

Use Code 141

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**Prospectus for Campground and  
Related Granger-Thye Concessions  
Bankhead National Forest  
National Forests in Alabama**

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

**October 2012**



*Oak Leaf Picnic Pavilion at Clear Creek Swimming Beach*

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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 to provide high-quality public service in the operation and maintenance of Government-owned recreation facilities located on the Bankhead Ranger District, Bankhead National Forest, National Forests in Alabama, will be issued. The permit will include the **Clear Creek Recreation Area**, and the **Corinth Recreation Area**.

The Administration of the National Forests in Alabama is looking for the right concessionaire to take advantage of this offer, to maximize visitation and revenue by providing exceptional recreation opportunities and services. The Forest Supervisor, Recreation Staff and District Ranger are committed to supporting the permit to ensure that the operation is a sound venture for the concessionaire, the Forest Service and the visitors to Clear Creek, Corinth and Houston Recreation Areas. The contact person is Debra Duncan-Long.

Debra Duncan-Long, Permit Administrator  
NFs in Alabama Supervisor's Office  
2946 Chestnut Street, Montgomery, AL 36107  
Telephone: (334) 241-8136  
Fax: (334) 241-8111  
Email: dduncan@fs.fed.us

The authorized officer for this business opportunity is Steve Lohr, the Forest Supervisor for the National Forests in Alabama, 2946 Chestnut Street, Montgomery, AL 36107, (334) 832-4470.

The permit for this concession begins on January 1, 2013, with the two recreation areas scheduled to open on Thursday, March 14, 2013. The minimum fee for this offering will be **\$7,302.00**. Over the past four years, this concession has generated the following gross revenues:

<b><u>Year</u></b>	<b><u>Clear Creek</u></b>	<b><u>Corinth</u></b>	<b><u>Operator</u></b>
<b>2009</b>	\$172,976	\$77,528	Concession (incl. misc. sales)
<b>2010</b>	\$184,170	\$80,310	Concession (incl. misc. sales)
<b>2011</b>	\$195,679	\$77,038	Concession (incl. misc. sales)
<b>2012 (Jan.-Sept.)</b>	\$144,287	\$71,256	Forest Service (no misc. sales)

In CY 2011, visitation at these areas totaled 12,279 camping days and 10,973 dayuse vehicles.

A pre-application showing of the site will be held at the Clear Creek Recreation Area on Thursday, November 15, 2012 at 9:00 pm Central Standard Time, beginning at the Clear Creek Recreation Area, near Jasper, AL. All applicants are strongly urged to attend and RSVP.

Recreation site concessions are authorized by special use permits issued under the agency's Organic Act, 16 U.S.C. 551, the Granger-Thye Act, 16 U.S.C 580d, and the implementing regulations in 36 C.F.R. Part 251. The information in this prospectus is from generally reliable source, but no warranty as to accuracy is made. Each applicant is expected to make an independent assessment of the business opportunity offered in this prospectus.

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 is not obligated to accept the application with the highest return to the government. The Forest Service reserves the right to issue the permit on the basis of benefits between the Government and technical merit. The Forest Service reserves the right to issue a permit based solely on initial applications 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 permit is issued.

All applicants must submit a written proposal which includes the information as outlined in Part IV. C. "Application Package Requirements". This information is subject to verification by the Forest Service, and additional supporting data may be required.

**The closing date for the receipt of proposals and the \$150.00 application processing fee, at the Supervisor's Office of the National Forests in Alabama Supervisor's Office in Montgomery, AL, is Friday, November 30, 2012, at 4:30 pm Central Standard Time. Late proposals will not be accepted.**

Approximately two weeks afterward, the Forest Service will either accept a proposal and make a tentative approval of a Special-Use Permit, or reject all proposals. **Selection of the permittee will be announced by Friday, December 14, 2012.**

Proposals will be evaluated by a panel of at least three people, using the selection process outlined in Part IV. D. "Evaluation of Applications".

The Forest Service reserves the right to reject any or all proposals if the proposals do not best serve the needs of the public. The granting of the permit could be delayed if the Forest Service elects to require a proposal addendum, in order to make a final selection of the most competitive proposals.

The terms of this Prospectus shall govern selection of the successful applicant and operations under the Permit issued, and shall not be modified by any oral statement by a representative of the Forest Service. If it is determined that an error or omission has been made or additional information will be required, a written amendment will be sent to each person receiving a copy of this Prospectus. Upon finalizing, the Proposed Operation and Maintenance Plan of the successful applicant will become part of the Permit.

## **B. Area Description**

The Bankhead Ranger District, Bankhead National Forest, is located in portions of Winston and Lawrence Counties in northwest Alabama, near the Ranger Station in Double Springs, AL. All three areas are located on Lake Lewis Smith, a 21,200 acre impoundment managed by Alabama Power Company.

The Bankhead National Forest provides year-round recreational opportunities due to the area's mild climate. The major season of use is from March 15 through October 30. Recreational

activities in the area include camping, swimming, hunting, wildlife photography, bird watching, large lake boating and fishing, hiking, backpacking, mountain biking, OHV trails, picnicking, paddle sports, and horseback riding. All three recreation areas are easily accessible to the populations of Birmingham, Alabama, as well as Chattanooga, TN and Memphis, TN. Most visitors come from within a 2-to-3-hour driving radius.

### **C. Description of Developed Recreation Sites and Facilities**

The following is a description of each developed recreation site included in this prospectus (*see also* Appendix 3). **It is important for prospective applicants to know that, through the FERC relicensing process for hydropower generation at Lake Lewis Smith, funds are available for facility repair and improvement at Clear Creek and Corinth Recreation Areas. These funds will be spent over the next five years, to correct health and safety deficiencies, replace aging infrastructure components, improve operational efficiency (especially by reducing energy consumption), and improve visitor access to recreational opportunities. For a list of specific potential maintenance, reconditioning, renovation and improvement projects, please see Appendix 12.**

**Clear Creek Recreation Area.** This recreation area, constructed in 1986, is located in Winston County, about 13 miles north of Jasper, AL. The 2007 Frommer's Guide to Best RV and Tent Campgrounds in the U.S.A, rated Clear Creek as one of the best campgrounds for RV camping, and best tent camping, most beautiful campground, most private campsites, quietest campground, most secure campground, and most romantic campground in Alabama. It is the largest recreation area on the shores of Lake Lewis Smith, giving direct recreational access to the lake via the dayuse boat launch, to power boating, skiing, personal watercraft use, and fishing for largemouth bass, striped bass and crappie. It is one of the most popular recreation areas in the state.

The campground itself has four paved loops with paved parking spurs, and offers 102 RV campsites, including 32 double sites; 11 of these are pull-through sites. Each site has water and electrical hookups, a fire ring, picnic table and lantern post; the 4 host sites also have sanitary sewage hookups and a telephone line. All sites have newly installed 50 and 30 amp electrical service. A sanitary trailer dump station is provided. Each of the four loops has a modern flush toilet with hot showers. All sites are level and spacious; several have paved use areas and meet accessibility standards. Several sites accommodate RVs up to 40 feet in length. Single camp sites accommodate up to 6 persons and 2 vehicles; double sites up to 12 persons and 4 vehicles. Sites located on the lake shore are accessible by boat, and justify a higher camping fee. There are no garbage bins in the campground; users are required to pack out trash and deposit it in the dumpsters by the dump station. There is an electronic gate to control camper access. There is an entrance station. Two group camping areas, available by reservation only, accommodate up to 25 tent campers each, and share a modern toilet with hot showers.

The dayuse portion of the recreation area centers on the large sand swimming beach, served by its own flush bathhouse with hot showers. Next to the beach is a 50 person group picnic pavilion, with its own flush toilet. On the other side of the beach lies a picnic area with 53 family units, all connected by paved paths. On the point, adjacent to the lake, are two more 50-person picnic pavilions, served by a nearby flush toilet. A 1.5 mile paved bicycle trail connects the campground to the dayuse area. In addition, there is the 2.5 mile Raven Cliffs hiking trail in the dayuse are; it is rated at a moderate difficulty. Use of the picnic pavilions is by reservation

only; users also pay the dayuse fee as they park in the facility. There is a playground and grassed play field in the dayuse area. There is a year round boat launch, with boat/trailer parking.

**Corinth Recreation Area.** This recreation area, originally built in the 1960s and renovated in 1998, is located on the upper part of Lake Lewis Smith in Winston County. It was recently named one of America's top 100 campgrounds by the National Recreation Reservation Service, and was also rated as one of the most secure campgrounds by Frommer's Guide to Best RV and Tent Campgrounds in the U.S.A. Use at this recreation area, as measured by gross revenue, doubled between 1998 and 2008.

The campground itself has two paved loops with paved parking spurs, and offers 50 single family RV campsites. Each site has water, electrical and sanitary hookups, a fire ring, a picnic table and lantern posts. All sites have 50 and 30 amp electrical service. It also offers 8 rustic tent camping sites with nearby community water hydrants. A sanitary trailer dump station is provided. Each of the loops has a modern flush toilet with hot showers. All sites are level and spacious; several have paved use areas and are barrier free. Most sites accommodate RVs over 40 feet in length. Single camp sites accommodate up to 6 persons, and 2 vehicles. There are no garbage bins in the campground; users are required to pack out trash and deposit it in the dumpsters by the dump station. There is an electronic gate to control camper access.

The dayuse portion of the recreation area centers on the large pebble swimming beach, served by its own flush bathhouse with an outdoor beach shower. 29 family unit picnic sites are nearby, and all are connected by paved access paths. Near the beach is a 100 person group picnic pavilion, with a flush toilet that serves both it and a portion of the picnic sites. There is a 1.25 mile hiking path that is easy to use, along the shoreline of the lake. A year-round dayuse boat launch area, with an SST vault toilet, is open year round; it has boat/trailer parking. A separate boat launch is available to campers only. There is an entrance station.



*Accessible Campsite at Corinth Campground*

**Characteristics of the Developed Recreation Areas**

<b>Site</b>	<b>Clear Creek</b>	<b>Corinth</b>
<b>Communications</b>	Telephone hookups at Entrance Station and 4 CG host sites.	Telephone hookups at Entrance Station and 2 CG host sites.
<b>Drinking Water</b>	Curry Water Authority Municipal Hookup.	Double Springs Water Authority Municipal Hookup.
<b>Toilet/Shower Type- all flush except SSTs</b>	-Five 4-unit CG Toilets w/showers. -One 6-unit Dayuse Bathhouse w/showers. -Two 4-unit Dayuse Toilets w/o showers. -One 6-unit Dayuse Toilet w/o showers. -One 4-unit Group CG Toilet w/showers.	-Three 4-unit CG Toilets w/showers. -One 6-unit Dayuse Toilet w/showers. -One 4-unit Dayuse Toilet w/o showers. -One Outdoor Shower. -One 1-unit SST w/ 1000 gal. vault.
<b>Toilet Vault Capacity by Septic System</b>	-Dayuse- 4 Lift Stations (LS), two 2000 gal. septic tanks, two 1500 gal. tanks, four 1000 gal. tanks, and two 750 gal. tanks. -CG- 6 LS, five 2000 gal. septic tanks, and 7 1500 gal. tanks. Entrance Station- 1 LS, two 750 gal. septic tank.	-Dayuse- 3 LS, three 2000 gal. septic tanks, one 1500 gal. septic tank. -CG - 2 LS, eight 2000 gal. septic tanks. -Entrance Station- 1 LS, one 2000 gal. septic tanks. -Dump Station- one LS and one 1000 gal. septic tank.
<b>Additional Buildings</b>	-Entrance Station. -Work Center.	Entrance Station.
<b>Trash Bins</b>	48	18
<b>Dumpsters</b>	Three.	Two.
<b>Accessibility (Current FSORAG standards)</b>	-Two picnic sites. -Most other sites barrier free.	8 camping sites. Most other sites barrier free.
<b>Number of Family Camp Units (6 PAOTs)</b>	70 sites with water and electric hookups.	52 sites with water, electric and sewage hookups. 8 tent sites.
<b>Number of Double Units (12 PAOTs)</b>	32 sites with water and electric hookups.	No double sites.
<b>Number of Host Camp Units</b>	5 sites with water, electric and sewage hookups.	2 sites with water, electric and sewage hookups.
<b>Number of Family Picnic Units (5 PAOTs)</b>	53 sites.	29 sites.
<b>Number of Picnic Pavilions</b>	Three, each with 50 person capacity.	One, with 100 person capacity.
<b>Number of Group Camp Areas</b>	2, each with a 25 person capacity. Tents only, no hookups.	None. Has one group camp area, but is not on line.
<b>2009 Use Fees</b>	See attached 2012 Fee Schedule (Appendix 21).	See attached 2012 Fee Schedule (Appendix 21).

<b>Minimum Operating Season</b>	March 15 – November 1 Dayuse boat ramp and hiking/walking access are operated year-round.	March 15 – November 1 Dayuse boat ramp and hiking/walking access are operated year-round.
<b>Three Year Average Gross Annual Revenue</b>	\$184,275	\$78,292
<b>Entrance Station Hours</b>	8:00 am to 6:00 pm	8:00 am to 6:00 pm

#### **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 descriptions and quantities of the applicable properties.

#### **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:

- 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 confirm estimated costs for the utilities. These utilities include:

**Electrical-** Alabama Power Company provides electrical service to Corinth and Clear Creek. From January 2012 through September 2012, this service cost approximately \$43,900.

**Telephone-** There is no public telephone at either area. AT&T, Century Tel and BellSouth provide service to the host sites and entrance stations. Cell phone coverage is fair to good. From January 2012 through September 2012, this service cost approximately \$1,700.

**Propane-** Yellowhammer Loop #1 toilet building, at Corinth campground, and the Corinth entrance station are both heated by propane; each site has an underground 500-gallon propane tank. The current supplier for all three areas is Clark Gas Co., located in Double Springs, AL.

**Water-** At both areas, water is provided by the local municipal water authority. For Clear Creek, that is the Curry Water Authority; for Corinth, that is the Double Springs Water Authority. From January 2012 through September 2012, this service cost approximately \$16,200. **Please note that in July 2012, a large leak cause a surge in water costs, which was approximately \$8,000 more that the average monthly bill for that time of year.**

**Garbage-** The permit holder will be responsible for garbage removal at both areas. The current dumpster service is provided by Walker County Solid Waste located in Jasper, AL for Clear Creek; and Waste Management Inc. located in Tuscumbia, AL for Houston and Clear Creek. From January 2012 through September 2012, this service cost approximately \$5,000.

**Liquid and Solid Waste Disposal-** The permit holder is responsible for pumping all vault toilets and septic systems at the developed recreation sites, up to \$8,000 annually (*see* Part II. O., page 16). The current service is provided by Tingle Septic Service, located in Jasper, AL.

## **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 Bankhead 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 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 NRSS follows:

**John Cameron**, Forest Service Contracting Officer's Technical Representative  
Telephone: [(850) 523-8589],  
Email: [jhcameron@fs.fed.us] Facsimile: (850) 523-8505

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](mailto: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 NRSS or changing the number of sites that may be reserved, the minimum number of days per reservation, or the location of sites that may be reserved. The permit holder also may make these recommendations during the term of the permit. The authorized officer will decide whether to accept or reject the recommendations.

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

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

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

Individual Campsites: from 240 to 4 days prior to arrival date.

Group Campgrounds: from 360 to 4 days prior to arrival date.

Group Picnic Pavilions: from 180 to 4 days prior to arrival date.

2. When the NRRS is used, 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.recreation.gov.com>.

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 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.

Currently, the following opportunities are under the reservation system:

Clear Creek- 14 single family camping sites with water and electric hookups; 5 double family camping sites with water and electric hookups; 3 group use 50-person picnic pavilions; and 2 25-person group tent camping facilities.

Corinth- 8 single family camping sites with water, electric and sewage hookups; and 1 group use 100-person picnic pavilion.

## **B. Pass Discounts**

The permit holder must provide a 50 percent discount on camping 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 or surcharges. The permit holder will not be required to offer discounts on camping to holders of the Annual or Volunteer Pass. Any loss of fee revenue from honoring the passes should be factored into applicants' bids. During the previous concession and current Forest Service operations, a 50% discount was also provided to day use visitors holding an Interagency Pass.

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

The recreation sites covered by this prospectus where the 50 percent discount for passes, **are Clear Creek Recreation Area, and Corinth Recreation Area.**

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](http://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 up to 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 on the paved parking surface. 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:

Clear Creek Picnic Pavilions (3) - 50 persons each  
Clear Creek Group Camping Areas (2) - 25 persons each  
Corinth Picnic Pavilion (1) - 100 persons

**Day Use Site Capacity.** The capacity at each of the dayuse sites is limited by the number of parking spaces available for all the dayuse activities combined. During high use periods, it is necessary to halt visitor entry into the dayuse areas, until parking spaces are vacated. All vehicles must park in designated parking spaces; parking elsewhere is not allowed.

## **L. Stay Limit**

Campers at overnight sites are currently 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**

**Condition of Trees.** The oak and pine stands within the campgrounds are mature to over-mature. During the past few years, the trees have experienced heavy damage from wind, ice, disease infestation and sudden limb drop. Large trees that look healthy on the exterior may contain rotten cores, and can drop a heavy limb or fall without any warning.

**Hazard Tree Removal.** The permit holder shall conduct pre-season inspection of the campgrounds to identify existing and potential hazards, including hazard trees, with Forest Service personnel present. 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 1 % of the annual gross revenue. The annual operating plan will address appropriate disposal of hazard trees and slash. Areas within the recreation site, which could be impacted by hazard trees or any other hazardous condition, must be closed to public use or occupancy until the hazard is fully abated.

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

**Septic Tank Pumping.** All septic tanks must be pumped annually in October, to protect lift station components. The septic tanks for Fox and Hoot Owl must be pumped twice a year, due to the large amount of use these facilities receive. The permit holder must perform this task; however, the holder's financial responsibility for the cost of this operational task will not exceed \$8,000 annually. Any additional cost will be credited as G-T Fee Offset (*see* Section III.C below).

## **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.

The scope of work for the successful Permit Holder includes, but is not limited to:

- Presentation and approval of an operation and maintenance plan
- Overall maintenance, cleaning, management and operation of the recreation sites (as outlined in Appendices 9 and 19)
- Providing visitors with information
- Enforcing campground and site rules
- Providing for visitor safety
- Maintaining grounds and facilities
- Ensuring protection of natural resources
- Maintaining the Forest Service “Good Host” image
- Staffing the entrance stations
- Collecting fees
- A variety of additional specialized maintenance tasks and projects, such as swimming beach maintenance
- **Monthly cleaning of lift station pump screens, and monthly checking of solid waste levels in all septic tanks, sufficient to ensure that solid waste does not enter lift station wet wells**

The Permit Holder should be prepared to be responsive to any emergencies (weather, medical, law enforcement, facility breakdown, etc.) that might occur in and around the permitted area.

**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 motorized bicycles in the recreation areas. The holder may propose use of golf carts or other similar vehicles to facilitate daily maintenance of the facilities. If authorized, carts must stay on designated roads or trails while driving between sites or loops.

**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 and FS-2700-4h, Appendix B of the prospectus). Alternatively, a multi-year fee GT fee offset agreement can be prepared for consolidated fee payments. A list of sample Government MRRI projects is included in Appendix 12 of the prospectus.

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

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

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

## **D. Insurance**

**Liability Insurance.** The successful applicant must have liability insurance covering losses associated with the use and occupancy authorized by the permit arising from personal injury or death and third-party property damage in the minimum amount of \$1,000,000 for injury or death to one person per occurrence; \$1,000,000 for injury or death to more than one person per occurrence; and \$400,000 for third-party property damage 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 in the amount of \$150,000 for replacement in kind of 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 both 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 Steve Lohr, Forest Supervisor, and Attention: Debra Duncan-Long, 2946 Chestnut Street, Montgomery, AL 36107. **Applications must be received by close of business (4:30 p.m. Central Standard Time) on Friday, November 30, 2012.** Applicants must submit five 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 Debra Duncan-Long at (334) 241-8136 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, references, and Small Business Development Center (SBDC) review fee, if applicable (*see* section IV.C.2).
- Financial resources.
- Fees charged to the public.
- Fee to the government.
- Initial processing fee.
- Special services, including interpretive services, provided.

**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.

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

**Operating Season.** The minimum operating season for Clear Creek and Corinth Recreation Areas, is March 15<sup>th</sup> through November 1<sup>st</sup> for Clear Creek and Corinth. The boat ramps at both areas are to be operated year-round, except for periods when low lake levels render boat launching dangerous or not possible. Year-round walking/hiking access must be provided (dayuse fee applies).

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.

**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. 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.

## **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 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, Albuquerque, NM.

#### **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**

**Minimum Fee Calculation.** The Government is obligated to obtain fair market value for the use of its land and improvements. The minimum fee is \$7,302.00 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 additional years.

<u>Year</u>	<u>Gross Revenue</u>
2009.....	\$250,504
2010.....	\$264,480
2011.....	\$272,717
Total	\$787,703

Total gross revenue ÷ 3 = average gross revenue: \$787,703 ÷ 3 = \$262,568

Average gross revenue multiplied by the current 30-year Treasury bond rate equals the minimum annual fee. The 30-year Treasury bond rate as of October 19, 2012 is 2.91 percent.

\$262,568 x 0.0291 = **\$7,641 minimum annual fee**

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

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

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

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

## **6. Other Evaluation Criteria**

The type and amount of interpretive services, as well as additional offered services and items for sale, will be evaluated.

## **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 \$150.00 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 fixed weight method.

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

- Proposed annual operating plan (including required and optional services), focusing on customer service.
- Business plan, business experience, and references.
- Financial resources.
- Fees charged to the public.
- Interpretive services and other optional services offered.
- Fee to the Government.

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.