

Use Code 141

**Prospectus for Campground and
Related Granger-Thye Concessions
Kaibab National Forest, Williams Ranger District**

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

August 22, 2012



Kaibab Lake Campground

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I. Business Opportunity

A. Introduction

This prospectus is being issued to solicit applications for a concession campground special use permit. A permit or permits to provide high-quality public service in the operation and maintenance of Government-owned recreation facilities located on the Williams Ranger District, Kaibab National Forest, will be issued. The permit or permits will include the following developed sites:

Dogtown Lake Campground and Picnic Area
Kaibab Lake Campground
White Horse Lake Campground

The authorized officer for this business opportunity is the Forest Supervisor for the Kaibab National Forest, 800 South 6th Street, Williams, Arizona 86046; 928/635.8200.

The current permit for this concession expires on December 31, 2012. Over the past three years, this concession has generated the following gross revenues:

<u>Year</u>	<u>Gross Revenue</u> ¹
2011	\$228,249.00 ²
2010	\$275,762.90
2009	\$297,493.00

B. Area Description

The Williams Ranger District is on the Coconino Plateau and encircles the City of Williams, Arizona. The Williams Ranger District is one of three districts within the Kaibab National Forest. National Forest System Lands within the district total 560,293 acres.

Major recreation activities in the summer and fall are driving for pleasure, camping, picnicking, fishing, boating, horseback riding, hiking, viewing wildlife and fall colors, and hunting. The forest provides good habitat for a wide variety of wildlife species, such as elk, deer, antelope, and black bear. Fishing is a major attraction at all of the campground lakes.

Temperatures during the summer are relatively mild, averaging from 80° to 90°F during the day. Nighttime temperatures average about 50°F. July, August, and the early part of September are typically rainy months, with daily afternoon thunderstorms due to the summer monsoon season. Late August and September temperatures average about 60° with lows at night around 25° to 30°F. Frost and snow can occur during any of the summer months. The district receives its greatest precipitation in the form of snow, with an average of about 70 inches per year.

¹ The gross revenue for each of the three years shows income from Cataract Lake Campground, which is not included in this offering. Cataract Lake Campground had 18 single-family campsites.

² For the 2011 Camping Season, Kaibab Lake Campground was closed from May 1 until August for campground reconstruction. Campground was open from August until October 2011.

Campground becomes accessible depending on snow and weather conditions, but typically around May 1st to 15th.

Recreation sites being offer in this prospectus are campgrounds, picnic areas and related facilities. These recreation sites are distributed along major U.S. or State Highways and Forest Service developed roads. These sites are at elevations ranging from 6,800 to 7,100 feet. The predominant vegetation in the campgrounds is ponderosa pine.

C. Description of Developed Recreation Sites and Facilities

The following is a description of each developed recreation site included in this prospectus (*see* Appendix 2 of the prospectus).

Cataract Lake is undergoing a change of use from a campground to a day-use site and is not offered in this prospectus.

Dogtown Lake Campground and Picnic Area

This campground is located eight miles southeast of Williams off County Road 73. It is 7,000 feet in elevation and is located at Dogtown Reservoir. The campground was reconstructed in 2004.

Dogtown Lake Campground has 50 single-family units and 4 double-family units, each with tables, fire rings, and tent pads. These units can accommodate tents, trailers, or motor homes up to 38 feet long in pull-through or back in sites. It had 8 double unit toilets with one-riser per each unisex unit, gravel surfaced roads, and a concrete boat ramps. It also has a 10 unit picnic area with a ramada and a 6 unit Group Camping Site. The group camping site is comprised of 4 single-family sites, 1 double-family site, and one quad-family site. Available for reservations on the NRRS website (Recreation.gov) and call center are 31 single-family, 2 double-family campsites and the group area.

Water in the campground is provided by a 20,000 gallon tank and water distribution system, with hydrants located at each of the toilet facilities. Water must be purchased and hauled to the site, at the permit holder's expense, and pumped into the elevated tank, in order to provide water for campers. There are three hosts' sites, two are co-located at the campground and one is located at the picnic site, all three have access to water and septic holding tank. There are two split-face block storage buildings, one at campground double-host site and one at the picnic host site. Electricity is not available at this campground, either for the hosts or any of the campers.

Kaibab Lake Campground

This campground is located four miles northeast to Williams off of State Highway 64, approximately one mile north of Interstate 40. It is 6,800 feet in elevation and is on the shore of Kaibab Lake, a City of Williams reservoir. This campground was last reconstructed in 2011.

Kaibab Lake campground had 65 single units and 7 double-family units with tables and fire rings. These units can accommodate tents, trailers, and motor homes up to 38 feet long in pull-through and back-in sites. The campground also has three group areas, two of the group areas

are comprised of 7 single-family and the third group area is comprised of one quad-family site. It has 9 single vault/single riser toilet facilities and 3 dual-vault/double-riser toilet facilities. There is also an amphitheater for campground interpreted programs. Available for reservations on the NRRS website (Recreation.gov) and call center are 38 single family, 4 double family campsites, and three group areas.

All of the roads, camping spurs and parking areas are paved. It also has a gravel-surfaced boat ramp and a wheelchair accessible fishing pier. Water is provided by a 20,000 gallon water tank and distribution system. Water must be purchased and hauled to the site, at the permit holder's expense, and pumped into the elevated tank in order to provide water for campers. Electricity is available at all of the host sites and the picnic ramada in this campground.

There are four camp host sites, three at the entrance with a large storage building and one in the upper portion of the campground. All camp host sites (4) have electric hook-up, water, and septic holding tank.

White Horse Lake Campground

White Horse Lake Campground is located approximately 18 miles southeast of Williams and can be reached by gravel road. It is 6,600 feet in elevation and is located on both the north and south shores of White Horse Lake. This campground was last reconstructed in 1997.

White Horse Lake Campground has 77 single-family campsites, 10 double-family campsites, and one group area. The campground has 8 single-vault/single-riser toilet facilities and one double-vault/double-riser toilet facility. The group area comprised of 6 single-family campsites and 1 double-family campsites make up the group area. Available for reservations on the NRRS website (Recreation.gov) and call center are 38 single-family, 4 double-family campsites, and the group area.

Water is provided by a 20,000 gallon water tank and distribution system. Water must be purchased and hauled to the site, at the permit holder's expense, and pumped into the elevated tank in order to provide water for campers. A septic dump station, with a single septic holding tank is also on the site.

There are two camp host sites, one at the main entrance and one at the north shore of the lake. All of the host sites have water and septic holding tanks; electricity is not available at White Horse Lake, either for the host or the campers.

Site	Dogtown Lake Campground and Picnic Area	Kaibab Lake Campground	White Horse Lake Campground
Communications	All communications are currently operated through radios and mobile phones owned or leased by the permit holder.	All communications are currently operated through radios and mobile phones owned or leased by the permit holder.	All communications are currently operated through radios and mobile phones owned or leased by the permit holder.
Utilities	Water and septic holding tank at each host site (qty 3)	Water, electricity, and septic holding tank at each host site (qty 4)	Water and septic holding tanks at each host site (qty 2)
Drinking Water	Hauled water distribution system	Hauled water distribution system	Hauled water distribution system
Toilet Type	8, 2-riser / 2-vault toilet bldgs.	9, 1-riser / 1-vault toilet bldgs. 3 2-riser / 2-vault toilet bldgs.	8, 1-riser / 1-vault toilet bldgs. 1 2-riser / 2-vault toilet bldgs
Toilet Vault Capacity	1,000 gallons per vault	1,000 gallons per vault	1,000 gallons per vault
Forest Service Trash Bins	Yes, 13, 2-unit "Bearsaver" trash bins (capacity is estimated at 140 gallons per each 2-unit bin).	Yes, 6, 2-unit "Bearsaver" trash bins (capacity is estimated at 64 gallons per each 2-unit bin).	Yes, 12, 2-unit "Bearsaver" trash bins (capacity is estimated at 64 gallons per each 2-unit bin) and 11, 4-unit non-ADA animal resistant trash bins (capacity is unknown).
Non-FS Trash Bins	2 dumpsters provided by the permit holder at a cost to the permit holder. Selected bidder may choose another source of removing trash from this campground.	6-City of Williams "barrel" dumpsters at a cost to the permit holder. Selected bidder may choose another source of removing trash from this campground.	4 dumpsters provided by the permit holder at a cost to the permit holder. Selected bidder may choose another source of removing trash from this campground.
Accessibility	All sites meet ADA accessibility as of the time of construction (2004)	All sites meet ADA accessibility as of the time of construction (2011)	All sites meet the ADA accessibility as of the time of construction (1997)
Elevation	7,000 feet	6,800 feet	6,600 feet
Number of Camping Units	60 (6 make up the group site)	87(14 make up group site)	94 (6 make up the group site)
2011 Fee Per Camping Unit	\$18/single, \$30/double	\$18/single, \$30/double	\$18/single, \$30/double
2012 Fee Per Camping Unit	\$18/single, \$30/double	\$18/single, \$30/double	\$18/single, \$30/double
Minimum Operating Season	May 15–October 1	May 15 – October 1	May 15 – October 1
Three-Year Average Gross Revenue (2009-2011)*	\$60,828	\$99,176 ¹ ¹ For the 2011 Camping Season, Kaibab Lake Campground was closed from May 1 until August for campground reconstruction. Campground was open from August until October 2011.	\$92,333

D. Government-Furnished Property

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

E. Government-Furnished Supplies

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

- Forms to report use and revenue.
- A copy of the Forest Service publications, “Cleaning Recreation Sites,” “In-Depth Design and Maintenance Manual for Vault Toilets,” and “Vault Toilet Pumping Contract Specifications and Guidelines for Preparing Contracts.”
- A copy of “Recreation Opportunity Guides,” which the holder may reproduce at its expense.
- Title VI signs.

F. Utilities and Waste Management

Certain utilities and infrastructure exist for the developed recreation sites identified in this prospectus. The permit holder will be responsible for securing, managing, and paying for these utilities. Applicants should contact current service providers to obtain estimated costs for the utilities. These utilities include:

Electrical

Kaibab Lake Campground is the only campground offered with electrical service, electric is located at each of the host sites and the day-use ramada. Electrical service is provided by the City of Williams through APS, at the permit holder’s costs.

Water

Water at each of the three campgrounds is provided by a 20,000-gallon tank and distribution system with hydrants located throughout the campgrounds. The permit holder is required to purchase the supply of water, as well as, operate and maintain the water system for all campgrounds in compliance with applicable federal, state and local laws and regulations for the operation and maintenance of a public drinking water system (See Appendix). Below are several available commercial water hauling companies (listed from www.dexknows.com): H2O on the Go 928/774-8777; Running Water 928/635-0900; Want Water? 928/527-7973; Wrights Water Hauling 928/527-7973.

Garbage

The permit holder will be responsible for garbage removal at all sites. Garbage services can be provided by the City of Williams, at campgrounds inside the city limits, including Kaibab Lake Campground at the permit holder’s costs. Campground outside of the city limits are not serviced

by the City of Williams, such as White Horse and Dogtown Lake Campgrounds, the permit holder is responsible for securing and paying for services. Below are several available garbage hauling services (listed www.dexknows.com): Northern Arizona Waste Systems 928/714-7620; Norton Environmental 928/556-9900; Patriot Disposal 928/203-9995; Waste Management 866/749-476.

Liquid and Solid Waste Disposal

The permit holder is responsible for pumping all vault toilets and septic holding systems at the developed recreation sites, at the permit holders cost. There are several sources of commercial septic pumping services available from both Williams and Flagstaff, Arizona. Below are several available septic pumping services (listed from www.dexknows.com): First Class Septic 928/774-6413; JT's Backhoe and Septic 928/632-7077; Mr. Rooter 928/239-4499; Septic Services 928/225-2764

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 Kaibab National 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 NRRS 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 NRSS follows.

Dennis G. Garcia
Region 3 NRRS Coordinator
telephone: (505) 842-3443
email: dggarcia@fs.fed.us

John Cameron
Forest Service Contracting Officer's Technical Representative
telephone: (850) 523-8589, ,
email: jhcameron@fs.fed.us

ReserveAmerica Inc.
2480 Meadowvale Boulevard, Suite 120
Mississauga, Ontario

Canada L5N 8M6

Inventory Help Desk: (877) 345-6777

Customer Service: (888) 448-1474

email: nrrs-inventory@reserveamerica.com

facsimile: (888) 742-5520

The NRRS is the only authorized reservation system for Forest Service developed recreation sites, including campgrounds, cabins, and group use areas. The Forest Service contract for the NRRS prohibits campground concession permit holders from using any other reservation system, establishing their own reservation system, or reserving campsites other than through the NRRS. Applicants may recommend adding sites to or deleting sites from the NRRS or changing the number of sites that may be reserved, the minimum number of days per reservation, or the location of sites that may be reserved. The permit holder also may make these recommendations during the term of the permit. The authorized officer will decide whether to accept or reject the recommendations.

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

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

- Reservation windows vary by type of site and are as follows:

Individual campsites: from 180 to 2 days prior to arrival date.

Group use areas: from 365 to 2 days prior to arrival date.

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

- Obtain daily arrival reports (DARs) from the NRRS contractor each morning by establishing at least one central facsimile location, email address, or other means of obtaining and distributing DARs.
- Develop a system for posting reservations at the sites so other visitors know which units are reserved.
- Post and hold reserved sites for 24 hours.
- Ensure that the party with the reservation is the party using the site.
- Resolve any disputes over the use of reserved sites by drop-in campers.
- Verify that visitors hold a Golden Age or Golden Access Passport or the National Parks and Federal Recreational Lands Pass (Federal Recreational Lands Pass) authorized under the Federal Recreation Enhancement Act (REA), 16 U.S.C. 6801-6814, before giving the discount on fees for those passes (*see* section II.B).

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

Because reservations can be made up to a year in advance for group sites and up to 240 days in advance for family sites, the NRSS is currently accepting reservations for the 2013 operating season. Fees received by the NRSS for reservations after October 1, 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.

B. Pass Discounts

The permit holder must provide a 50 percent discount on recreation fees charged under REA at developed recreation sites covered by this prospectus to holders of Golden Age and Golden Access Passports, as well as holders of the Interagency Senior and Access Passes.

Specifically, holders of these passes are entitled to a 50 percent discount on the fee for a single campsite occupied by the pass holders. The pass holders are not entitled to a discount on the fee for a multiple-family campsite, cabin, or group use area or any additional campsites occupied by those accompanying the pass holders. The 50 percent campsite discount does not include utility, water, or any other hookup fees.

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

Any loss of fee revenue from honoring the passes should be factored into applicants' bids.

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

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

- Single-family sites at Dogtown, Kaibab, and White Horse Lake Campgrounds. Double sites and group sites are not eligible for a discount.

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.

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 visitors that include at least the following information:

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

The permit holder must provide use and revenue data to the Forest Service (*see* Appendix 5 of the prospectus for a sample use report). Use reports must be completed monthly and at the end of the operating season for each developed recreation site, provided that when the holder performs GT fee offset work in lieu of paying the land use fee in cash, use reports may be submitted quarterly, rather than monthly. At a minimum, monthly and year-end use reports must include:

- The total number of units occupied based on daily counts.
- The total number of people based on daily counts.
- The percentage of occupancy by month.

- Total recreation fee revenue.
- Total fee revenue for other goods and services.
- The total number of Camp Stamps collected.
- The total number of passes used.

In addition, year-end use reports must include:

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

H. Customer Service Comment Cards

The permit holder must provide a customer service comment card to visitors at each developed recreation site (*see* Appendix 6 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 Vehicles per Camping Unit

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

Group Site Capacity

The capacity established for group sites is as follows:

- **Dogtown Lake Campground group site:**
Site 1 (as listed in Recreation.gov) will accommodate: 80 people and 20 vehicles.
- **Kaibab Lake Campground group sites (3)**
Site KG1 (as listed in Recreation.gov) will accommodate: 63 people and 14 vehicles.
Site KG2 (as listed in Recreation.gov) will accommodate: 63 people and 14 vehicles.
Site KG3 (as listed in Recreation.gov) will accommodate: 35 people and 3 vehicles.
- **White Horse Lake Campground Group Site**
Site Wgroup (as listed in Recreation.gov) will accommodate: 60 people and 14 vehicles.

Day Use Site Capacity

Dogtown Lake Picnic Area is the only day use site to be included in this offering, there are 10 picnic units and a ramada in this area. The Dogtown Lake Picnic Area is a standard amenity site, but is integral to the operation of the Dogtown Lake Campground. A fee has not been charged at this site. The picnic area has a host site that includes septic holding tank and water.

L. Stay Limit

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

M. Fees Charged to the Public

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

Permit holders may not charge for any of the following:

- Solely for parking, undesignated parking, or picnicking along roads or 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

Environmental Education

Interpretive Programs

The Forest Service plans to provide basic interpretive programming at the three campgrounds. The Forest Service will provide programs as annual budgets allow, but intend to provide one to two programs per campground per weekend. The Forest Service reserves the option to reduce or cancel programs, if budget levels demand.

The permit holder may propose to provide interpretive services in addition to the Forest Service provided programs to augment the campground visitor's experience. Interpretive services can include campfire programs, guided walks, new or reprinted brochures, children's activities or supplies, interpretive displays, interpretive signs, such as nature trail signs, or similar items.

The permit holder will describe any interpretive services being offered. If interpretive programs are proposed, the permit holder will submit an interpretive services plan to describe the offered programs. The plan will describe the following:

- Location, type, and frequency of interpretive service.
- A synopsis of program contents, if programs are proposed, including a description of program presenters and their qualifications.

Interpretive programs will meet participant accessibility requirements.

The permit holder may not charge for interpretive services, the permit holder may provide interpretive services through agreements with other organizations, such as museums or historic societies. The Forest Service will approve interpretive materials and/or program content and interpretive service providers.

Resource Concerns

Wildlife Mitigation

Ospreys nest near all of the campgrounds offered in this prospectus. The permit holder will be expected to ask users to refrain from approaching osprey nest at distances of 200 meters or less. Bald eagles have nested at White Horse Lake Campground and represent 2% of the Arizona breeding population of Bald Eagles. They are the only breeding Bald Eagles on the Kaibab National Forest and are of extreme conservation concern. The permit holder will be required to notify the South Zone Wildlife Biologist upon observing any sign of nesting eagles at any campground, as soon as possible.

Range Resource Concerns

Each campground is within active grazing allotments. Campground fencing shall be inspected on an annual basis (prior to opening), by concessionaires and any repairs made. All fencing must meet Forest Service fence guidelines. Any gates in the fences must be kept closed to preclude livestock from getting into the campgrounds. The Forest Service will provide fence specifications and "Keep the Gate Closed" signs.

Non-native Invasive Plants

An area of non-native invasive plants (*Linaria dalmatica* (Dalmatian Toadflax)) is known to exist at the Dogtown Lake Campground. The Forest Service will identify this area to the permit holder. The permit holder will be required to monitor this and all campground areas for the appearance of non-native invasive plants. The Forest Service will offer plant identification training to hosts, and provide direction on the appropriate response of encountered non-native invasive plant species in the campgrounds.

Hazard Tree Removal

The permit holder will have to conduct pre-season inspection of the campgrounds to identify existing and potential hazards, including hazard trees. The permit holder also will be responsible for monitoring and identifying hazard trees during the operating season. After securing written approval from the authorized officer, the permit holder's financial responsibility for removing hazard trees and associated slash will not exceed \$2,500.00 per year. The annual operating plan will address appropriate disposal of hazard trees and slash.

Butane and Propane Installations

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

Bears, Cougars, and Other Predators

The permit holder will be responsible for notifying Arizona Game and Fish Department and the Forest Service the presence of any predators noticed within the campground. The permit holder will prevent, to the greatest extent possible, bears and other predators from being fed in the campground, either by campers, staff, or from trash. If the Arizona Game and Fish Department suggests or imposes further requirements, the permit holder will make them known to the visitors in the campgrounds.

Diseases (West Nile Virus, Hantavirus and Plague) and Rodents

West Nile Virus, Hantavirus and plague are known to exist in the area. The permit holder will appropriately handle the exposure of the public, staff, and Forest Service employees to rodents and other threats of disease. For more information on diseases, please see the Coconino County website: <http://www.coconino.az.gov/westnile.aspx>

Green Initiatives

The Forest Service and the Kaibab National Forest are dedicated to reducing the ecological footprint of the recreation sites on the Williams Ranger District. The permit holder may propose to implement recycling, green purchasing, and fuel economy, or other green efforts (i.e. water conservation, energy conservation) in the campgrounds. If such programs are offered, the permit holder will describe the efforts that will take place in the campgrounds to facilitate the goal of a reduced ecological footprint in the campgrounds. Below are some websites for information on recycling, green purchasing and reducing fuel consumption. The Forest Service will approve any Green Initiatives proposed by the permit holder.

Recycling:

<http://www.williamsaz.gov/pdf/Recycling%20List%20new%20-City%20New.pdf>
<http://www.recyclearizona.net/>

Green Purchasing:

<http://www.greenseal.org/>
<http://www.epa.gov/epp/>

Fuel Economy:

<http://www.fueleconomy.gov/>
<http://www.fueleconomy.gov/feg/drive.shtml/>
<http://www.api.org/Environment-Health-and-Safety/Energy-Efficiency-and-Recycling/Conserving-energy-and-resources/fuel-saving-tips-for-drivers.aspx>

III. Special Use Permit

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

A. Permit Term

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

If the decision to select a permit holder is appealed, a permit will not be issued until the appeal has been resolved, unless operation is needed during the appeal, in which case a permit with a term of one year or less may be issued.

B. Permit Holder Responsibilities

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

Responsibility for Day-to-Day Activities

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

Permit Holder-Furnished Supplies and Equipment

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

Holder-Furnished Vehicles

The permit holder may not use all-terrain vehicles, motorcycles, or motorbicycles in the campgrounds. The holder may propose use of golf carts or other similar vehicles to facilitate daily maintenance of the facilities. If authorized, carts must stay on designated vehicle roads or motorized trails while driving between sites or loops.

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 4 of the prospectus and FS-2700-4h, clause IV.E.

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

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

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

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

offset at the agency's approved rate. The Forest Service and the holder will agree on the work to be performed in advance of each operating season.

D. Insurance

Liability Insurance

The successful applicant must have liability insurance covering losses associated with the use and occupancy authorized by the permit arising from personal injury or death and third-party property damage in the minimum amount of \$300,000 for injury or death to one person per occurrence; \$500,000 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 \$300,000 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).

Property Insurance

Property insurance will be required for campground buildings (toilets and storage buildings), amphitheaters, potable water storage tanks, and fishing pier, in the amount of \$1,730,000.00 for "functional replacement" the insured property (see Appendix 3, Inventory of Government-Furnished Property).

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). A site visit with the Forest Service is scheduled for September 12, 2012. Applicants who are interested in attending the site visit trip with the Forest Service may make an appointment for the site visit by calling Deirdre A. McLaughlin, 928/635-5662, or email at damclaughlin@fs.fed.us.

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 Mike R. Williams, Forest Supervisor, and Attention: Deirdre A. McLaughlin, 742 S. Clover Rd Williams, Arizona 86046. Applications must be received by close of business (4:30 p.m.) on October 3, 2012.

Applicants must submit 4 copies of their application package and supporting documents.

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

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

Corporations also must include:

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

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

Applicants should contact Deirdre A. McLaughlin at 928/635-5662, or damclaughlin@fs.fed.us regarding any questions related to this prospectus.

B. General Terms, Qualifications, and Reservations

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

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

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

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

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

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

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

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

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

C. Application Package Requirements

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

- A proposed annual operating plan (including required and optional services).
- A business plan, business experience, and references.
- Financial resources.
- Fees charged to the public.
- Fee to the government.
- Initial processing fee.

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

Applicants must submit a proposed annual operating plan that addresses all required and optional services. Applicants must utilize the sample annual operating plan (*see* Appendix 9 of the prospectus) to organize their response to this section. The successful applicant's proposed operating plan will be attached to and become a part of the special use permit.

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.

The Operating Plan will be evaluated against all required and optional components; however the top most important consideration of the Operating Plan is for two major areas: customer service and information services. The Operating Plan is the most important criteria because of the Forest Service's commitment to provide for outstanding recreation opportunities and experiences.

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

Operating Season

Applicants need to propose the period in which they will operate the sites listed in the prospectus. All sites must be open and operational seven days per week during the minimum operating season, unless a Forest Service closure order is in effect. The minimum operating season is May 15 through October 1 of each year.

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.

Supervision and Management

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

Uniforms and Vehicle Identification

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

Customer Service

Through the Operating Plan, the applicant should demonstrate how they will best serve the public with quality hosting, customer service employee training, and how customer service satisfaction will be addressed and measured. For the Williams Ranger District Campgrounds, customer service also emphasizes information services and interpretive services, if offered. The Operating Plan is the most important criteria because of the Forest Service's commitment to provide for outstanding recreation opportunities and experiences. For customer service include the following:

- Provide a detailed description of your customer service commitment and how you will evaluate the customer service that you provide. Include policies and procedures for customer service training, protocols for employee's interactions with customers, conflict resolution, Title VI and non-discrimination, and assessing customer satisfaction.
- Describe how you will address customer complaints.
- Provide a description of your fee notification, collection and refund processes.

- Provide a sample comment card with your proposal. Describe how you will make comment cards available to the public. Describe how you will share comments with the Forest Service.

2. Business Plan, Business Experience, and References

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

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

Business Plan Review

Applicants are required to submit 4 copies of their business plan. If an applicant's current fiscal year business plan has already been reviewed by an SBDC, the applicant may also submit a copy of the review report.

Performance Evaluations

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

References

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

3. Financial Resources

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

Applicants must complete FS-6500-24 for any of the last three fiscal years they were in business for which a financial statement was not audited, reviewed, or compiled by a CPA. An applicant who has had a financial ability determination (FAD) conducted within the past year should

include a statement to that effect along with the forest name, contact name and telephone number. Additionally, applicants must identify any pending applications or new permits obtained from the Forest Service since the FAD was completed.

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

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

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

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

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

4. Fees Charged to the Public

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

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

5. Fee to the Government

The Government is obligated to obtain fair market value for the use of its land and improvements. The minimum fee is \$7,320.00 (as of 8/10/2012 30-Yr Treasury Bond rate is 2.74%³ and the 3-yr average gross revenue is \$267,168) per year. The minimum fee is the concession's average gross revenue for the past three years multiplied by the current 30-year Treasury bond rate. The minimum fee will be adjusted at the end of the first five years of the permit term if the permit is extended for five years.

³ Source of the 30-Yr Treasury Bond Rate: <http://www.treasury.gov/resource-center/data-chart-center/interest-rates/pages/TextView.aspx?data=yield>

Minimum Fee Calculation

<u>Year</u>	<u>Gross Revenue</u> ⁴
2009.....	\$228, 249 ⁵
2010.....	\$275,762
2011.....	\$297,493
Total	\$801,504

Total gross revenue ÷ 3 = average gross revenue

\$801,504 ÷ 3 = \$267,168

\$267,168 x 0.0276 = \$7,374 minimum annual fee

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

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

Optional Consolidated Land Use Fee Payment. Applicants may propose a consolidated fee payment for up to 5 years during the initial permit term or extension of the term to finance a GT fee offset project. The consolidated land use fee payment will be determined by multiplying the average annual gross revenue of the offering for the past 3 years (adjusted, if applicable, based on expansion or contraction of the concession) by the number of years the land use fee payments will be consolidated, and multiplying the product by the percentage of gross revenue proposed by the applicant. If the Forest Service will perform the GT fee offset work using a collection agreement, the entire consolidated land use fee payment must be made when the first land use fee payment otherwise would have been due. If the holder will perform the GT fee offset work, the holder must commence that work within the first 6 months of the consolidated fee period and must complete the work within 18 months of the beginning of the consolidated fee period. The consolidated land use fee payment will not be reconciled based on actual gross revenues.

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

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

⁴ The gross revenue for each of the three years shows income from Cataract Lake Campground, which is not included in this offering. Cataract lake Campground had 18 single-family campsites and is changing use from a campground to a day-use site.

⁵ For the 2011 Camping Season, Kaibab Lake Campground was closed from May 1 until August for campground reconstruction. The campground was open from August until October 2011.

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 \$200.00 to cover the cost of the prospectus and review of the application. Payments due the United States for this application must be paid in the form of a bank draft, money order, or cashier's check payable to the USDA-Forest Service. Payments will be credited on the date received by the designated Forest Service collection officer or deposit location. Additionally, the selected applicant will be responsible for the costs of preparing and issuing the permit and conducting a FAD, unless the Forest Service has conducted a FAD for the applicant within the past year. If a FAD has been completed for the applicant within the last 12 months, the applicant will be responsible for the cost of adjusting it to reflect any change this selection will have on the applicant's financial ability.

D. Evaluation of Applications

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

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

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

Evaluation Criteria #1 is the most important of all the evaluation criteria. **Especially important is how the applicant responds to "Customer Service" and "Other Optional Services" in the Operating Plan (Appendix 9, Sections 3 &14).** The remaining criteria (2-5) are listed in descending order of importance. The Operating Plan is the most important criteria because of the Forest Service's commitment to provide for outstanding recreation opportunities and experiences.

The following are the qualitative factors for each criterion:

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

Acceptable - The proposal meets all minimum requirements and generally is of high quality. Proposal demonstrates an acceptable understanding of goals and objectives of the acquisition. There may be both strengths and weaknesses, but the strengths outweigh the weaknesses. Deficiencies are minor and easily corrected. Proposal is acceptable as written. Satisfactory performance can be expected.

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

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

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

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

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

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

V. Post-Selection Requirements

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

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

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