

**2012
Prospectus for Campground and
Related Granger-Thye Concessions on the
Grand Mesa, Uncompahgre, and Gunnison National
Forests
Beginning January 1, 2013**

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

January 31, 2012

(This is updated from the draft 2011 Prospectus of July 11, 2011)



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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. One permit will be issued, by the Forest Supervisor, to a single entity to provide high-quality public service in the operation and maintenance of Government-owned recreation facilities located on the Grand Mesa, Uncompahgre and Gunnison National Forest (here-after referred to as Forest or GMUG). The permit will begin on January 1, 2013 and the term of the permit will be for five (5) years, with an additional five (5) years that may be awarded, non-competitively at the discretion of the Forest Service, upon satisfactory completion of the original term.

Table 1 identifies each Ranger District and the number and type of sites included in this prospectus. These sites meet the requirements for Expanded Amenity sites and for Standard Amenity sites under REA (Recreation Enhancement Act). A list of sites/facilities for this prospectus is included in Section C.

Table 1. Summary of sites offered in this prospectus.

Ranger District	Overnight Facilities	Day-Use Facilities
Grand Valley	10 CGs	2 sites
Norwood	3 CGs	
Ouray	4 CGs, 1 Group loop	
Gunnison	24 CGs, 1 Group loop	Dump-station
Paonia	2 CGs	
Total	43 CGs, 2 Group loops	3 sites

The current permit for these facilities expires on 12/31/2012.

Applicants should review the information presented here and research the sites on their own to develop their own projections and business plans. Over the past three years, this concession has generated the following adjusted gross revenues (gross revenues, less national pass discounts, refunds) at the Campgrounds, and Day-use Areas which are included in this prospectus:

<u>Year</u>	<u>Total Offer</u>	<u>Campgrounds</u>	<u>Firewood</u>	<u>DayUse</u>	<u>Other</u>
2008	\$ 552,057	\$ 498,580	\$ 27,095	\$ 20,126	\$ 6,256
2009	\$ 592,232	\$ 538,260	\$ 25,344	\$ 21,459	\$ 7,169
2010	\$ 615,058	\$ 556,190	\$ 29,104	\$ 22,880	\$ 6,884
2008-2010 Avg.	\$ 586,448	\$ 531,010	\$ 27,181	\$ 21,488	\$ 6,770

There may be slight rounding errors in the above numbers. Revenue numbers in this document and appendices are not reduced by sales tax (unless indicated), which the holder is responsible for. Currently, the state of Colorado has a 2.9% sales tax rate. The counties that these facilities are located in have an additional 1-2% sales tax rate. Some counties have a lodging tax, which applies to campsites, at a rate of 1.9% to 4% as of 5/16/11. Other taxes may apply in some localities.

The column, “DayUse” includes revenue from Day-use sites and from day-use of campgrounds.

The column, “Other” includes, fees for showers, dump-station and non-camper trash.

Applicants are encouraged to research this opportunity and participate in the show-me-trip. Important considerations are the 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 this process.

The authorized officer for this business opportunity is:

**Charles S. Richmond, Forest Supervisor
Grand Mesa, Uncompahgre and Gunnison
National Forests
2250 Highway 50
Delta, Colorado, 81416-2485**

See Section IV. A. Instructions for Submitting Applications for submittal requirements.

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 in the permit. Re-issuance of the permit for the second five (5) 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” was held during the week of **July 18-21, 2011**. A summary of questions asked will be available on the web site with this prospectus after the trip. Interested parties were encouraged to participate in the show me trip and to visit the area on their own. We did not visit all sites on the show-me-trip, so interested parties were encouraged to plan on visiting those sites on your own. It is not feasible to visit sites during the winter.

Questions regarding this Prospectus should be directed to:

Jim Cuthbertson
Campground Concession Permit Administrator
Grand Mesa, Uncompahgre, and Gunnison
National Forests
2250 Highway 50
Delta, Colorado, 81416-2485
Phone: 970-874-6612
Email: jcuthbertson@fs.fed.us

Questions raised following issuance of this prospectus will be answered in writing and made available to interested parties that participated on the show-me-trip and on the web site with the prospectus postings.

B. Area Description

The Grand Mesa, Uncompahgre and Gunnison National Forest unit (GMUG NFs) is a combination of three separate National Forests located on the western slope of the Colorado Rockies. These three combined Forests cover 3,161,912 acres of public land in the central and southern Rocky Mountains. They encompass an area that lies south of the Colorado River and west of the Continental Divide with some of the most spectacular scenery in the Rockies. They vary in elevation from 5,800 feet above sea level in Roubideau Creek Canyon to 14,309 feet on Uncompahgre Peak.

Management of these lands was administratively combined in the 1970's. Ranger District offices are in Grand Junction, Paonia, Norwood, Montrose and Gunnison. The Forest Supervisors' Office is in Delta, Colorado.

The Grand Mesa, one of the world's largest flat-top mountains, has an average elevation of 10,000 feet. It is dotted with over 300 alpine lakes and reservoirs. Most campgrounds are open from early July, after the snow melts to late September. The 10-mile circular Crag Crest National Recreation Trail provides scenic views from an elevation of more than 11,000 feet.

The Grand Mesa Scenic Byway (Highway 65) starts at the Welcome Center at Pioneer Town in Cedaredge, on the south side of the mesa. The Welcome Center opens Memorial Day and is open daily all summer. The scenic byway goes up and over the Grand Mesa, through Mesa, Colorado and ends in Plateau Canyon at the junction of Highway 65 and I-70.

The Grand Mesa Visitor Center at Cobbett Lake is open during the summer and fall months. The Rocky Mountain Nature Association sells maps, books, postcards and other items.

The Land End Road, a spur of the Grand Mesa Scenic Byway, offers breath-taking views west to the La Sal Mountains in Utah and south to the San Juan Mountains in Utah and south to the San Juan Mountains of Colorado. Step back into the past when you stop at the restored Raber Cow Camp Cabins. The Lands End Observatory sits on the rim of Grand Mesa.

The Land-of-Lakes Overlook includes a half-mile paved footpath. Another interpretive trail is Discovery Trail, a loop trail that leaves from the Grand Mesa Visitor Center.

Lodging is available on Grand Mesa at several locations. Alexander Lake Lodge, privately owned, has a restaurant, and a RV dump station nearby. Three other lodges - Thunder Mountain Lodge, Grand Mesa Lodge and Mesa Lakes Resort - offer cabin rentals and easy access to recreation opportunities.

The Uncompahgre National Forest includes the Uncompahgre Plateau, the San Juan Mountains and three Wilderness Areas. The Uncompahgre Plateau rises to 10,000 feet and water draining from the top has cut gorges and canyons along the plateau edges.

Two of these drainages are managed as wilderness, with no mechanized use: the Roubideau and Tabeguache drainages. Escalante Canyon and Dominguez Canyon are popular areas located on Bureau of Land Management (BLM) land on the east side of Uncompahgre Plateau. The Unaweeep/Tabeguache Scenic and Historic Byway follow the Dolores River Canyon on the west side of Uncompahgre Plateau. The Byway follows Colorado State Highways 141 and 145 from Whitewater to Placerville.

The San Juan Mountain Range has 4 peaks over 14,000 feet and another 100 peaks over 13,000 feet in elevation, and includes the Uncompahgre (formerly Big Blue), Mount Sneffels and Lizard Head Wilderness Areas.

These areas offer wonderful places for backcountry enthusiasts to get away and enjoy a wilderness adventure. Lizard Head Wilderness offers a prime hiking experience. Elk graze in the Wilson Meadows and pikas and marmots live in the slide rock areas. Above timberline hiking can be found on the Wetterhorn Basin Trail in the Uncompahgre Wilderness.

Ouray, known as the Switzerland of America, offers access to many 4-wheel drive opportunities on primitive mining roads in the area. The 4.2 mile Bear Creek National Recreation Trail traverses steep narrow rocky ledges south of Ouray. Amphitheater Campground is one mile south of Ouray.

The San Juan Skyway, Colorado's first designated scenic byway, winds for 232 miles through the San Juan and Uncompahgre National Forests offering view of spectacular, rugged and primitive country as well as cultural and historical sites. The entire loop travels through Ouray, Silverton, Durango, Cortez and Telluride. An interpretive site and accessible toilets are available on Highway 145 at Lizard Head Pass.

The Owl Creek Pass Road is another scenic loop from Montrose on Highway 50 to the Cimarron Road to Silver Jack Reservoir, over Owl Creek Pass and west to Ridgeway. The drive offers spectacular views of the Courthouse Mountain and Chimney Rock. This area gives access to trailheads into the Uncompahgre Wilderness and areas for dispersed camping. Most of the drive is on a non-paved road.

The Gunnison National Forest encompasses part of Colorado's central Rocky Mountains and includes 2 peaks over 14,000 feet, as well as 20 peaks over 13,000 feet in elevation. The La Garita, Collegiate Peaks, Fossil Ridge, Maroon Bells-Snowmass, Raggeds and West Elk Wildernesses are popular backcountry areas. One hundred and thirty miles of the Continental Divide National Scenic Trail corridor is on this forest. Taylor Canyon provides opportunities for river fishing, rafting and camping in a canyon 20 miles long with walls up to 1,000 feet high. At the northeast end of the canyon, almost 30 miles from Gunnison, is Taylor Reservoir. Mountain biking also is very popular in the Crested Butte area.

The Silver Thread Byway connects Lake City with South Fork on the Rio Grande National Forest. Along the way are a scenic overlook of Lake San Cristobal and a view of Slumgullion Slide. The slide is a natural earth-flow, which began over 700 years ago. The continually moving flow forms a natural dam across the Lake Fork of the Gunnison River to create Lake San Cristobal. Deer Lakes Campground is a short drive from Lake San Cristobal and is equipped with an accessible fishing platform.

The West Elk Loop Scenic Byway encircles the West Elk Wilderness, with a spur from Paonia to Carbondale. The Black Canyon of the Gunnison, Curecanti National Recreation Area, Blue Mesa Reservoir, Crawford State Recreation Area and Paonia State Recreation Area also are on this route. The loop offers a unique combination of geological, historical, recreational and scenic features. In the summer months the Kebler Pass Road, a 31-mile gravel road, passes between the West Elk and Raggeds Wildernesses offering extraordinary views. Kebler Pass is also one of the prettiest drives for fall colors. The aspen are bright and beautiful from mid-late September, ranging in color from yellow to pink to orange, and contrasted by the rich reds and oranges of the gambel's oak.

There are hundreds of miles of hiking trails on the Gunnison National Forest ranging from easy day hikes, to moderate and rugged multi-day backcountry trips.

The climate is cool, with summer daytime temperatures averaging between 65 and 75 degrees Fahrenheit. Summer night-time temperatures average approximately 45 degrees. Frequent thundershowers occur throughout the summer. Heavy frosts or snowfall, although not common, can also occur during any month of the year, especially at higher elevations. The Forest receives its greatest precipitation in the form of snow during the winter months. High elevation campground opening dates are sometimes based on snow conditions.

Roads and Facilities

All of the facilities listed are accessible via paved highways, paved or aggregate surfaced county roads, or FS maintained roads. All facility improvements have been maintained by the FS and/or current holders. The conditions vary from poor to excellent, most are in fair to good condition. Where the current condition is poor, this is a result of design, age, and visitor behavior.

Developed facility improvements include, but are not limited to, the individual camp or picnic unit including a table, fireplace, living and tent surfaces, rest-room buildings, other 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. Unless identified on the ground by a fence, signs, or other definitive boundary markers, or on a detailed map included in the Operating Plan, the developed site boundary is defined as 200 feet from any constructed feature, such as: building corner, interior road, parking spur, table, fire grate, etc. or at any exterior boundary fence.

Future Planning Considerations

Few major construction programs are anticipated during the 2013 to 2017 timeframe. It is hoped that Lake Irwin Campground and Fishing Site will be reconstructed in 2017. Water system upgrades and toilet replacements will be accomplished as funds are available. Advance notification of projects affecting facilities under permit will occur as soon as practicable.

C. Description of Developed Recreation Sites and Facilities

Tables 2A, 2B, and 3 describe the amenities and features of each campground and day use site offered in this prospectus. A written description and map of each site offered in this prospectus is included in Appendix 2.

The minimum use and occupancy of the permit area to be shown on the permit is 365 days per year, your proposal must indicate the dates your plan to operate.

The minimum operating season is Memorial Day weekend (Thursday or Friday before) to Labor Day, except for sites that cannot be opened in time for Memorial Day. The minimum operating seasons shown in Tables 2A and 3 are the general timeframes, where at least one loop should be open. Where the minimum operating season starts after Memorial Day, that date can be considered the minimum operating season opening date.

The Forest Service has a desired operating seasons for these sites. We would like to have sites be opened as soon as feasible in the spring. We desire that some sites continue operating after Labor Day. The extended operating season shown in the table is the desired operating season for the fall.

The applicant is encouraged to consider the desired seasons or you may submit alternative proposals. See Appendix 9, Sample Operating Plan, for specific recommended (minimum plus desired) dates for the 2013 season.

The revenues shown in this table are for camping only. Firewood, Day-use, and other items are not shown.

Table 2A. Campgrounds with Capacity, Fees, Occupancy and Minimum and Requested Extended Operating Seasons.

Facility	Sites Total, #/Host	NRRS ¹	2010-2011 Fee	% Occ. J/A, and Season 3 year avg. 2008-2010 ²	Revenues 3 year avg. 2008-2010	Minimum Operating Season ³	Extended Operating Season ⁴	Stay Limits
Grand Valley Ranger District								
Big Creek CG	26,1		\$ 12	12%, 8%	\$4,665	July 1 – Labor Day	3 rd Week of Sept.	14
Cobbett CG	20,1	Y	\$ 14	16%, 12%	\$ 5,595	July 1 – Labor Day	Late Sept.	14
Cottonwood Lake CG	36,1		\$ 12	7%, 5%	\$ 3,311	July 1 – Labor Day		14/30

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Facility	Sites Total, #/Host	NRRS ¹	2010-2011 Fee	% Occ. J/A, and Season 3 year avg. 2008-2010 ²	Revenues 3 year avg. 2008-2010	Minimum Operating Season ³	Extended Operating Season ⁴	Stay Limits
Crag Crest CG	11		\$ 12	17%, 12%	\$ 2,308	July 1 – Labor Day		14
Island Lake CG	41,1	R	\$18	15%, 10%	\$ 8,499	July 1 – Labor Day	Late Sept.	14
Jumbo CG	26,2	Y	\$ 18	30%, 26%	\$ 26,793	Late June - Late Sept.	Mid Oct.	14
Little Bear CG	36,1	R	\$ 12	17%, 12%	\$ 9,831	July 1 – Labor Day	Late Sept.	14
Spruce Grove CG	16		\$ 12	16%, 11%	\$ 2,260	Late June - Labor Day	Late Sept.	30
Ward Lake CG	40,1	R	\$ 14	29%, 20%	\$ 11,439	July 1 – Labor Day	Late Sept.	14
Weir/Johnson CG	11		\$ 12	35%, 25%	\$ 3,941	July 1 – Mid Sept.	3 rd Week of Sept.	14
Norwood Ranger District								
Matterhorn CG	28,1	Y	\$ 20	59%, 38%	\$ 39,656	Memorial Day – Late Sept.	Mid Oct.	7
Sunshine CG	18,1	R	\$ 16	58%, 44%	\$ 18,995	Memorial Day – Late Sept.		7
Woods Lake CG	41,1	R	\$ 14/ \$ 18	16%, 12%	\$ 8,253	Memorial Day – Late Sept.	Mid Oct.	14
Ouray Ranger District								
Amphitheater CG	36,1	Y	\$ 18	70%, 54%	\$ 51,539	Memorial Day – Labor Day	Mid Oct.	7

Facility	Sites Total, #/Host	NRRS ¹	2010-2011 Fee	% Occ. J/A, and Season 3 year avg. 2008-2010 ²	Revenues 3 year avg. 2008-2010	Minimum Operating Season ³	Extended Operating Season ⁴	Stay Limits
Beaver Lake CG	11,1		\$ 12	28%, 23%	\$ 3,782	Memorial Day – Labor Day	Mid Oct.	14
Big Cimarron CG	10		\$12	13%, 9%	\$ 1,491 (2 yr ops)	Memorial Day – Labor Day	Mid Oct.	14
Silver Jack CG	58,1	R	\$ 14	23%, 14%	\$ 15,918	Mid June to Mid Sept.	Mid Oct.	30
Gunnison Ranger District								
Almont CG	10,1		\$ 10	45%, 35%	\$ 4,151	Mid May - Late Sept.	Late Oct.	14
Cement Creek CG	13,1		\$ 14	36%, 24%	\$ 9,414	Memorial Day – Late Sept.	Late Oct.	14
Cold Spring CG	6		\$ 10	30%, 17%	\$ 1,603	Mid May - Late Sept.		30
Deer Lakes CG	12,1		\$ 12	26%, 18%	\$ 3,520	Mid May - Late Sept.	Late Oct.	14
Dinner Station CG	22,1	Y	\$ 14	39%, 23%	\$ 16,602	Mid May - Late Sept.	Late Oct.	14
Gothic CG	4		\$ 10	62%, 41%	\$ 2,725	Mid June – Late Sept.		14
Granite CG	7		\$ 10	30%, 20%	\$ 2,135	Memorial Day – Late Sept.		14
Lake Irwin CG	32,1	Y	\$ 16	35%, 24%	\$ 29,507	Mid June – Late Sept.		14
Lakeview CG	35,3	Y	\$ 18	31%, 22%	\$ 65,439	Memorial Day – Late Sept.	Late Oct.	14

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Facility	Sites Total, #Host	NRRS ¹	2010-2011 Fee	% Occ. J/A, and Season 3 year avg. 2008-2010 ²	Revenues 3 year avg. 2008-2010	Minimum Operating Season ³	Extended Operating Season ⁴	Stay Limits
Lodgepole CG	16,1	Y	\$ 12	36%, 22%	\$ 9,694	Memorial Day – Late Sept.		14
Lottis Creek CG	56***, 4	R	\$ 22	26%, 17%	\$ 19,236	Memorial Day – Late Sept.	Late Oct.	14
Mirror Lake CG	10,1		\$ 10	32%, 21%	\$ 3,034	Memorial Day – Late Sept.		14
Mosca CG	17,1		\$ 12	27%, 18%	\$ 5,959	Memorial Day – Late Sept.	Late Oct.	14
North Bank CG	17,1		\$ 12	55%, 36%	\$ 10,973	Memorial Day – Late Sept.	Late Oct.	14
One Mile CG	25,2	Y	\$ 18	34%, 29%	\$ 34,319	Mid May – Late Sept.	Late Oct.	14
Pitkin CG	22,2	R	\$ 16	24%, 17%	\$ 16,799	Memorial Day – Late Sept.	Late Oct.	14
Quartz CG	10		\$ 10	12%, 7%	\$ 1,415	Memorial Day - Late Sept.		14
Rivers End CG	15,1		\$ 12	42%, 30%	\$ 10,639	Memorial Day – Late Sept.	Late Oct.	30
Rosy Lane CG	20,1	Y	\$ 18	47%, 35%	\$ 23,880	Memorial Day – Late Sept.		14
Slumgullion CG	21		\$ 10	8%, 6%	\$ 1,708	Mid May - Late Sept.		30

Facility	Sites Total, #/Host	NRRS ¹	2010-2011 Fee	% Occ. J/A, and Season 3 year avg. 2008-2010 ²	Revenues 3 year avg. 2008-2010	Minimum Operating Season ³	Extended Operating Season ⁴	Stay Limits
Snowblind CG	23,1	R	\$ 10	12%, 8%	\$ 4,369	Memorial Day – Late Sept.	Late Oct.	30
Soap Creek CG	21,1		\$ 12	19%, 13%	\$ 6,209	Memorial Day – Late Sept.	Late Oct.	14
Spring Creek CG	12		\$12	36%, 22%	\$ 5,557	Memorial Day – Late Sept.		14
Williams Creek CG	23,2	R	\$ 14	31%, 21%	\$ 13,008	Memorial Day – Late Sept.	Late Oct.	14
Paonia Ranger District								
Erickson Springs CG ⁵	18,1	Y	\$ 12	22%, 16%	\$ 6,885	Memorial Day – Labor Day	Mid Oct.	14
Lost Lake CG	17,1	Y	\$ 18	47%, 37%	\$ 7,903 (note 1yr only)	Memorial Day – Mid Sept.	Mid Oct.	14

Table 2.

*Occupancy – Operating Season-long / Summer Season (July, August)

**Closures for extended periods of time, skew the occupancies – bug trees or road closures.

***Exact number of sites hasn't been determined as of the date of this prospectus.

¹NRRS – Y = currently on NRRS, R = Recommended to place on NRRS

²Occupancy – Average for July/August and Season Average for 2008-2010.

³Minimum Operating Season – actual starting dates are weather dependent

⁴The desired extended Operating Season

⁵At Erickson Spring Recreation Area, the holder may charge for overnight camping at Dark Canyon Trailhead and Erickson Springs OHV dispersed trailhead. The holder may not charge for day use or for only parking at these sites. If a visitor is using their vehicle for camping (sleeping overnight in vehicle) a camping fee may be assessed.

Table 2B. Campground Infrastructure.

Facility	Phone ¹	Water ²	Site Electricity ³	Toilets ⁴	Dumpsters ⁵					
					Can	Can-Bear Res.	Small	Small-Bear Res.	Large	Large Bear Res.
Grand Valley Ranger District										
Big Creek CG	N	Hand-pump		1 60's	4					
Cobbett CG	LL	Pressurized, untreated	Y	1 cxt2c 1 cxt1			2			
Cottonwood Lake CG	N	None		4 60's	6					
Crag Crest CG	N	None		2 60's		4				
Island Lake CG	N	Pressurized, chlor.	Y	2 cxt2? 1 cxt2c				2		
Jumbo CG	LL	Pressurized, chlor.	Y	2 evp		4				2
Little Bear CG	N	From Island Lake		1 80's 2cxt2c			2			
Spruce Grove CG	N	Pressurized, untreated	Y	2 60's			1			
Ward Lake CG	N	From Cobbett		1 60's 2 cxt2?	1		1			
Weir/Johnson CG	N	None		1 cxt2?			2			
Norwood Ranger District										
Matterhorn CG	Y	Pressurized, chlorinated	Y	1 cxt1 1 flush/ shower					2	
Sunshine CG	C	Pressurized, chlorinated	Y	2cmp1u			2			
Woods Lake CG	C	Pressurized, chlorinated		4cmp2u				9		3
Ouray Ranger District										
Amphitheater CG	C	Pressurized, chlorinated	Y	4 80's 1 00's					2	
Beaver Lake CG	N	None		1 cxt2? 1 60's	7					
Big Cimarron CG	N	None		1 cxt2	?					
Silver Jack CG	N	Pressurized, chlorinated	Y	7 80's		Y	Y	Y		

Facility		Phone ¹	Water ²	Site Electricity ³	Toilets ⁴	Dumpsters ⁵				
						Can	Can-Bear Res.	Small	Small-Bear Res.	Large
Gunnison Ranger District										
Almont CG		N	Hand-pump		2 t&g	2		2		
Cement Creek CG		LL	Spring-box, host only		1 60's 1 70's					2
Cold Spring CG		N	None		1 60's					1
Deer Lakes CG		N	Hand-pump		2 90's				2	
Dinner Station CG		N	Hand-pump		1 60's 1 70's					3
Gothic CG		N	None		1 60's	1		1		
Granite CG		N	None		1 60's	3				
Lake Irwin CG		N	Hand-pump		4 80's					9
Lakeview CG		N	Pressurized, chlorinated	Y	5 80's	1				5
Lodgepole CG		N	Hand-pump		2 60's 1 cxt2			2		
Lottis Creek CG		N	Pressurized, chlorinated	Y	4 cxt2	6			3	
Mirror Lake CG		N	None		1 60's		?			
Mosca CG		N	None		1 90's					2
North Bank CG		N	Hand-pump		2 60's	2				2
One Mile CG		LL	Pressurized, untreated	Y	2 90's	2				2
Pitkin CG		N	Hand-pump		3 cmp2			3		8
Quartz CG		N	None		1 60's	3				
Rivers End CG		N	Hand-pump		1 60's 1 70's					2
Rosy Lane CG		N	Pressurized, chlorinated	Y	1 80's 1 cxt2u				3	
Slumgullion CG		N	None		2 60's					1
Snowblind CG		N	Hand-pump		4 60's					2
Soap Creek CG		N	Spring-box, host only		1 90's					1

Facility		Phone ¹	Water ²	Site Electricity ³	Toilets ⁴	Dumpsters ⁵					
						Can	Can-Bear Res.	Small	Small-Bear Res.	Large	Large Bear Res.
Spring Creek CG		N	Hand-pump (Closed)		1 90's				3		3
Williams Creek CG		?	Pressurized, chlorinated	Y	2 rom2 1 rom1						2
Paonia Ranger District											
Erickson Springs CG		N	Pressurized, chlorinated	Y	1 80's			2			
Lost Lake CG		N	Pressurized, chlorinated		1 cxt2				1		

¹Phone Service

- LL = Landline
- N = None, satellite only
- C = Cell service
- Blank = unknown
- ? = Landline uncertain

²Water

- None = none present
- Pressurized, Chlorinated or not treated
- Hand-pump
- Springbox

³Electricity

- Blank = no service
- Y = electric service to site

⁴Toilets – 60's, 70's, 80's, 90's, 00's = thought to be typical types from these timeframes haven't determined type, size for the prospectus

- rom = romtec, can't determine other info
- cxt = cxt, size indicated by 1 or 2 following, c following number means chase
- cmp = composting, u following number means utility room
- evp = evaporator, unknown other info
- t&g = tongue and groove siding, some have fiberglass roofs

⁵Dumpsters – Can – round can, or other smaller than dumpster, # = estimated #, ? or

- Y=uncertain
- Small – 2.5 yd
- Large – 4 yard
- Bear Res. = Bear Resistant features
- These estimates are approximate. Some facilities have changed recently.

Table 3. Day Use sites (associated with campgrounds) with fees charged and Desired Operating Seasons.

Facility	Parking Capacity	Minimum Operating Season	2011 Fee	Revenues 3 year avg. 2008-2010	Picnic Tables	Water	Toilets #/Type	Number of Cans or Dumpsters ²	Interp. Facility
Island Lake Boat Launch/Fishing		July 1 to Labor Day	\$5	\$ 5,792	1 by 2013	From CG	1 evp	1	In 2012
Mesa Lakes Day Use Area		Memorial Day to Labor Day	\$5	\$ 12,340	Yes	From CG	1 60's 2 evp	Several	With Trails
Taylor Park* Dump Station	N-A	Memorial Day to Labor Day	\$5	\$ 5,929	N-A	Non-potable	N-A	N-A	N-A

*The Forest Service requests that a host be stationed at this site to manage the site.

D. Government-Furnished Property

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

E. Government-Furnished Supplies

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

- A copy of the Forest Service publications, “Cleaning Recreation Sites,” “In-Depth Design and Maintenance Manual for Vault Toilets,” and “Vault Toilet Pumping Contract Specifications and Guidelines for Preparing Contracts.”
- A copy of “Recreation Opportunity Guides,” which the holder may reproduce at its expense.
- Title VI signs – “...and Justice for All”
- Forms to report use and revenue.
- Various educational or 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, managing, and paying for these utilities. Applicants should contact current service providers to obtain estimated costs for the utilities. These utilities include:

Toilet Vaults and Sewage Connections

The successful applicant will be responsible for all costs associated with pumping the toilet vaults at these facilities. Past permit holders have either used their own equipment or some have hired third party or sub-contractors. Numerous local companies provide this service. Vaults will be pumped in accordance with the annual operating plan, when the vault contents reaches 18" (approximately $\frac{3}{4}$ full) from the bottom of the vault lid or 36" from the toilet seat. Also, solids must be covered with water at all times.

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

Waste-water and RV Sanitary Stations

There are a number of waste-water systems (holding tanks and septic systems) for host sites. The following are the known systems:

- Island Lake CG Host
- Island Lake Fish Cleaning
- Jumbo CG Host
- Little Bear CG Septic
- Matterhorn CG Septic
- Sunshine CG Septic
- Sunshine CG Toilets (2) – Composting
- Woods Lake CG Toilets (4) - Composting
- Amphitheater CG Septic (9)
- Lost Lake Host
- One Mile CG Host (2)
- Pitkin CG Toilet (3) – Composting
- Pitkin Graywater
- Pitkin CG Host (2)

There are lift stations and other connections to sanitary sewer systems at Matterhorn CG for the hosts, and shower/toilet building. The concessionaire is responsible for monitoring these systems and notifying the Forest Service when alarms sound or there are other problems.

A dump-station is located at Taylor Park. Water is supplied at that site. The holder is responsible for operating this site. It is typically staffed to provide for effective fee collection.

Trash Collection and Recycling

The successful applicant will be responsible for garbage removal at all sites. Bear/animal resistant receptacles/dumpsters are required when provided by vendors, and are provided in some areas by the Forest Service. Addressing wildlife problems will take precedence over accessibility requirements.

Trash service is currently provided by a few companies from local communities.

The capacity of any trash receptacle shall not be exceeded. Scheduled service should be planned accordingly. Any mechanical devices 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 developing or managing a recycling program. Commercially hauled recycling is not generally available at campgrounds.

Solid waste hauling information can be obtained locally, including the internet.

Electric Service

It will be the successful applicant's responsibility to procure and pay for electric service at sites with this service (See Table 2 for sites with electric service). The holder will be responsible for all electric services charges from the beginning of the permit until expiration. This will include winter charges for meters. If a site is taken out of service by the Forest Service, then the electrical charge responsibility will revert to the Forest Service.

The holder shall not install ad hoc or temporary wiring for any purpose without FS approval and inspection. Installing Romex or other wiring on the ground, operating electrical circuits when electric panel covers and plates are removed, not using conduit when required, etc. is not acceptable. Replacing breakers in any panel requires PA approval, including ground-fault circuits.

Phone Service

It will be the successful applicant's responsibility for procuring and paying for phone service at sites with this service. Cell phones are an option, but coverage areas should be thoroughly examined to ensure there is service in some of the more remote locations. See Table 1 in Appendix 9, Sample Operating Plan, for sites with landline service. If no landline service exists, the successful applicant is expected to obtain adequate cell service or satellite service to provide communications from sites with a host for administrative and safety purposes.

Butane and Propane Storage

For safety and regulatory reasons, the permit holder is not allowed to install or store bulk butane or propane. This is defined at 49CFR171.8 (10/1/2003) as greater than 119 gallons or 450 liters.

A 1000 gallon propane tank may be installed and serviced by a licensed provider at Matterhorn campground. Inspections by a competent authority may be required.

Multiple providers supply these areas, check phone books or the internet for providers.

G. Potable Water Systems

Operation of the water system will be the responsibility of the successful applicant. This includes start-up, normal operations and systems shut-down in the fall. Damage to the water systems due to negligence on the part of the operator will be the holders' responsibility. Failure to blow-out lines will be deemed improper operation. Responsibility for all frozen lines or damaged parts which cannot be explained by other factors, will be deemed holder responsibility. Protection of components during blow-out operations are the responsibility of the holder.

The holder may not make any changes/repairs to system components without prior approval by the PA.

The successful applicant will be responsible for coli-form, nitrate, nitrite and chlorine residual water testing 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 landlord, is responsible for micro-particulate analysis (MPA), sanitary surveys and other surveys required by the state, but not listed above.

Water systems that could be classified as Non-public water systems will be operated as if they are Transient Non-Community Water Systems. The water system operator(s) is/are required to have a Class C operator's license from the state of Colorado. The FS will provide assistance during the initial permit year to help the holder become familiar with each system. If FS assistance is required in subsequent years, the government expense may be billed for these services.

The permit holder shall provide information about ORC (Operator in Responsible Charge), including copies of licensing, to the PA. If ORC duties are provided by contracted services, the permit holder shall provide copies of any agreements/contracts to the Forest. A direct line of communication is required between the Forest and the ORC for each water/waste system. The Forest remains the primary point of contact with the State as the owner of the system. Any direct communication between the ORC and the State must include copies to the Forest.

Hosts are allowed to connect hoses only at the hydrants that have the appropriate faucet and back-flow-preventers. The public will not be permitted to connect hoses to any water hydrant, except at hook-ups provided at certain campsites and at designated hydrants in campgrounds to be determined.

Several systems provide water is associated sites, such as: Matterhorn CG water system to the adjacent admin site; Silver Jack CG water system to the adjacent admin site; Amphitheatre CG water system to the adjacent Na-Gach day-use site.

II. Forest Service Concession Programs and Policies

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

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

A. National Recreation Reservation Service (NRRS)

The Forest participates in the NRRS, which provides nationwide, toll-free telephone reservations for single-family or group camping sites, rental cabins, and other recreational facilities. Visitors pay the camping fee at the time they make a reservation, and no fees are collected at the site (although the permit holder may allow occupancy of any site in the NRSS that is unreserved and charge on site for that use). The current NRRS contractor is ReserveAmerica, 40 South St., Ballston Spa, New York 12020.

Contact information for the NRRS follows:

Jane Leche
Region 2 NRRS Coordinator
telephone: 303-275-5349
email: jleche@fs.fed.us

John Cameron
Forest Service Contracting Officer's Technical Representative
telephone: 850-523-8583
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: nrrshelp@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. See Tables 2 thru 4 of the prospectus for sites that are currently reservable and for sites that the Forest Service would like to see reservations services added.

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 are recommended 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 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 or Access Pass 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. (*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, through the permit administrator or designee, at least annually for data updates.
- Communicate to the NRRS any emergency closures or other relevant operational changes as they occur.

- Approve customer refunds as appropriate, and process them through the NRRS. NRRS refund policies can be found at <http://www.reserveusa.com/jsp/homepage.jsp?goto=/home/policies.html>

Reservations can be made up to a year in advance for group sites and up to 180 days in advance for family sites. Since the NRRS will be accepting reservations for the 2013 operating season prior to permit issuance, fees received by the NRRS for reservations after December 31, 2012, 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.

Cash flow from NRRS varies annually. The following is average cash flow from reservations for the 2008-2010 Operating Years for January through May. This information can help in business planning.

Campground/Year	2008	2009	2010	Average
Amphitheater	9,441	13,516	15,273	12,743
Beaver Lake	2,259			753
Cobbett Lake		161	441	201
Dinner Station	6,395	4,319	5,558	5,424
Jumbo		1,076	2,226	1,101
Lake Irwin	11,064	8,606	8,640	9,437
Lakeview	14,996	17,978	18,732	17,235
Lodgepole	1,362	2,070	2,064	1,832
Matterhorn	9,100	12,426	12,924	11,483
One Mile	12,042	17,852	15,077	14,900
Rosy Lane	5,130	6,057	7,137	6,108
Totals	\$ 71,789	\$ 83,791	\$ 88,072	\$ 81,217

- Not on NRRS in these years.

B. Pass Discounts

The permit holder must provide a 50 percent discount on recreation fees charged under Recreation Enhancement Act (REA) at campgrounds covered by this Prospectus to holders of Interagency Senior and Access Passes as well as to holders of Golden Age and Golden Access Passports.

Specifically, holders of these passes are entitled to a 50 percent discount on the fee of a single campsite, occupied by the pass holders. 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, parking fees or additional sanitary fees, including manure disposal at equestrian sites.

The following definitions apply to sites offered in this prospectus:

- Single family site – A camping unit that accommodates up to 8 people.

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

The 50 percent recreation fee discount applies to all sites at the facilities listed in Table 2A., except for the exclusions above.

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 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.

Early closure of sites or entire facilities may be needed to accomplish required maintenance, either holder maintenance or landlord maintenance. This work should be factored into each annual operating plan.

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 and Revenue Data

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

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

An example of the fee ticket should be included with the proposal.

The permit holder must provide use and revenue data to the Forest Service (*see* Appendix 9, Sample Operating Plan for more information and Appendix 5 of the prospectus for a sample use report). Use reports must be completed monthly and at the end of the operating season for each developed recreation site. At a minimum, monthly and year-end use reports must include:

- The total number of units available on a daily basis and 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 from NRRS, earned during the month.
- Total fee revenue for other goods and services.
- The total number of Camp Stamps collected and the value of the Camp Stamps.
- The total number of passes used and the value of the pass use for on-site sales and from NRRS.

In addition, year-end use reports must include:

- Total fee revenue collected under the NRRS for that operating year.
- Total taxes paid.
- Total gross revenue.
- Total net revenue.
- Actual Opening and Closing dates for each facility/site type.
- Dates the Water System is available to the public (start, end, and any closures).

The use data must be provided in electronic spreadsheet format that can be read by Excel 2007 is preferred. Formulas are not required, only the cell data is necessary. No macros can be associated with the spreadsheet that is turned in. See Appendix 9 for further details.

H. Customer Service Comment Cards

The permit holder must provide a customer service comment card to visitors at each developed recreation site (*see* Sample Operating Plan and Appendix 6 of the prospectus).

I. Performance Evaluations

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

J. Accessibility

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

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

The FSORAG and the ADA/ABA Accessibility Guidelines are posted on the Forest Service's website 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 People Per Camping Unit

Single Family Campsites are limited to 8 people.

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. 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.

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.

The holder will be required to manage site capacity within these parameters in order to meet responsiveness standards, customer service expectations and equity amongst customers.

Many individual campsites (especially in recently reconstructed sites), were constructed for multiple vehicles. If an extra vehicle fee is proposed, a flat fee for extra vehicles, across all sites, as opposed to a fee that varies by site price, would be easier for the public to understand.

If an extra vehicle charge is proposed, it must include a means of clearly notifying the public about the extra vehicle fee and how it is determined. This includes identifying which sites where extra vehicles may be allowed, and what the costs and restrictions are. This is necessary to provide good customer service and to prevent confusion and/or inconsistent administration of the extra vehicle fee policy.

Number of Tents Per Camping Unit

For sites with defined tent pads (borders are provided) or with constructed surfaces – any number of tents are allowable on the hardened surfaces.

For sites without defined tent pads, up to 144 sq. feet (example - 12' x 12') may be occupied, unless a different limit is established for the individual site.

Group Site Capacity

The capacity established for group sites is as follows:

Table 5. Group Sites.

Site	Location	Number of People	Number of Vehicles
Silver Jack	3 rd or Back Loop	100 overnight or day use	50 veh.
Lottis Creek	Front Loop	TBD	TBD

L. Stay Limit

Campers at overnight sites are limited to a 14 day stay at most sites. Camping is limited to 28 days or less on any one National Forest, within a 60 day period. Camping within 3 miles of a previous National Forest System camp location for more than 14 additional days is prohibited. (Forest Supervisors Order GMUG-2009-12)

The 14 day stay camping limit described above applies to all sites, except for the following locations:

No more than 7 days at Amphitheatre, Matterhorn, Sunshine

And

Allowed up to 30 days at Cottonwood Lake (back loop), Silver Jack(loop #2), Spruce Grove, Rivers End, Cold Spring, Slumgullion, Snowblind.

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. The Forest Service retains the right to approve or dis-approve price adjustments.

Permit holders may not charge for any of the following:

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

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

N. Law Enforcement

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

O. Other pertinent Information

Condition of Trees

Trees at the facilities in this prospectus are in an aged condition. Spruce trees in some sites are larger and are dying for a number of reasons. Numerous aspen trees are dying in some sites. The mountain pine beetle hasn't affected sites on the GMUG at this time.

Hazard Tree Identification and Removal

The permit holder will be responsible for monitoring and identifying potential hazard trees during the operating season as part of routine safety inspections. The holder will notify the Forest Service about the potential hazard trees. *See* the Appendix 9, Sample Operating Plan, for more information.

The authorized officer or permit administrator will approve trees to be removed. The permit holder's financial responsibility for removing hazard trees and associated slash will not exceed 1% of the current year adjusted gross revenue for subsequent years. The first year liability is estimated to be \$ 5,800. Verification of actual expenses will be required if the holder claims that the annual limit of financial responsibility has been exceeded. This will be considered a GT project and claim. The annual operating plan will address appropriate disposal of hazard trees and slash. Adequate accounting of costs (the same requirements as for G-T Fee Offset Claims) is required. If commercial service providers are used, then 3 bids are needed.

Any dead standing tree, greater than 5" wide at 4.5 feet above ground on the uphill side, that is within 200 feet of any constructed feature at any facility is a hazard tree and must

be removed. See Appendix 9 for procedures for identification and removal of hazard trees.

Host Sites and Other Occupied Areas

Table 2B in Appendix 9, Sample Annual Operating Plan, includes the approved number of host sites for each campground. The holder will only be permitted to use the specified number and location of host sites in each campground. See Appendix 9, Sample Annual Operating Plan, for host site locations and standards.

Storage of equipment and supplies within campgrounds is available with PA approval. In general, only materials and equipment necessary to efficiently and effectively maintain sites should be stored on-site.

The following facilities are optionally available for concessionaire use. These facilities would be available under a separate Granger-Thye permit by district.

1. Silver Jack – Admin Site Garage, RV site and outdoor storage area
2. No others

Rental fees for these building have not been set at this time. These facilities may not be available during the entire permit term. The Forest Service retains the option of decommissioning these buildings.

Heritage Resources

Protection of Historic Properties: The permit holder has responsibilities under the National Historic Preservation Act of 1966 (NHPA). Prior to any activity with the potential to effect National Register Properties (designated or eligible National Register sites are found in the campgrounds), the permit holder must notify the Forest Service of his/her intentions and obtain Forest Service approval prior to any ground disturbance. Depending on the actions proposed and the sites involved, the review process can take up to several months. For such recurring activities as painting and replacing barrier posts, agreements will be worked out with the permit holder and will be included in the Annual Operating Plan.

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.

Hazardous Materials Storage

Hazardous materials storage should be minimized. Hazardous materials storage lockers will be approved by the Forest Service and supplied by the permit holder. Applicants should specify storage needs and their hazardous materials storage plans.

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 (Field Administrators) 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, health departments may direct activities.

III. Special Use Permit

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

A. Permit Term

The permit term will be for up to 5 years, with an option to extend the term for up to an additional 5 years at the sole discretion of the authorized officer. The decision to extend the term will depend, in part, on sustained satisfactory performance of the permit holder. Upon expiration of the permit, continuation of the permitted activity will be at the sole discretion of the authorized officer and will be subject to a competitive offering. A new prospectus will be issued during the final 2 years 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.

B.1. 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.

The holder is responsible to ensure that staff includes personnel who have adequate interpersonal, customer services, managerial, operational and maintenance skills to successfully perform the requirements of the permit. Maintenance skills such as basic carpentry and plumbing are required to operate and maintain all components of facilities.

Specialized skills for items such as electrical and water systems which require a license may need to be obtained outside the holders' workforce. Staff must include some personnel who are sufficiently physically fit to perform arduous labor tasks and heavy lifting, at higher elevations, that are sometimes necessary to operate and maintain these facilities

B.2. 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.

Equipment and supplies would include, but are not limited to: trailers, hand tools, pump-jacks for hand-pumped wells (to sufficiently clear super chlorination), weed eaters, chain-saws, voltage meters, grease applicators, basic hand-operated power tools such as drills, circular saws, sanders, etc., tow chains, winches, shovels, axes, brooms, rakes and cleaning equipment.

B.3. Holder-Furnished Vehicles

Use of any vehicle other than compact to full-size passenger cars and trucks or commercially manufactured RVs or campers at facilities under permit requires prior authorization. The holder may propose use of golf carts, electric carts, or other similar vehicles to facilitate daily maintenance of the facilities. Use of electric carts is encouraged where electricity is available. The permit holder may not use all-terrain vehicles, motorcycles (street-legal or otherwise), or other combustion engine powered wheeled vehicles that are not street-legal. Any permitted vehicles must stay on designated roads while traveling between sites or loops. Vehicles must be operated and maintained in a safe and environmentally responsible manner.

All vehicles or trailers must be maintained in good operating condition and be properly equipped, licensed or registered according to State or County regulations. Any vehicle or trailer used for hauling loads or towing may only be used for loads that do not exceed the designed capacity of such vehicle.

B.4. Holder Maintenance, Reconditioning, or Renovation (MRR)

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

C. Granger-Thye Fee Offset Agreement

The federal government owns all the improvements at the developed recreation sites covered by this prospectus. Under Section 7 of the Granger-Thye (GT) Act and the terms of the permit, the permit fee may be offset in whole or in part by the value of Government maintenance, reconditioning, renovation, and improvement (MRRI)

performed at the permit holder's expense. Government MRRI is defined as maintenance, reconditioning, renovation, or improvement that arrests deterioration, improves and upgrades facilities, and appreciably prolongs the life of the property. Government maintenance, reconditioning, renovation or improvement, whether performed by the holder or the Forest Service, shall be performed at the sole discretion of the authorized officer. *See* Appendix 11 of the prospectus and FS-2700-4h, clause IV.E.

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

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

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

If the cost of a project exceeds the amount the permit fee eligible for offset in a given year, the Forest Service may require the permit fees be paid into a cooperative work account under a binding collection agreement in order for the Forest Service to perform the work. (*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.

The general strategy for Granger-Thye projects is to perform landlord maintenance consisting for repair or replacement. Rehabilitation and improvement are strategies that are employed less frequently. Priority will go to health and safety items, then 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. Insurance

D.1. 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 property damage per occurrence,

or in the minimum amount of:

\$ 1,000,000 as a combined single limit per occurrence.

Insurance policies must name the United States as an additional insured (*see* Appendix 10 of the prospectus and FS-2400-4h, clause III.I).

D.2. Property Insurance

Property insurance will be required for the structures under this permit, identified in Appendix 3, in the amount of \$ 200,000 for replacement-in-kind, of the insured property (*see* Appendix 3, Inventory of Government-Furnished Property). The list of structures may change from time-to-time as buildings are replaced, removed or discovered to be covered by the permit. This list is deemed to be reliable, but may contain errors.

The holder is encouraged to consider the values of the assets described in Appendix 3, and the holders' responsibility for damage to those items due to vandalism or accidental damage.

E. Bonding

The permit holder will provide a performance bond in the amount of \$ 40,000. The bond may take the form of corporate surety, Treasury bills, notes or other negotiable securities, cash deposits, irrevocable letters of credit, assignment of savings accounts, or assignment of certificates of deposit. The authorized officer may re-evaluate the need for or the amount of the bond after the first operating season.

IV. Application

A. Instructions for Submitting Applications

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

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

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

All applications must be submitted to (the authorized official):

**Charles S. Richmond, Forest Supervisor,
Attention: Campground Concession Permit Administrator,
2250 Highway 50
Delta, CO 81416-2485**

Applications must be received by close of business (5:00 p.m.) on March 15, 2012.

Applicants must submit 7 copies of their application package and supporting documents. However, only 2 copies are needed of the business plan and financial documents.

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

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

Corporations also must include:

- Evidence of incorporation and good standing.
- If reasonably obtainable, the name and address of each shareholder owning 3 percent or more of the corporation's shares and the number and percentage of any class of voting shares that each shareholder is authorized to vote.
- The name and address of each affiliate of the corporation.
- If an affiliate is controlled by the corporation, the number of shares and the percentage of any class of voting stock of the affiliate owned, directly or indirectly, by the corporation.

- If an affiliate controls the corporation, the number of shares and the percentage of any class of voting stock of the corporation owned, directly or indirectly, by the affiliate.

Partnerships, limited liability companies (LLCs), associations, or other unincorporated entities must submit a certified copy of the partnership agreement or other documentation establishing the entity or a certificate of good standing under the laws of the state where the entity is located.

Applicants should contact Jim Cuthbertson, Permit Administrator at 970-874-6612, jcuthbertson@fs.fed.us regarding any questions about this prospectus.

B. General Terms, Qualifications, and Reservations

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

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

The Forest Service will select the application that 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 for the sites offered in this prospectus. (7 sets, bound)
- Business experience and references. (7 sets, bound, may be with OP)
- Business plan and a check for the \$ 125 Small Business Development Center (SBDC) review fee. (2 sets, separate from other documents)
- Financial resources. (2 sets, separate from other documents)
- Fees charged to the public. (2 copies in an letter-size flat envelope)
- Fee to the government. (2 copies in the same envelope with the Fees charged to the public)
- List of buildings that the concessionaire desires to rent. (include as attachment to a cover letter)
- Initial processing fee of \$ 250.

C.1. Proposed Annual Operating Plan

Applicants must submit a proposed annual operating plan for the sites offered in this prospectus. Applicants should utilize the sample annual operating plan (*see* Appendix 9 of the prospectus) to organize their response to this section. The successful applicant's proposed operating plan will be attached to and become a part of the special use permit.

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

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

C.1a. Operating Season

Applicants need to propose the period in which they will operate the sites listed in the prospectus. The minimum operating season is the "Minimum Operating Season" shown in Section C of this document, in Tables 2, 3. 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. Applicants should consider the Desired Operating Season as described in this document and in Appendix 9, the Sample Annual Operating Plan.

C.1b. Staffing

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

address worker hours and schedules. Applicants also should address staff training for effective customer service, conflict resolution, area-specific emergency procedures, and dissemination of recreation and tourism information.

C.1c. 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 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.

C.1d. Uniforms and Vehicle Identification

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

C.2. Business Experience, and References

C.2a. 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 legible copies of the most recent annual written performance evaluations for each Forest Service or other concession the applicants have operated or are operating. Evaluations from prior to 2006 are optional. Legible names, addresses and phone numbers of the person and office issuing the evaluation must be provided.

C.2b. 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.

C.3. Business Plan and Financial Resources (submit 2 complete sets of the Business Plan and your Financial Resources documents)

C.3a. Business Plan

Applicants must submit 2 copies of the business plan, utilizing the format in Appendix 16 of the prospectus, as separate documents. 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. **Please submit a 3 year projection (pro forma) of your cash flow, income statement and balance sheet specific to the operation for this permit.** Applicants are encouraged to contact their local SBDC if they need assistance in completing their business plans.

SBDC Review

All business plans will be independently reviewed by the Grand Junction Small Business Development Center. Applicants are required to submit 2 copies of their business plan. Along with a business plan, applicants also must submit a bank draft, money order, or cashier's check in the amount of \$ 125, made payable to the Business Incubator Center, which is the Grand Junction SBDC.

C.3b. Financial Resources

Applicants must submit two (2) complete sets of all financial statements for the last three fiscal years that have been audited, reviewed, or compiled by a certified public accountant (CPA). For any financial statements that were only compiled by a CPA, applicants must complete FS-6500-24, Financial Statement (*see* Appendix 17 of the prospectus) for certification of the accuracy of the financial statements.

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

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

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

Any financial information submitted by applicants must conform to generally accepted accounting principles (GAAP) or other comprehensive bases of accounting. Any previously prepared financial documents that are submitted must be un-redacted 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. From your submitted current corporate balance sheet, current liabilities will be subtracted from current assets to determine net liquid assets.

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:

Albuquerque Service Center B&F
101B Sun Avenue, NE
Albuquerque, NM 87109
ATTN: RAB
Phone #866-436-5939
email: rab@fs.fed.us

C.4. Fees Charged to the Public (submit 2 copies in a letter-sized envelope separate from the operating plan)

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.

Sundry items must be proposed in this section. See the Sample Operating Plan for a list of items the forest is willing to consider. Other items may be proposed. Items which compete unfairly with other local businesses may be denied. Items inappropriate to the National Forest will be denied. Outside vendors will not be approved through this permit. The manner of distribution of items may be regulated.

C.5. Fee to the Government (submit 2 copies in the envelope with Fees Charged to the Public.)

The Government is obligated to obtain fair market value for the use of its land and improvements. The estimated minimum fee is \$ 23,816 per year, based on January 2008 – December 2010). The minimum fee is the concession's average adjusted gross

revenue for the previous three years on record as of the prospectus date, 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 five years.

C.5a. Minimum Fee Calculation

See Section I.A. of this document for the average adjusted gross revenue for January 2008 – December 2010. That amount was \$ 586,488. We will reduce that amount by 6% to estimate the revenue less taxes, which wasn't shown in other displays. So, the final adjusted gross revenue for this permit is: $(.94 * \$ 586,488)$ or \$ 551,299.

Example calculation:

Average gross revenue multiplied by the current 30-year Treasury bond rate = the minimum annual fee. The Yield Curve rate on 5/13/2011 was 4.32%.

$\$ 551,299 \times 0.0432 = \$23,816$ is the example minimum annual fee. The actual minimum annual fee is calculated based on the date of the final prospectus.

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.

The proposed fees 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).

C.6. List of Buildings Desired to Rent

From the list of building in Section O – Other Pertinent Information, Hosts Sites and Other Occupied Areas in this document, indicate which buildings you would like to rent for use in administration of this permit.

These buildings will require a separate permit, operating plan and GT offset plan which would be issued after the permit(s) for facilities that this prospectus covers.

C.7. 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 to cover the cost of review of the application. Payments due the United States for this application must be paid in the form of a bank draft, money order, or cashier's check payable to the USDA-Forest Service. Payments will be credited on the date received by the designated Forest Service collection officer or deposit location. Additionally, the selected applicant will be responsible for the costs of preparing and issuing the permit and conducting a FAD, unless the Forest Service has conducted a FAD for the applicant within the past year. If a FAD has been completed for the applicant within the last 12 months, the applicant will be responsible for the cost of adjusting it to reflect any change this selection will have on the applicant's financial ability.

D. Evaluation of Applications

A Forest Service evaluation panel, selected by the Forest Supervisor, will evaluate each application with a non-fixed weight evaluation system.

D.1. Evaluation Criteria

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

- Proposed Annual Operating Plan (including required and optional services).
- Business Experience and References.
- Business Plan and Financial Resources.
- Fees Charged to the Public.
- Fee to the Government.

Description:

- Operating Plan (OP) – The OP will be evaluated on two major areas: customer service and operating procedures. Through the OP, the potential permit holder should demonstrate how they will best serve the public with quality hosting, facility operation and maintenance and how you will measure customer service success. Your proposed operating plan will be evaluated against the sample operating plan. This is the most important criteria.
- Business Experience and References – Experience (including performance evaluations from other FS units) and references helps the team evaluate past performance and responsiveness of the applicant. This is the 2nd most important criteria along with Business plan and Financial Resources, it is less important than the Operating Plan, but is more important than the Fees charged to the Public or Fee to the Government.
- Business Plan and Financial Resources – The business plan represents the applicant's vision and strategy for managing the proposed business. SBDC will review all applicants' business plans.

Financial resource information should include financial statements, available resources, other obligations and pending permits. ASC will evaluate the financial capability of applicants.

This is the 2nd most important criteria along with Business experience and references, it is less important than the Operating Plan, but is more important than the Fees charged to the Public or Fee to the Government.

- 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 criterion is of equal importance with the Fee returned to the 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 the each item. This criterion is of equal importance to the Fees charged to the public.

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

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

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

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

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

V. Post-Selection Requirements

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

- A final annual operating plan containing all the items included in the annual operating plan submitted in response to the prospectus.
- An annual GT fee offset agreement.
- Documentation of required liability insurance and, if applicable, property insurance.
- Documentation of bonding, if applicable.
- Required deposits and advance payments (*see* Appendix 10 of the prospectus and FS-2700-4h, clause IV.C.1).
- Documentation that utility services have been obtained in the name of the selected applicant, effective as of January 1, 2012.
- 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 1 hour per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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

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

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