> • Honored at all Forest Service operated recreation sites in Washington and Oregon where a day use fee is required. • Admits pass owner and any accompanying passengers in a private vehicle. • For per-person sites, the visitor presents the actual validated pass, which admits pass holder, spouse, children and parents.
National Forest Day	\$5/day	<ul style="list-style-type: none"> • Free day use for SAF sites • Honored at all Forest Service operated recreation sites in Washington and Oregon where a day use fee is required. The day pass is also convenient for second vehicles when the second vehicle will not be attached to its primary vehicle.
Interagency Volunteer	free/1 yr	<ul style="list-style-type: none"> • Free day use for SAF sites.

Standard Amenity Fees are day use fees that are often charged at picnic areas, trailheads, and visitor centers. Sometimes they can cover multiple sites, so that the same fee covers a large area. Interagency passes cover Standard Amenity Fees.

Expanded Amenity Fees are charged for day use at areas like swim areas and boat launches. Unfortunately, Interagency Passes cannot be accepted for free EAF use. Campgrounds are also expanded amenity fees, and

lifetime passes do offer a 50% discount for a federally operated or Forest Service concession operated campsite.

C. Camp Stamps

Camp stamps must also be honored at their face value. Permittee fees will be reduced by the amount equal to the value of the vouchers (originals) submitted to the Forest Service.

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. 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.

Currently restroom facilities at Aspen and Sunset are being remodeled and should be completed before this year's opening of the campgrounds. Aspen Campground restroom facilities are scheduled for remodel in 2013. No other planned improvements that would affect the permit holder are known at this time.

E. Administrative Use

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

F. Applicable Forest Orders

Forest Orders may be issued to address a variety of management concerns on a particular forest. 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/Revenue Data

The permit holder will provide fee tickets to visitors that include the following minimum information:

- Site number and total amount paid
- Date issued and the number of days paid
- If used, the Golden Age/Access Passport number
- Number of people in the group
- Number of vehicles and license numbers

The permit holder must provide use and revenue data to the Forest Service (*see* Appendix 5 for a sample use report). Use reports must be completed monthly and at the end of the operating season for each developed recreation site, provided that when the holder performs GT fee offset work in lieu of paying the land use fee in

cash, use reports may be submitted quarterly, rather than monthly. At a minimum, monthly and year-end use reports must include:

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

In addition, year-end use reports must include:

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

H. Customer Service Comment Cards

The permit holder must provide a customer service comment card to visitors at each developed recreation site (see Appendix 6).

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). An unsatisfactory rating may be cause for suspension or revocation of the special use permit. Sustained satisfactory performance is required for a permit extension.

J. Accessibility

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

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

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

K. Camping Unit Capacity

Number of Vehicles per Camping Unit

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

Table 3—List of vehicle types that may be charged additional fees in camping units.

Extra Vehicle Type	Additional Fees Authorized
motor home	no
motor home and boat trailer	no
motor home towing extra car	no
motor home with extra driven car	charge for extra vehicle
single car/truck	no
car/truck and camp trailer	no
car/truck and camp trailer and extra car	charge for extra vehicle
car/truck with boat trailer	no
car/truck with camp trailer and extra car w/boat trailer	charge for extra vehicle
truck with camper	no
truck with camper and boat trailer	no
2 cars or trucks	charge for extra vehicle
2 motorcycles	no
3-4 motorcycles	charge for 1 extra vehicle

Group Site Capacity

Table 4—Capacity of group sites.

Facility	Max number of people	Max Number of vehicles
Rainbow Bay Group Site	95	21
Aspen Point Group Site/tent sites	100	10

Day Use Site Capacity

Table 5—Capacity of day-use sites.

Facility	Max number of people	Max number of vehicles	Boat Launch Ramp
Rainbow Bay Day Use	100	30	1
Aspen Point Day Use	75	20	1

L. Stay Limit

Campers at overnight sites will be limited to a 14-day stay limit during any consecutive 30 day period at all recreations included in this prospectus (see Appendix 4).

M. Fees Charged to the Public

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

Permit holders may not charge for any of the following:

- Solely for parking, undesignated parking, or picnicking along roads or trail sides.
- General access, unless specifically authorized by REA.
- Dispersed areas with low or no investment, unless specifically authorized by REA.
- Persons who are driving through, walking through, boating through, horseback riding through, or hiking through NFS lands without using the recreational facilities and services for which a fee is charged.
- Camping at undeveloped sites that do not provide the minimum number of facilities and services prescribed by REA.
- Use of overlooks or scenic pullouts.
- Travel by private, noncommercial vehicle over any national parkway or any road or highway in the Federal-aid System that is commonly used by the public as a means of travel between two places, either or both of which are outside an area in which recreation fees are charged.

- Travel by private, noncommercial vehicle, boat, or aircraft over any road, highway, waterway, or airway to any land in which the person traveling has a property right, if the land is in an area in which recreation fees are charged.
- Any person who has a right of access for hunting or fishing privileges under a specific provision of law or treaty.
- Any person who is engaged in the conduct of official federal, state, tribal, or local government business.
- Special attention or extra services necessary to meet the needs of the disabled.

N. Law Enforcement

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

O. Bio Preferred Program

The Contractor must comply with Section 9002 of the Farm Security and Rural Investment Act of 2002 (FSRIA), Executive Order (EO) 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, and the Federal Acquisition Regulation to provide biobased products. The Contractor shall utilize products and material made from biobased materials to the maximum extent possible without jeopardizing the intended end use or detracting from the overall quality delivered to the end user. All supplies and materials shall be of a type and quality that conform to applicable Federal specifications and standards. All supplies and materials to be used in the performance of work described herein are subject to the approval of the Contracting Officer Representative (COR)(See Appendix 24).

P. Other Pertinent Information

Employee Housing

Accommodations for overnight use by personnel are limited to: two sites at Sunset Campground; two sites at Aspen Point Campground; one site at Rainbow Bay; and one site at Fourmile Lake Campground.

Only Permit Holder “hosts” may occupy designated Campground Host campsites.

Butane and Propane Installations

The permit holder is allowed to install and/or store butane or propane at campground host units.

The Annual Operating Plan and Permit will describe the specific terms of how these materials must be stored (including the volume, type of storage, and spill containment plan). Refer to the FS-2700-4h permit clause V.G. for more information.

Site Protection, Erosion Control, Wind Damage, and Fire Prevention

The permit holder shall protect from damage the land, property, and other interests of the United States. Examples include, but are not limited to, fire suppression, erosion and wind damage to the environment and to Government-owned improvements covered by this permit, damage or contamination of the environment, and/or damage of roads and trails. Refer to the FS2700-4h special-use permit clauses II.G, III.E, III.F, III.G, and V for specific information.

Snow Removal

The permit holder will be responsible for snow removal if necessary to open the campgrounds.

Resource Concerns

Resource concerns and specific mitigation measures (if necessary) will be discussed and required through an environmental analysis and in the permit if/when any specific projects affecting permitted recreation sites are identified. Resources potentially affected by these recreation sites and facilities could be wildlife, endangered species, and archaeological resources.

Hazard Tree Removal

The permit holder (with assistance from the Forest Service) will have to conduct pre-season inspection of the campgrounds to identify existing and potential hazards, including hazard trees. The permit holder also will be responsible for monitoring and identifying hazard trees during the operating season. After securing written approval from the authorized officer, the permit holder's financial responsibility for removing hazard trees and associated slash will not exceed \$10,000 per year or \$50,000 in a 5 year period. The annual operating plan will address appropriate disposal of hazard trees and slash, in addition to any periods where use of equipment may be restricted.

The holder will not be responsible for hazard tree removal necessitated by atypical situations, such as major blow down or large insect infestation.

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, unless operation is needed during the appeal, in which case a permit with a term of one year or less may be issued.

B. Permit Holder Responsibilities

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

Responsibility for Day-to-Day Activities

As a general rule, the holder must conduct the day-to-day activities authorized by the permit. Some, but not all, of these activities (such as boat rentals or garbage disposal) may be conducted by a party other than the holder, but only with prior written approval of the authorized officer. The holder will continue to be responsible for compliance with all 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. All vehicles used to manage permitted areas must be clearly marked with the concessionaire name and/or as camp host(s).

Holder Maintenance and Reconditioning, or Renovation (MRR)

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

Value-added Services

The Forest Service would like to encourage applicants to propose educational and interpretive activities to provide for enhanced public service and increase visitation. These activities may include, but are not limited to fireside talks, amphitheatre presentations and interpretive tours. These services may be developed in

partnership with the Forest Service, and would take advantage of resource expertise within the agency and community.

Optional Sales and/or Fees

Applicants should describe any goods proposed to be provided for a fee, and the cost per unit for such goods. These goods may include, but are not limited to, items such as firewood. Other items will be approved by the Forest Service on a case by case basis. Proposal should provide for enhanced public service while minimizing competition with local vendors.

C. Granger-Thye Offset Agreement

The federal government owns all the improvements at the developed recreation sites covered by this prospectus. Under Section 7 of the Granger-Thye (GT) Act and the terms of the permit, the permit fee may be offset in whole or in part by the value of Government maintenance, reconditioning, renovation, and improvement (MRRRI) performed at the permit holder's expense. Government MRRRI 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 4 of the prospectus and Appendix 10 FS-2700-4h, clause IV.E.

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

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). 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 \$ NA for injury or death to one person per occurrence; \$NA for injury or death to more than one person per occurrence; and \$NA 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 (see Appendix 10 of the prospectus and FS-2400-4h, clause III.I).

Property Insurance

Property insurance will be required for new restroom buildings covered by this permit in the amount of \$400,000.

Bonding

The permit holder will provide a performance bond in the amount of **\$ (to be determined when and if necessary)**. 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.

III. Application

A. Instructions for Submitting Applications

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

Applicants are strongly encouraged to visit the sites at least once before submitting an application (see Appendix 1 for area maps).

Applicants must submit five copies of their applications 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.

All applications must be submitted to Klamath Ranger District, 2819 Dahlia ST, Klamath Falls, Oregon 97601. Applicants should contact Michael DeSmit, Telephone 541-885-3404 or Michael Boles at 541-885-3440 regarding any questions about this prospectus. The applications must be received no later than 4:30 P.M. Pacific Standard Time on July 1, 2011.

B. General Terms, Qualifications, and Reservations

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

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

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

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

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

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

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

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

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

C. Application Package Requirements

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

- A proposed annual operating plan (including required and optional services).
- A business plan, business experience, references, and Small Business Development Center (SBDC) review fee, if applicable (See section IV.C.2 for more detailed information)
- 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 of the prospectus) to organize their response to this section. The successful applicant's proposed operating plan will be attached to and become a part of the special use permit.

Because the recreation sites included in this prospectus either border or are within close proximity to Lake of the Wood Resort, the visiting public has incurred a great deal of confusion and angst regarding parking fees. Lake of the Woods Resort offers public fee parking within their special use permitted area. The recreation sites listed in this prospectus also provide fee parking to visitors. Currently parking fees allow the public to park only within designated parking areas that are managed by the concessionaire (i.e., Lake of the Woods Resort or the campground concessionaire) from whom the parking fee is purchased. For example, a visitor paying a parking fee in Sunset Campground, would not have to pay additional parking fees should he decide to visit Aspen Point Campground, Rainbow Bay Day Use Area or Fourmile Campground in the same day; however, this parking fee would not be honored within the parking areas of Lake of Wood Resort. Conversely, fees paid by a visitor to park within Lake of the Wood Resort would not allow for free parking in any of the aforementioned locations managed by the campground concessionaire.

The abutting permit boundaries and close proximity of fee parking areas associated with Rainbow Bay Day Use Area and Lake of the Wood Resort have been an ongoing source of confusion for visitors. Please include in your Operating Plan a strategy that helps remedy the problems with parking fees associated with Lake of the Woods Resort and recreation sites to be managed under this prospectus. Lake of the Woods Resort general manager, George Gregory, can be contacted for consultation at 866-201-4194.

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

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

Operating Season

The minimum operating season for each recreation site included in this prospectus (see Chapter I, Recreation Site Amenity Table). With the mutual agreement of the Authorized Officer and the Holder, the operating season may be extended beyond the minimum operating season on a yearly basis. Holder, with the agreement of the Authorizing officer, may adjust these opening and closing dates depending on weather conditions and/or frequency of camper use.

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

Staffing

Staffing is outlined in Appendix 9.

Supervision and Management

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

Uniforms and Vehicle Identification

Applicants must 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. All vehicles must be clearly identified with the concessions company name on them.

2. Business Plan, Business Experience, and References

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

Applicants must furnish a detailed description of their experience relating to operating and maintaining developed recreation sites (*e.g.*, campgrounds, beaches, and marinas). The description must include experience in private business, public service, or any nonprofit or other related enterprises. Applicants are encouraged to contact their local SBDC (Small Business Development Center) 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.

Small Business Development Center Review

All business plans will be independently reviewed by the Small Business Development center (SBDC). Applicants are required to submit two copies of their business plan. If an applicant's current fiscal year business plan has already been reviewed by an SBDC, the applicant may submit a copy of the review report.

Performance Evaluations

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

References

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

3. Financial Resources

Applicants must submit a complete set of all financial statements for the last three fiscal years that have been audited, reviewed, or compiled by a certified public accountant (CPA). For any financial statements that were only compiled by a CPA, applicants must complete FS-6500-24, Financial Statement (see Appendix 17 of 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, LLC's 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, LLC's must complete the certification in Part (D) (1) of FS-6500-24.

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

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

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

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

4. Fee Charged to the Public

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

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

5. Fee to the Government

The Government is obligated to obtain fair market value for the use of its land and improvements. The minimum fee is \$8751 per year. The minimum fee is the concession's average gross revenue for the past three years multiplied by the current 30-year Treasury bond rate. The minimum fee will be adjusted at the end of the first five years of the permit term if the permit is extended for five years.

Minimum Fee Calculation

<u>Year</u>	<u>Gross Revenue</u>
2008	\$186,917
2009	\$220,345
2010	\$203,294

Total	\$ 610,556

Average = $\$610,556/3 = \$203,518 \times .043 = \$8,751$ minimum annual fee

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

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

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

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

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

6. Application Fee

Cost Recovery

Applications submitted in response to this prospectus are subject to cost recovery pursuant to 36 CFR 251.58(c)(1)(ii) and (c)(3)(iii). Applicants must submit a processing fee of **\$500** to cover the cost of the prospectus and review of the application. Payments due the United States for this application must be paid in the form of a bank draft, money order, or cashier's check payable to the USDA-Forest Service. Payments will be credited on the date received by the designated Forest Service collection officer or deposit location. Additionally, the selected applicant will be responsible for the costs of preparing and issuing the permit and conducting a 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:

- Proposed annual operating plan (including required and optional services).
- Business plan, business experience, and references.
- Ability to perform Granger-Thye fee offset projects.
- Financial resources.
- Fees charged and discounts offered to the public.
- Fee to the Government.

The following are the qualitative factors for each criterion:

BLUE (Exceeds) - The proposal is very comprehensive, in-depth, clear and uniformly outstanding in quality. Consistently high quality performance can be expected. The proposal, as written, exceeds requirements and demonstrates an exceptional understanding of goals and objectives of the acquisition. One or more major strengths exist. No significant weaknesses exist.

GREEN (Acceptable) - The proposal meets all minimum requirements and generally is of high quality. Proposal demonstrates an acceptable understanding of goals and objectives of the acquisition. There may

be both strengths and weaknesses, but the strengths outweigh the weaknesses. Deficiencies are minor and easily corrected. Proposal is acceptable as written. Satisfactory performance can be expected

YELLOW (Marginal) - The proposal fails to meet minimum requirements. Proposal demonstrates a fair understanding of the goals and objectives of the acquisition. Weaknesses outbalance any strengths that exist. Weaknesses will be difficult to correct and would require negotiations.

RED (Unacceptable) - The proposal fails to meet minimum requirements. Proposal fails to meet an understanding of the goals and objectives of the acquisition. The proposal has one or more significant weaknesses that will be very difficult or impossible to correct. Major proposal revision(s) are required for minimum acceptability.

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.

IV. 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 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.

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 16 hours 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, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD)