

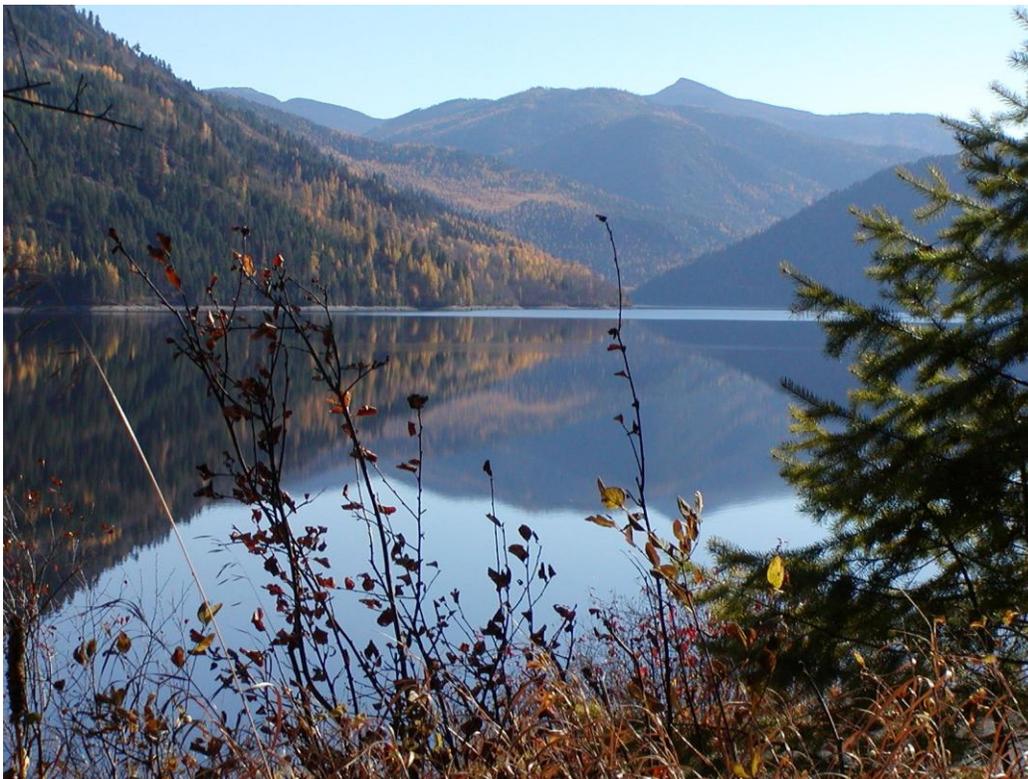
**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

FS-2700-34 (v.05/09)
OMB No. 0596-0082
Exp. (10/31/2012)

Use Code 141

**Prospectus for Campground and
Related Granger-Thye Concessions
Colville National Forest
U.S. DEPARTMENT OF AGRICULTURE
Forest Service**

NOVEMBER 2012



Photos: Sullivan Lake Recreation Area



Table of Contents

I. Business Opportunity

- A. Introduction
- B. Area Description
- C. Description of Developed Recreation Sites and Facilities
- D. Government-Furnished Property
- E. Government-Furnished Supplies
- F. Utilities and Waste Management

II. Forest Service Concession Program and Policies

- A. National Recreation Reservation Service (NRRS)
- B. Pass Discounts
- C. Camp Stamps
- D. Site Closures
- E. Reserved Administrative Use
- F. Applicable Forest Orders
- G. Fee Tickets and Compilation of Use and Revenue Data
- H. Customer Service Comment Cards
- I. Performance Evaluations
- J. Accessibility
- K. Camping Unit Capacity
- L. Stay Limit
- M. Fees Charged to the Public
- N. Law Enforcement
- O. Other Pertinent Information

III. Special Use Permit

- A. Permit Term
- B. Permit Holder Responsibilities
- C. Granger-Thye Fee Offset Agreement
- D. Insurance
- E. Bonding

IV. Application

- A. Instructions for Submitting Applications
- B. General Terms, Qualifications, and Reservations
- C. Application Package Requirements
- D. Evaluation of Applications

V. Post-Selection Requirements

Appendices

- Appendix 1: Vicinity Map
- Appendix 2: Area Maps
- Appendix 3: Maps of Developed Recreation Sites
- Appendix 4a: Government Furnished Property – Three Rivers
- Appendix 4b: Government Furnished Property – Sullivan Lake
- Appendix 4c: Government Furnished Property – Newport
- Appendix 5: Sample Use Report
- Appendix 6: Sample Comment Card
- Appendix 7: Standard Performance Evaluation Form
- Appendix 8: FSM 2342.1, Exhibit 01, Law Enforcement at Concession Campgrounds
- Appendix 9: Sample Annual Operating Plan
- Appendix 10: FS-2700-4h, Special-Use Permit for Campgrounds and Related Granger-Thye Concessions
- Appendix 11 FS-2700-4h, Appendix A Granger-Thye Supplement
- Appendix 12 FS-2700-4h, Appendix B Granger-Thye Fee Offset Agreement
- Appendix 13 FS-2700-4h, Appendix F Drinking Water Systems
- Appendix 14: FS-2700-4h, Appendix G Granger-Thye Fee Offset Claim Certification
- Appendix 15: Granger-Thye Indirect Cost Reimbursement Letter
- Appendix 16: Sample Collection Agreement for Granger-Thye Fee Offset Work
- Appendix 17: Sample Business Plan
- Appendix 18: Developed Recreation Site Standards
- Appendix 19: Maintenance and Reconditioning
- Appendix 20: FS-6500-24, Financial Statement
- Appendix 21: FS-6500-25, Request for Verification
- Appendix 22: Special Closure Orders
-

VI. Optional Appendices

- (all inserted in section V.)

VII. Pertinent Materials (Available Upon Request)

“Cleaning Recreation Sites” (USDA-Forest Service)

“In Depth Design and Maintenance Manual for Vault Toilets” (USDA-Forest Service)

I. Business Opportunity

A. Introduction

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

Permit Area 1

Little Pend Oreille Complex – Three Rivers Ranger District

- Gillette Campground
- Lake Gillette Campground
- Lake Leo Campground
- Lake Thomas Campground

Permit Area 2

Sullivan Lake Complex – Sullivan Lake Ranger District

- East Sullivan Campground
- Edgewater Campground
- Mill Pond Campground
- Noisy Creek Campground & Group Site
- Sullivan Lake Group Campground
- West Sullivan Campground

Permit Area 3

Newport Complex - Newport Ranger District

- Browns Lake Campground
- Panhandle Campground
- Pioneer Park Campground
- South Skookum Lake Campground

The authorized officer for this business opportunity is Laura Jo West, Forest Supervisor, Colville National Forest, 765 South Main, Colville, WA 99114.

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. Applicants are responsible for producing their own business plans and for producing their own financial predictions in responding to this prospectus.

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

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

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

Permit Area 1 – Little Pend Oreille Lakes Complex

<u>Year</u>	<u>Gross Revenue</u>
2009	\$ 27,670
2010	\$ 30,310
2011	\$ 36,008

Permit Area 2 – Sullivan Lake Complex

<u>Year</u>	<u>Gross Revenue</u>
2009	\$ 81,050
2010	\$ 97,295
2011	\$ 92,563

Permit Area 3 – Newport Complex

<u>Year</u>	<u>Gross Revenue</u>
2009	\$ 38,961
2010	\$ 43,107
2011	\$ 43,787

B. Area Description

The Colville National Forest is located in northeast Washington, bordered to the north by British Columbia, Canada, and to the east by Idaho.

The forested mountain and lakes of the Inland Empire make a visit to the region an unforgettable experience. The Selkirk and Kettle mountain ranges frame this vast region of lakes, rivers and valleys. The communities in this region are mostly rural. Common industries are manufacturing, retail trade, forestry, fishing and hunting, accommodation, food services and utilities.

A wide range of environments and recreational opportunities are available here. The Forest is located within a two-hour drive of the Spokane, Washington and Coeur d’Alene, Idaho metropolitan areas.

Recreation sites being offered in this prospectus are campgrounds, group sites, day-use areas and boat launches. These recreation sites are distributed along state highways, county roads and forest developed roads. These sites are at elevations ranging from 2,000 feet to 3,200 feet.

The major recreation activities in summer and fall are OHV riding, driving for pleasure, camping, picnicking, fishing, hunting, boating, swimming, fly-in camping, horseback riding, hiking, viewing wildlife and scenery. The Forest provides good habitat for a variety of wildlife species. Woodland and aquatic habitat exists for wildlife species including moose, deer, black

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

and grizzly bear, woodland caribou, osprey, eagles and a multitude of other forest and water-dependent wildlife. Fishing is a major attraction in the Forest's many streams and lakes.

Temperatures during the summer are relatively mild, averaging from 60° to 85° during the day. Nighttime temperatures average about 55°. Spring weather (through the month of June) is often cool and rainy. Warmer, drier weather typically arrives in early to mid-July. Late July, August and September are usually warm, often sunny and are typically the driest months of the year. The average annual rainfall for the months of May through September is 8 inches. Snow is possible by mid to late October. The recreation sites offered in this prospectus generally receive moderate winter snowfall that typically melts off at the lower elevations by mid-April and at the higher elevations by late April or early May.

The summer recreation season typically runs from May 1 to October 1. Opening dates of campgrounds are generally in mid-May. Peak campground use is from Memorial Day weekend through Labor Day weekend. Visitors from throughout the United States, Canada and abroad recreate extensively in the region and frequently use the developed recreation sites contained in this prospectus.

Typical campsite amenities common to all sites include parking spurs, picnic tables, fire rings and pathways. Some campsites in each campground have accessible facilities. Generally, campsite parking spurs were designed to accommodate a variety of recreation vehicles. Most spurs are back-in sites; lengths range between 30-50 feet and spur widths range between 12-24 feet. All campgrounds renovated within the past ten years can accommodate larger RV vehicles. These campgrounds include: East Sullivan, Noisy Creek, Edgewater, Panhandle, Pioneer Park, Lake Gillette and Gillette.

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). Minimal operating season for these facilities is Memorial Day through Labor Day.

Little Pend Oreille Lakes Complex

Facilities within this complex are located on the Three Rivers Ranger District in the central portion of the Colville National Forest (see maps in Appendix 2). Little Pend Oreille Lakes Recreation Complex consists of mid-elevation (3,200 feet) sites situated around the area's "chain of lakes." The sites include water hydrants, accessible concrete vault toilets, and garbage containers spread throughout Lake Gillette, Gillette, Lake Thomas, and Lake Leo Campgrounds. There are day-use sites for the swim beaches and picnic areas. The complex also includes boat launches at the Lake Gillette and Lake Leo Campgrounds.

The nearest public RV dump station is located at the Beaver Lodge Resort and Campground on the north side of Lake Gillette, about ½ to 1 mile from the complex depending upon the location of the campground.

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

The Three Rivers Ranger District receives recreational visitors from local, regional and international markets. Regional users are drawn from the Coeur d' Alene, Spokane, Tri-Cities area (Kennewick, Pasco and Richland), and the west coast from Portland, Oregon to Seattle, Washington. International visitors from British Columbia, Canada are drawn by the District's close proximity to the Lake Roosevelt National Recreation Area.

The backbone of this Recreation Complex is the Little Pend Oreille "chain of lakes", a series of small lakes (Lake Thomas being the largest at 163 acres) located along Washington State Highway 20. The Little Pend Oreille lakes are popular spots for camping, fishing, boating and scenic viewing opportunities. There are also opportunities for off-highway vehicle (OHV) use at the nearby Little Pend Oreille OHV trail system. Use of the facilities is heaviest from July Fourth through Labor Day. Use drops off after the Labor Day weekend; however, if the weather stays nice, moderate weekend use continues through early October. In the fall, moderate use from hunters is typical until hunting season closes in mid-November or until it snows

Lake Gillette Campground is located 23 miles east of Colville, WA and 15 miles west of Lone, WA. It is accessed via Washington State Highway 20 and County Road 4987. This campground lies on the east shore of Lake Gillette, a popular spot for boating and fishing. Lake Gillette Campground is a 14 site, full-service, fee campground with paved interior roads and parking spurs, animal resistant garbage containers, pressurized water system and accessible concrete vault toilets. Six of the campsites are double sites. A designated host site is available at this campground which includes a water hydrant, electrical power, wastewater holding tank, picnic table and fire ring.

Lake Gillette Day-use Area includes five picnic tables, five fire rings, animal resistant garbage containers, developed swim beach with buoys and ropes, rustic amphitheater, three paved parking areas, concrete boat launch and paved loop access road.

Gillette Campground is located 23 miles east of Colville, WA and 15 miles west of Lone, WA. It is accessed via Washington State Highway 20 and County Road 4987. This campground is located directly across County Road 4987 from Lake Gillette, approximately ¼ mile from the lake's shore. Gillette Campground is a 30 site, full-service, fee campground with paved interior roads, animal resistant garbage containers, pressurized water system and accessible concrete vault toilets. All of the campsites are single-family units. A designated host site is available in this campground which includes a water hydrant, electrical power, telephone hookup, single RV septic hookup, picnic table and fire ring.

Lake Leo Campground is located 26 miles east of Colville, WA and 12 miles west of Lone, WA. It is accessed via Washington State Highway 20 and Forest Road 506. This campground lies on the north shore of Lake Leo, a small but popular fishing lake. Lake Leo Campground is located five miles north of Lake Gillette, Gillette and Lake Thomas Campgrounds. Lake Leo Campground is an eight site fee campground with paved interior roads, animal resistant garbage containers, hand pump water system, two accessible concrete vault toilets, five space boat launch parking area and concrete boat launch. All of the campsites are single-family units.

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

Lake Thomas Campground is located 24 miles east of Colville, WA and 14 miles west of Lone, WA. It is accessed via Washington State Highway 20 and County Road 4987. This campground lies on the east shore of Lake Thomas, a popular spot for boating and fishing. Lake Thomas Campground is located about 3/4 mile from Lake Gillette and Gillette Campgrounds. Lake Thomas Campground is a 16 site fee campground with paved interior roads, tent pads, animal resistant garbage containers, pressurized water system linked to Gillette Campground and three accessible concrete vault toilets. All of the campsites are single-family units. This campground has two loop roads and is designed for tent camping or camping with shorter trailers or RVs. Short parking spurs and tight turning radiuses limit the suggested vehicle size to sixteen feet or less for trailers and 30 feet or less for RV's.

Sullivan Lake Complex

Facilities within this complex are located on the Sullivan Lake Ranger District in the northeast part of the Colville National Forest (see maps in Appendix 2). The Sullivan Lake Recreation Complex consists of mid-elevation (2,500 ft.) sites situated around one of the area's major lakes as well as the Pend Oreille River. General campground amenities in this complex include: picnic tables, fire rings, accessible concrete vault toilets, animal resistant garbage containers and water hydrants at East Sullivan, Sullivan Lake Group, Noisy Creek, Noisy Creek Group, West Sullivan and Edgewater Campgrounds. Day-use sites include East Sullivan, West Sullivan, Noisy Creek and Edgewater picnic areas.

The nearest public RV dump station is located at the Cedar Park RV Campground in Lone, about 10-15 miles from the complex depending upon the location of the campground.

The following campgrounds are part of the National Recreation Reservation Service (NRRS): East Sullivan, West Sullivan, Edgewater, Noisy Creek, Noisy Creek Group and Sullivan Lake Group.

The Sullivan Lake Ranger District receives recreational visitors from local, regional and international markets. Regional users are drawn from the Spokane and Coeur d' Alene areas, as well as other parts of Washington, northern Idaho, Oregon and Montana. Most international visitors are from British Columbia, Canada. The area is advertised in conjunction with the North Pend Oreille Scenic Byway and the International Selkirk Loop.

The centerpiece of this site is Sullivan Lake, a 1,291 acre lake, which is the destination for recreationists seeking outstanding camping, fishing, boating, and scenic viewing opportunities. Many users of the campgrounds also hike in the nearby Salmo-Priest Wilderness or along the 4 mile Lakeshore National Recreation Trail that runs along the east side of the lake. The recently designated Pacific Northwest Trail will pass through this area. Construction of this national trail result in increased use of campgrounds within the Sullivan Complex (sites may be used as a starting point for segment hikers or used by those resupplying hikers). Use of most of the facilities is heaviest from July Fourth through Labor Day. Use drops off after the Labor Day weekend; however, if the weather stays nice, moderate weekend use continues through early October. In the fall, there is a moderate hunter use until the hunting season closes in mid-November or until it snows.

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

East Sullivan Campground is located on Forest Road 2200, thirteen miles off State Highway 31 (travel via paved County Road 9345). The major attraction of this campground is its location on the north shore of Sullivan Lake. Additionally, the Lakeshore National Recreation Trail and a short interpretive nature loop trail are located nearby. East Sullivan Campground is a 38 site full-service, fee campground with paved interior loop roads and graveled parking spurs, animal resistant garbage containers, a pressurized water system and eight accessible concrete vault toilet buildings. Thirty-two of the campsites are single-family units and six are double sites. Twenty-three of the campsites are available through the National Recreation Reservation System (NRRS). A designated host site is located in the center of the campground which includes a water hydrant, wastewater holding tank, electrical power, picnic table and fire ring. A small (six car) non-fee trailhead parking area is located on the access road into the campground and serves the Lakeshore National Recreation Trail. Twenty-three

East Sullivan Day-use Area and Boat Launch includes five picnic tables, five benches, two fire rings, animal resistant garbage, developed swim beach with floating platform, concrete boat launch with a boat dock, paved loop road and graveled parking areas, pressurized water system and three accessible concrete vault toilet buildings. Three parking areas provide spaces for single vehicles as well as vehicles with trailers. Two designated host sites are located within the day-use area; one of these sites has typically been used by the area manager. Electric, water, wastewater and phone hookups are available to these sites as well as picnic tables and fire rings. Cellular phone service is not available at the present time from this campground; however, there is conventional telephone service available to the site. Trailers, vehicles, or other large equipment may be stored at the Sullivan Lake Ranger District storage yard located to the north of the East Sullivan Campground. The access road to the storage yard is gated.

Sullivan Lake Group Campground is situated to the east of the East Sullivan Campground, on the north shore of Sullivan Lake, and is accessed via County Road 9345 and Forest Road 2200. This campground is a very popular group campground on the Colville National Forest; its sites are typically reserved months in advance for summer weekends. The site is a full-service, fee campground with a graveled interior road and parking area, animal resistant garbage containers and two food storage lockers, two accessible concrete vault toilets and a pressurized water system. This site is available through National Recreation Reservation System (NRRS). This group campground has a capacity of 40 persons and 10 vehicles or 5 recreational vehicles or trailers. Vehicles must be parked in the parking area, but tent camping is allowed closer to the lakeshore. The campground has five picnic tables, three fire rings and a group fire ring.

West Sullivan Campground is located on County Road 9345, 12 miles off State Highway 31 directly across from the Sullivan Lake Ranger District office. The campground lies on the north end of Sullivan Lake. West Sullivan Campground is a 10 site full-service, fee campground with paved interior loop roads and graveled parking spurs, animal resistant garbage containers and recycling containers, pressurized water system and three accessible concrete vault toilets. All sites in this campground are single family units. Six of the campsites are available through the National Recreation Reservation System (NRRS). A designated host site is available in this campground which includes a water hydrant, electric power, picnic table and fire ring. Phone

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

service is not available at this campground, but a pay phone is located next to the Ranger District office.

West Sullivan Day-use Area is located along the lake shore and includes a covered picnic shelter with six tables, a horseshoe pit, group fire ring, five scattered picnic tables and three fire rings, animal resistant garbage, developed swim beach with floating dock, paved loop road and graveled parking areas, pressurized water system and three accessible concrete vault toilets which are shared with West Sullivan Campground. The picnic shelter is frequently used by different groups. A building is available for use by the permit holder to store equipment and supplies at this site.

Noisy Creek Campground is located on County Road 9345, nine miles off State Highway 31. The major attraction of this campground is its location at the south shore of Sullivan Lake. Additional attractions include the Lakeshore National Recreation Trail and Noisy Creek Trail are located nearby. Noisy Creek Campground is a 19 site full-service, fee campground with paved interior loop roads and graveled parking spurs, animal resistant garbage containers, pressurized water system, and three accessible concrete vault toilets. All sites in this campground are single family units. Eleven of the campsites are available through the National Recreation Reservation System (NRRS). A designated host site is located in the Eagle Loop which includes electric power, water hookup, picnic table and fire ring. A storage area is available in the well pump house located directly across from the host site. The nearest telephone is a pay phone located at the Sullivan Lake Ranger Station, about four miles north of the Noisy Creek Campground. Cellular phone service is not available from this campground at the present time.

Noisy Creek Group Campground is situated adjacent to Noisy Creek Campground, near the south shore of Sullivan Lake, and is accessed via County Road 9345. Noisy Creek Group Campground is a full-service, fee campground with a paved interior road and graveled parking spurs, animal resistant garbage containers, two food storage lockers, one single accessible vault concrete and a pressurized water system. This group campground has a capacity of 40 persons, and 10 vehicles. This site is available through National Recreation Reservation System (NRRS). The site has five individual parking spurs that can be "rented" as single-family sites when the campground is not reserved by a group. Each parking spur is associated with a picnic table and fire ring. There is also a group fire ring with benches within the site. A small (6-car) parking area on an adjacent loop road serves the trailhead for the Noisy Creek Trail #588.

Noisy Creek Day-Use Area is located to the northeast of the Noisy Creek Campground along the lake shore. The site includes eight picnic tables, eight fire rings, developed swim beach, animal resistant garbage containers, one accessible concrete vault toilet and concrete boat ramp. Interior loop roads are paved and parking areas are graveled. Two 5 space parking lots and the upper loop of the day-use area provide parking for visitors who are boating on Sullivan Lake or hiking the Lake Shore National Recreation Trail. The lower loop of the day-use area provides picnicking on the lakeshore and access to the swim beach.

Mill Pond Campground is located on County Road 9345, six miles off State Highway 31. The major attraction of this campground is its location on the east shore of Mill Pond, a 63-acre

Prospectus for Campground and Related Granger-Thye Concessions Colville National Forest 2012

lake. Mill Pond Campground is a 10 site full-service, fee campground with paved interior roads and graveled parking spurs, animal resistant garbage containers, hand-pump water system, and one accessible concrete vault toilet. All of the sites are single-family units. There is not a host site at this campground. A host from one of the other campgrounds will be responsible for servicing Mill Pond. West Sullivan Campground hosts have been responsible for Mill Pond under previous concessions permit. There are no power or water hookups available in this campground. A storage shed is available in the campground, located behind the accessible toilet building. The nearest telephone is a pay phone located at the Sullivan Lake Ranger District office which is approximately 2 miles away from the campground. Cellular phone service is not available from this campground at this time. There is a native-surface parking area and small boat access to Mill Pond at the end of the paved campground road. Boat use on Mill Pond is restricted to non-motorized and boats with electric (non-combustion) motors due to the small size of the lake. Boat size is limited to those that can be carried the 50 feet from the edge of the parking area to the water. **Beginning in 2015, the Mill Pond Dam will be removed and the lake drained. Removal of the dam, rehabilitation of the lake bed and stream restoration may close this site for approximately two years.**

Edgewater Campground is located on County Road 3669 (Box Canyon Road), approximately three miles from State Highway 31. The major attraction of this campground is its location on the east shore of the Pend Oreille River. Edgewater Campground is a 20 site full-service, fee campground with paved interior roads and graveled parking spurs, animal resistant garbage, pressurized water system and two concrete toilet buildings. Nineteen of the sites are single family and one is a double site. Twelve of the campsites are available through the National Recreation Reservation System (NRRS). A designated host site is located in the center of the campground which includes a water hydrant, wastewater holding tank, electrical power, picnic table and fire ring. Conventional phone service is not available, but cell phone service is available at the host site. Edgewater Campground is a designated site along the newly created Pend Oreille Water Trail. Development of the water trail has the potential to increase use at this campground. Edgewater also serves as an “overflow” campground when Sullivan Lake sites are full.

Edgewater Day-use Area includes five picnic tables, five fire rings, a concrete boat launch, paved access road and parking areas, animal resistant garbage and recycling containers, pressurized water system and one concrete toilet building. The picnic sites are located in a treed area at the south end of the campground. The boat launch is to the south of the campground and day-use area. Three parking areas provide spaces for visitors.

Newport Complex

Facilities within this complex are located on the Newport Ranger District in the southeast part of the Colville National Forest (see maps in Appendix 2). The district is located in south Pend Oreille County and is bordered to the north by the Sullivan Lake Ranger District, to the east by the Idaho Panhandle National Forests, and west by the Three Rivers Ranger District. The centerpiece of this area is the Pend Oreille River and scattered small lakes, which are the destination for recreationists seeking camping, fishing, boating, hiking and scenic viewing opportunities.

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

The town of Newport which is located at the south end of the ranger district has a population of about 2,000 people and is the county seat. The large metropolitan area of Spokane, Washington is located 45 miles south of Newport. Visitors are drawn from local, regional and international markets. Regional users are drawn from the Spokane area as well northern Idaho and western Montana. International visitors are drawn from British Columbia and Alberta, Canada.

Elevations in the surrounding area range from around 2100 feet along the Pend Oreille River (Albeni Falls Dam) to over 6000 feet on the Selkirk ridge tops. The climate reflects the elevation. Topography ranges from moderate to precipitous with characteristically narrow valleys rising to steep, high ridges. Vegetation is dominated by mixed coniferous forests in various stages of succession. The 49 Degrees North Ski Area, near the town of Chewelah, operates privately on national forest land under a special use permit on the ranger district. Groomed cross-country ski trails, hiking, mountain biking and OHV trails draw local and regional visitors.

General campground amenities in this complex include: picnic tables, fire rings, accessible concrete vault toilets and animal resistant garbage containers. Water systems with hydrants are provided at Panhandle and Pioneer Park Campgrounds. South Skookum Lake Campground has a centrally located hand pump. A large day-use area is located at Pioneer Park Campground. Tables and parking areas provide for visitors at the other three campgrounds in this complex. Boat launches are available at all four campgrounds. Use of the facilities is heaviest on Memorial Day weekend and from July Fourth through Labor Day. Historically, Panhandle and South Skookum Lake Campgrounds have been closed shortly after Labor Day weekend. However, moderate weekend use frequently continues through early October. .

Generally, campsite parking spurs were designed to accommodate a variety of recreation vehicles. Most spurs are back-in sites; lengths range between 30 - 50 feet and spur widths range between 12 to 24 feet. Panhandle and Pioneer Park Campgrounds were reconstructed within the past ten years and can accommodate larger RV's.

The following campgrounds are part of the National Recreation Reservation Service (NRRS): Panhandle and Pioneer Park.

Browns Lake Campground is located 8 miles northeast Usk, Washington via County Road 3389 (Kings Lake) and Forest Road 5030 (Half Moon Lake). Browns Lake Campground is an 18 site full-service, fee campground with graveled interior loop roads and parking spurs, animal resistant garbage containers, boat ramp and two accessible concrete vault toilets. All sites in this campground are single family units. This lake is non-motorized and open to fly fishing only. As a result, it is very popular with local and regional fly fishing enthusiasts. Potable water is not available at this site. Located within the campground is a historical cabin built by the Civilian Conservation Corps. The trailhead for the Browns Lake Trail is located near the boat ramp. This non-motorized hiking trail is one mile long and provides scenic viewpoints of the lake. The trail passes through a grove of old growth Cedar and ends at a fish viewing platform. In the existing concession permit, the host for this campground is stationed at South Skookum Lake Campground; however, if the holder desires a host can be stationed at this site. Hookups and phone service are not available at this campground.

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

Panhandle Campground lies along the east shore of the Pend Oreille River 15 miles north of the town of Usk, along County Road 9325 (LeClerc Road). Panhandle Campground is a 13 site full-service, fee campground with paved interior loop roads and graveled parking spurs, animal resistant garbage containers, pressurized water system and two accessible concrete vault toilets. A storage area is available in the pump house. A small beach area is available for swimming. All sites in this campground are single family units. Eleven of the campsites are available through the National Recreation Reservation System (NRRS). A designated host site is located in this campground which includes a water hydrant, wastewater holding tank, electrical power, picnic table and fire ring. Panhandle Campground is a designated site along the newly created Pend Oreille Water Trail. Development of the water trail has the potential to increase use at this campground.

Panhandle Day-use offers a small open picnic area with two tables and a concrete boat launch which provides access to the Pend Oreille River. The site also offers a graveled parking area with six parking spaces. Located next to the boat launch is a small wetland area which provides the visitor with the sights and sounds of the wetland environment.

Pioneer Park Campground lies just two miles from the city of Newport along the Pend Oreille River on County Road 9325 (LeClerc Road). Pioneer Park Campground is a 17 site full-service, fee campground with paved interior loop roads and graveled parking spurs, animal resistant garbage containers, gravity flow water system, and three accessible concrete vault toilets. This campground has the highest occupancy rate on the ranger district. All sites in this campground are single family units. Ten of the campsites are available through the National Recreation Reservation System (NRRS). A designated host site is located in this campground which includes a water hydrant, wastewater holding tank, electrical power, picnic table, fire ring and concrete storage building. Pioneer Campground is a designated site along the newly created Pend Oreille Water Trail. Development of the water trail has the potential to increase use at this campground.

Pioneer Park Day-use Area includes a covered picnic shelter with six tables, one accessible site (with picnic table, fire ring and parking), concrete boat launch, paved access road and parking areas, animal resistant garbage containers, gravity flow water system and three concrete toilet buildings. The day-use area also includes the Heritage Interpretive Trail (trail maintained by Forest Service) which is a 0.3 mile trail that has 12 interpretative displays and an elevated boardwalk which overlooks the inside of a camas oven as well as providing a scenic view of the of the Pend Oreille River. The trail offers users a chance to view how the Kalispell Tribe of Indians historically used this area. Two parking areas are available for day-use parking. The boat launch area provides access to the Pend Oreille River and has a separate parking area from the trail and picnic shelter.

South Skookum Lake Campground is located 8 miles east of Usk just off County Road #3389 (Kings Lake). South Skookum Lake Campground is a 25 site full-service, fee campground with graveled interior roads and parking spurs, animal resistant garbage containers, a hand-pump water system and three accessible concrete vault toilets. All sites in this campground are single family units. South Skookum Lake is relatively small and is not suitable for large boats. The boat ramp is short and narrow. Two docks, one of which is accessible, are located near the launch area and provide fishing opportunities for campers who do not have boats. A designated host site which overlooks the lake is provided; however, no

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

hook-ups are available. A table, fire ring and small storage shed are provided at the host site. Additional storage is available in the chases associated with the two double vault toilets. Conventional telephone service is not available from this campground, but limited cell phone service is. South Baldy lookout, which is still staffed during the summer months, is visible from the campground and is a popular day trip. The trailhead for South Skookum Trail #138 is located next to the boat launch area. This non-motorized loop trail is 1.6 miles, which includes a spur trail, and offers scenic views of the lake. Five benches are scattered along the trail and offer visitors an opportunity to stop and enjoy the scenery. In the current concessions permit, the host for this campground also operates Browns Lake Campground.

Table 1 – Summary of Developed Recreation Sites

Site Name	Camping Units	Utilities	Communications	Reservation System	Water System	CXT Vault Toilets	Wastewater Tanks
Permit Area 1 – Little Pend Oreille Lakes Complex							
Gillette	30	Electric	Phone	No	Pressurized	2-s 1-d	Septic
Lake Gillette	14	Electric	None	No	Pressurized	1-s 1-d	1000 gallon
Lake Leo	8	None	None	No	Hand pump	2-s	None
Lake Thomas	16	None	None	No	Pressurized	3-s	None
Permit Area 2 – Sullivan Lake Complex							
East Sullivan	38	Electric	Phone	Yes	Pressurized	11-s	1000 gallon (1) 1500 gallon (1)
Edgewater	20	Electric		Yes	Pressurized	1-s 2-d	
Noisy Creek & Group	19 50 people	Electric	None	Yes	Pressurized	5-s	None
Mill Pond	10	None	None	No	Hand pump	1-s	
Sullivan Lake Group	50 people	None	None	Yes	Pressurized	2-s	NA
West Sullivan	10	Electric	None	Yes	Pressurized	3-s	None
Permit Area 3 – Newport Complex							
Browns Lake	18	None	None	No	None	2-s	None
Panhandle	13	Electric	Phone	Yes	Pressurized	1-s 1-d	1000 gallon
Pioneer Park	17	Electric	Phone	Yes	Pressurized	6-s	1000 gallon
South Skookum Lake	25	None	None	No	Hand pump	1-s 2-d	None

Operating Season

The minimum acceptable operating season for all campgrounds is from Memorial Day weekend through Labor Day. In addition to the minimum operating season described previously, the permit holder will be given the option to actively operate any combination of campgrounds offered in the prospectus during the “shoulder” seasons. has the option to actively operate the campground and collect fees during the “shoulder” seasons. The shoulder seasons are from: (1) mid-April to Memorial Day weekend; (2) the Tuesday after Labor Day to the end of October.

The permit holder may propose earlier opening and later closing dates. Applicants need to specify dates of operation for each recreation site in their Operating Proposal.

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:

1. Forms to report use and revenue (found in Appendix 5)
2. Title VI signs.
3. A copy of “Recreation Opportunity Guides” which the holder may reproduce at their own expense.
4. “Cleaning Recreation Sites”
5. In-Depth Design and Maintenance Manual for Vault Toilets
6. Vault Toilet Pumping Contract Specifications and Guidelines for Preparing Contracts”

Publications #4, #5 and #6 listed above can also be found online at the following websites:

-
- “Cleaning Recreation Sites”
<http://www.fs.fed.us/t-d/pubs/pdf/95231206.pdf>
- In-Depth Design and Maintenance Manual for Vault Toilets
<http://www.fs.fed.us/t-d/pubs/pdfimage/91231601.pdf>

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

- Vault Toilet Pumping Contract Specifications and Guidelines for Preparing Contracts”
<http://www.fs.fed.us/t-d/pubs/pdfimage/92231308.pdf>

F. Holder Furnished

The Holder (permit holder) will be responsible for providing all items needed to maintain and operate the offered recreation facilities to the standards listed in this prospectus.

G. Utilities, Water 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

Electrical service is provided by the following at each complex:

Little Pend Oreille Lakes Complex

Avista

800-227-9187

Local: 509-684-6434

Newport and Sullivan Lake Complexes

Pend Oreille County Public Utility District (PUD)

509-447-3137

Gas-Liquefied

Amerigas

877-521-6971

City Service Valcon

866-437-3513

Interstate Gas Service

208-773-1512

Northern Energy

800-683-0261

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

Telephone

There is conventional telephone service available at the following host sites: Gillette, East Sullivan, Panhandle and Pioneer Park. Cell phone service is available in some areas, but there are many areas where coverage does not exist. The providers for each complex are:

Conventional Phone Service

Little Pend Lakes Complex

Centurylink
801-201-4099

Sullivan Lake Complex

Pend Oreille Telephone
Corporate Office: 888-636-2840
Local Contact: 509-442-0082

Newport Complex

Frontier Telephone
877-462-8188

Cell Service

Verizon
800-922-0204
www.verizon.wireless.com

AT&T
800-331-0500
www.wireless.att.com

Water Systems

The permit holder will be responsible for opening, closing, and maintaining the water systems that serve the campgrounds and day-use areas associated with the Little Pend Oreille Lakes Recreation Complex, Sullivan Lake Complex and the Newport Complex. The permit holder will also be responsible for the cost of monthly water testing as well as any other yearly water testing requirements. The Forest Service will provide an employee to conduct all the required water test. The Forest Service will also provide assistance during the first year of operations in order to help the holder become familiar with the water systems. The permit holder is required to operate and maintain all water systems in compliance with applicable federal and state regulations relating to the operation and maintenance of a public drinking water system. See Appendix 11.

Little Pend Oreille Lakes Complex

Lake Gillette Campground and its associated day-use area are served by a water system consisting of an electric submersible pump, electrical control panel, pressure tank, and distribution pipeline. The pipeline distributes water to 8 hydrants throughout the campground and day-use area. This system is shared with Gillette and Lake Thomas Campgrounds. The well, pump controls, pump house and pressure tank which supplies water to this campground

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

is actually located in Gillette Campground, approximately ¼ mile east of Lake Gillette Campground.

Gillette Campground is served by the same water system that serves the Lake Gillette Campground (see description above). The pipeline distributes water to 5 hydrants throughout the campground (including the hydrant at the host site).

Lake Thomas Campground is served by the same water system that serves Lake Gillette and Gillette campgrounds (see description above). The pipeline distributes water to 4 hydrants throughout the campground.

Lake Leo Campground is served by a water system consisting of a single hand pump.

Sullivan Lake Complex

East Sullivan, West Sullivan, Sullivan Lake Group Campgrounds and its associated day-use areas are served by the same water system. The water system consists of an electric submersible pump, electrical control panel, a 32,000-gallon concrete reservoir, and distribution pipeline. The pipeline distributes water to a total of 16 hydrants, some of which are barrier-free, at the following locations: 8 hydrants in the East Sullivan Campground (one of which serves the center Host site); 2 hydrants in the East Sullivan Day-use Area (one of which serves the Host and Area Manager's sites); 2 hydrants in West Sullivan (one of which serves the host site); 3 hydrants in West Sullivan Day-use Area; and 1 hydrant in the Sullivan Lake Group Campground. The water system also serves the Forest Service compound and four recreation residences. Water is pumped from the well (located on the Forest Service compound) up to the reservoir (located above the entrance road to the East Sullivan Campground, where it is then gravity fed to all hydrants and residences. The Concessionaire is only responsible for the portion of the water system in East, West and Sullivan Group Campgrounds. The cost of the water sample testing is shared by the Forest Service and the concessionaire.

Mill Pond Campground water system consists of a single hand pump located in the center of the campground.

Noisy Creek Campground and its associated day-use area as well as Noisy Creek Group Campground are served by the same water system. The water system consists of a pump house, electric submersible pump, electrical control panel, pressure tank and distribution system to 6 hydrants in the Noisy Creek Campground (one of which serves the Host site), and 1 hydrant in the Noisy Creek Group Campground all of which are barrier-free.

Edgewater Campground and its associated day-use area are served by a water system consisting of an electric submersible pump, electrical control panel, pressure tank and distribution pipeline. The pipeline distributes water to 8 hydrants in the Edgewater Campground (one of which serves the Host site); and 2 hydrants in the Edgewater Day-Use Area.

Newport Complex

Pioneer Park Campground and its associated day-use area are served by the same water system. The water system consists of an electric submersible pump, electrical control panel, 1500 gallon concrete reservoir and a gravity flow distribution pipeline. The pipeline distributes water to a total of 7 hydrants, which are barrier-free, at the following locations: 4 hydrants in the Pioneer Campground (one of which serves the host site); 2 hydrants in the Pioneer Day-use Area; 1 hydrant in the boat launch.

Panhandle Campground water system consists of a pump house, electric submersible pump, electrical control panel, pressure tank and distribution system. It serves 4 barrier-free hydrants in the campground, one of which is the host site.

South Skookum Lake Campground is served by a water system consisting of a single hand pump.

Browns Lake Campground does not have a water system.

Garbage

The permit holder will be responsible for garbage removal at all sites.

The concessionaire has the option of hauling and disposing of recreation site garbage for the Sullivan Lake Complex at the lone Transfer Station which is operated by Pend Oreille County.

Pend Oreille County Solid Waste
509-447-3054

The concessionaire has the option of hauling and disposing of recreation site garbage for the Little Pend Lake Complex at the Transfer Station (located approximately 12 miles west of the complex) which is operated by Stevens County.

Stevens County Solid Waste
509-684-4548

Liquid and Solid Waste Disposal

The Forest Service will be responsible for pumping all vault toilets within the developed recreation sites. The permit holder will be responsible for pumping all wastewater holding tanks at host sites as well as septic systems at the developed recreation sites. Providers in the area include:

Newport
Royal Flush
509-447-2264

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

Elk Septic Tank Service
509-292-8599 (office)
509-220-5346 (cell)

R H Excavating & Pump
208-448-2780

Big D Septic Service
509-276-6840

Sullivan Lake / Little Pend Oreille Lakes

Sweet Pea Septic Services
509-000-0000 (office)
509-675-2690 (cell)

Mike Wiyrick's Septic Service
509-935-6172 (office)
509-675-3681 (cell)

Newbill & Sons Septic Service
509-685-1200

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 concessions. All applications must be consistent with these requirements.

A. National Recreation Reservation Service (NRRS)

The Colville National Forest participates in the NRRS, which provides on-line reservations and 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. Additional fees may be collected on-site if needed (e.g. extra vehicle fee). The permit holder may allow occupancy of any site in the NRRS that is unreserved and charge onsite for that use providing that it does not impact future reservations. The current NRRS contractor is ReserveAmerica, 40 South St., Ballston Spa, New York 12020. Contact information for the NRRS is as follows:

Jocelyn Biro
Forest Service Region 6 NRRS Coordinator
Telephone: 503-808-2411
Email: jbiro@fs.fed.us

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

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
Facsimile: 888-742-5520
Email: nrrs-inventory@reserveamerica.com

The NRRS is the only authorized reservation system for Forest Service developed recreation sites, including campgrounds, cabins, lookouts 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 development scale 3-5, 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: up to 180 days to 4 days prior to arrival date.
 - Group use areas: from 360 days to 4 days prior to arrival date.
2. When the NRRS is utilized, the permit holder is responsible for on-site administration and will be required to:
 - Obtain daily arrival reports (DARs) from the NRRS contractor each morning by establishing at least one central facsimile location, email address, or other means of obtaining and distributing DARs.
 - Develop a system for posting reservations at the sites so other visitors know which units are reserved.
 - Post and hold reserved sites for 24 hours.
 - Ensure that the party with the reservation is the party using the site.
 - Resolve any disputes over the use of reserved sites by drop-in (without reservations) campers.
 - Verify that visitors hold a Golden Age or Golden Access Passport or the Interagency Senior or Interagency Access Pass or the America the Beautiful-National Parks and

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

Federal Recreational Lands Pass (ATB 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/content.do?path=/brands/rec.gov/marketing/nrrsreservationpolicies.html](http://www.recreation.gov/content.do?path=/brands/rec.gov/marketing/nrrsreservationpolicies.html)

Because reservations can be made up to a year in advance for group sites and up to 180 days in advance for family sites, the NRRS is currently accepting reservations for the 2013 operating season. Fees received by the NRRS for reservations after December 31, 2012, will be held by the Forest Service and distributed following issuance of a special use permit to the successful applicant. In the final year of the permit, fees will be held in the same manner until a new permit is issued. The permit holder will honor reservations made prior to issuance of the permit at the price in effect when the reservations were made.

The permit holder may propose additional recreation sites to be included in the NRRS at any time by inclusion in the annual operating plan.

B. Pass Discounts

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

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 multi-family campsite, group sites, day-use areas or any additional campsites occupied by those accompanying the pass holders. The 50 percent campsite discount does not include any hook-up fees such as utility and water, or extra vehicle fees.

Any loss of fee revenue from honoring the passes should be factored into applicant's bid.

The permit holder will not be required to offer camping discounts or free use to holders of the Interagency Annual (America the Beautiful-National Parks and Federal Recreational Lands Pass) or Interagency Volunteer Pass.

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

Little Pend Oreille Lakes Complex – Three Rivers Ranger District

- Gillette Campground
- Lake Gillette Campground
- Lake Leo Campground
- Lake Thomas Campground

Sullivan Lake Complex – Sullivan Lake Ranger District

- East Sullivan Campground
- Edgewater Campground
- Mill Pond Campground
- Noisy Creek Campground
- West Sullivan Campground

Newport Complex – Newport Ranger District

- Brown Lake Campground
- Panhandle Campground
- Pioneer Park Campground
- South Skookum Lake Campground

Day-use Fees

The permit holder may charge day-use fees at standard amenity recreation fee sites (picnic areas, boat launches) covered by this prospectus. The permit holder is not required to honor Interagency or Golden passes at these sites. However, the permit holder is encouraged to honor the passes listed below in lieu of a separate fee. This gesture would provide a valuable service to forest visitors, many of whom purchased federal passes with the good-faith understanding that they would be honored and who are confused about why they are not.

- Interagency Senior and Interagency Access Passes
- Golden Age and Golden Access Passports
- Interagency Annual or Interagency Volunteer Pass
- Annual or Daily Northwest Forest Pass
- Annual or Daily Administrative or Volunteer Northwest Forest Pass.

Holders may charge day-use fees to those without one of the passes listed above.

When submitting their proposal as it relates to charges at day-use fees at standard amenity recreation fee sites, a prospective applicant may submit a proposal that has acceptance of the above passes, not acceptance of the above passes or a proposal that gives both alternatives for the agency to select from.

The permit holder is encouraged to honor annual free use days on National Trails Day, National Public Lands Day and any additional federally mandated agency wide free use days. Again, any loss of revenue from these days should be factored into the applicants' bids.

Standard Amenity Recreation Fee Sites Under REA [Reserved] The Forest Service is proposing a revision to FSM 2344.3 to address treatment of standard amenity recreation fee

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

sites in the concession program. The agency reserves the right to amend a special use permit issued under this prospectus to be consistent with any change in that directive.

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 or 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.

Beginning in 2015, the Mill Pond Dam will be removed and the lake drained. Removal of the dam, rehabilitation of the lake bed and stream restoration may close this site for approximately two years. This closure should be factored into the applicant's proposal.

Replacement of the water hydrants to meet ADA standards in East and West Sullivan Campgrounds is planned during the first five years of the permit. This work will be occur at the end of the season after the normal operating season so disturbance to campground operations should be minimal.

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

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

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 (Recreation One Stop).
- 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

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

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. (See <http://www.fs.fed.us/recreation/programs/accessibility/>)

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

Single family campsites have a capacity of 8 people. Double campsites have a capacity of 16 people.

Number of Vehicles Per Camping Unit

A single-family camping unit may accommodate one vehicle. A "vehicle" is defined as any motorized conveyance, except that for purposes of vehicular capacity, two motorcycles are considered one vehicle. Additional vehicles may be allowed at a camping unit, if the camping unit can safely accommodate them within the designated parking spur of the site. When extra vehicles are allowed, an extra fee of up to 50 percent of the camping unit fee for each extra vehicle may be charged. 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

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

There is one group site at Sullivan Lake Group Campground and one group site at Noisy Creek Group Campground. Both sites will accommodate 50 people and 10 vehicles.

Day-use Site Capacity

<i>Complex</i>	<i>Site</i>	<i>Parking Spaces</i>
Little Pend Oreille Lakes	Lake Gillette Day-use/Boat Launch	15
Sullivan Lake	East Sullivan Day-use/Boat Launch	30
Sullivan Lake	Edgewater Day-use/Boat Launch	12
Sullivan Lake	Noisy Creek Day-use/Boat Launch	25
Sullivan Lake	West Sullivan Day-use	14
Newport	Browns Lake Day-use/Boat Ramp	6
Newport	Panhandle Day-use /Boat Launch	8
Newport	Pioneer Day-use/Boat Launch	26
Newport	South Skookum Day-use/Boat Launch	20

L. Stay Limit

Campers at overnight sites will be limited to a 14 day stay limit at each campground 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. Any adjustments must be approved by the Forest Service. All fees must be applied equally to all visitors.

Permit holders may not charge for any of the following:

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

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

- 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.

Permit holders may charge an extra vehicle fee within designated or overflow parking areas outside of camp units in the following situations:

- In areas in which campers that are allowed an extra vehicle but cannot fit the vehicle(s) in their campsite parking spur.
- In areas where extended or incidental use of campground facilities by visitors places additional burden on permittee's operation such as garbage collection and toilets (excluding standard amenity fee sites).

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

1. Customer Service

The mission of the Forest Service is "Caring for the Land and Serving People". Permittees who operate on National Forest System lands on behalf of the Forest Service are expected to assist in achieving this mission. The customer service aspect is central to the concession operation. The permit holder will need to develop and implement methods and mechanisms for responding to customers' needs in a helpful and professional manner, giving timely and courteous information and assistance, and doing those things necessary to ensure that customers have a safe and enjoyable stay on their National Forest. The permit holder shall furnish and make Customer Service Comment Cards available to the public (see Appendix 6).

2. Resource Concerns

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

Wildlife Mitigation

The Sullivan Lake Complex is immediately adjacent to a Grizzly Bear Recovery Zone. Per Forest special order (see Appendix 4), all food, beverages and any other attractants must be stored in animal resistant containers when campsites are unoccupied and at night when occupants are sleeping. Use of bird feeders, including humming bird feeders, is not allowed at anytime.

Recreation site users should not harass or feed amphibians, wildlife and their young.

Archaeological/Heritage Resources

The Sullivan Lake Complex has two heritage buildings located in West Sullivan Campground which were constructed by the Civilian Conservation Corps. These buildings may be used for equipment and supply storage; however, no modifications or repairs can be made to the structures unless authorized by the Forest Service.

Vegetation

Prevent visitors from collecting or disturbing native vegetation.

Boating restrictions

- Boating on Browns Lake is restricted to non-motorized use.
- Only electric or non-combustible motors are allowed on Mill Pond.

Certified Weed-Free Products

Use of certified weed-free products is required throughout the National Forest.

3. Pre-Season Operations

Before opening a site for the season, the permit holder will be responsible for the following pre-season inspections and maintenance. All operations will be conducted according to Forest Service standards (see Appendix 20).

Campgrounds

The permit holder will be required to conduct pre-season inspection of the campgrounds to identify existing and potential hazards, including hazard trees.

Hazard Tree Removal

The Forest Service will conduct pre-season inspection of the campgrounds to identify existing and potential hazard trees. The Forest Service 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 gross revenue** per year. The annual operating plan will address appropriate disposal of hazard trees and slash, in addition to any periods where use of equipment may be restricted. The holder will not be responsible for hazard tree removal necessitated by atypical situations, such as major blow down or large insect infestation.

4. Operations

Water Systems

The holder is responsible for compliance with all applicable Federal, state and local drinking-water laws and regulations for the operation and maintenance of a public water system. This includes the testing and maintenance of all potable-water systems in accordance with Forest Service regulations (Appendix 11). If current regulations change and it becomes necessary to perform more or different tests, the permit holder will be responsible for compliance.

Recycling

Recycling of all materials is encouraged. Holder-supplied recycling receptacles will be subject to approval by the Forest Service. The holder will be responsible for emptying recycled materials from the receptacle and removing them from the campground to an approved recycling facility. Any proceeds from the sale of recycled materials may be retained by the permit holder.

General Maintenance

Light maintenance needs will be documented and initiated without Forest Service approval and performed to meet Forest Service standards. Government MRRI items (Appendix 13) will be recorded and submitted to the Forest Service for approval under the G-T Fee Offset provision. A concession employee who is capable to perform maintenance operations needs to be available and responsive to critical needs. Annual maintenance plans by site will be submitted prior to the operating season. Records of maintenance done by site will be provided by the end of the operating season.

Signs, Posters, Fee Stations and Bulletin Boards

The permit holder will keep information boards, signs and posters up-to-date and neat, and will remove old nails, staples, unauthorized flyers, etc. Vegetation will be trimmed around and in front of all signs. Maintenance, including painting and repair will be performed by permittee. Posted information will be professionally produced, and approved and coordinated with the Forest Service. **Handwritten signs are not allowed.**

Site Hazards

The permit holder shall take all measures necessary to protect health and safety of all persons affected by concession activity. The holder is solely responsible for identifying, correcting and reporting all safety hazards to the authorized officer. The holder must conduct pre-season and operating season inspections of the sites to identify existing and potential hazards. The holder will close sites and notify the authorized officer of any hazards in the area that the holder is not able to remedy.

Employee Host Sites

Only permit holder "Hosts" may occupy designated Campground Host Campsites. Campsites utilized by concession personnel should present an orderly camping image to the general public, without taking on the appearance of a long-term residence. Personal and work vehicles must be kept on the parking spurs. Additional Vehicles and supplies may be needed to be stored off site if there is insufficient space at the employee site. Employee sites are subject to authorized officer's approval.

5. Marketing

The holder shall accurately represent the accommodations and services provided to the public within the permit area in all advertisements, signs, brochures, websites and other materials. Permittee will ensure that literature, brochures and other advertising of facilities and services under special use permit that holders display or distribute do not contain misleading statements or statements that discriminate on the basis of race, color, sex (in educational and training programs), national origin, age or disability. Permittee will also ensure that these materials state that the permitted facilities and services are located on National Forest System lands.

6. Butane and Propane Installations

The permit holder must meet all Forest Service health and safety regulations for any installation or storage of bulk butane or propane.

7. Special Conditions

Within the Sullivan Lake Complex there are 14 recreation residences under separate Special Use Permits. While these tracts are outside the permit area boundary and the concessionaire has no responsibility for them, access to some of the residences access is through East Sullivan/Sullivan Lake Group Campgrounds. The concessionaire may not restrict access to the cabins. However, if the cabin owners use any of the facilities they are required to pay fees.

Where campgrounds border lakes or reservoirs with fluctuating water levels, the campground boundary is the waterline and moves with the fluctuating lake levels.

There is a grassy airstrip located between East and West Sullivan Campgrounds. The Sullivan Lake Airstrip is operated under a special-use permit issued to the Washington State Department of Transportation (DOT), Aeronautics Division. The airstrip provides opportunities for fly-in camping. Maintenance of the airstrip facilities (tables, fire rings, signs, fences, windsock, concrete runway markings, and airstrip vegetation) is the responsibility of the DOT.

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 off-highway vehicles, motorcycles or motorbikes in the campgrounds unless they are street legal. The holder may propose use of golf carts or other similar vehicles to facilitate daily maintenance of the facilities. All vehicles must stay on designated roads while driving between sites or loops as designated on the Motor Vehicle Use Map (MVUM). Vehicles must display the company logo.

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

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

(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.

Optional Sales and/or Fees

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

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 13 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 15 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 16 of the prospectus). The Forest Service's indirect costs

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

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 indemnify the United States for any losses associated with the concessionaire's use and occupancy. Therefore, the successful applicant will be required to obtain insurance to cover these losses.

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

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

Or in the minimum amount of \$1,000,000.00 (one million dollars) as a combined single limit per occurrence.

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

Permit holder may be subject to bonding in the initial year(s) of the permit.

IV. Application

A. Instructions for Submitting Applications

Applicants must submit a written application for at least one permit area or any combination of the three permit areas offered in this prospectus. Applicants should list all permit areas that they want to be considered for. Applicants must choose at least one permit area listed below:

Permit Area 1

Little Pend Oreille Complex – Three Rivers Ranger District

Permit Area 2

Sullivan Lake Complex – Sullivan Lake Ranger District

Permit Area 3

Newport Complex - Newport Ranger District

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

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
Laura Jo West, Forest Supervisor
Attention: Nan Berger, Permit Administrator
Colville National Forest
365 Main
Colville, WA 99114.

Applications must be received by close of business **4:30 p.m. on January 14, 2013.**

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 Nan Berger by email (nberger@fs.fed.us) or phone 509-447-7311 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 Forest Service is proposing a revision to FSM 2344.3 to address how passes and passports are honored in the concession program. The agency reserves the right to amend the special use permit consistent with any change to that directive. In addition, the Forest Service reserves the right to amend the special use permit, to make it consistent with applicable laws and regulations, including REA; other Forest Service directives; or other management decisions.

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).

Prospectus for Campground and Related Granger-Thye Concessions Colville National Forest 2012

- 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.

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.

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 Memorial Day weekend through Labor Day.

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

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

removing employees who engage in inappropriate conduct. Equal Opportunity program delivery requires compliance with the following Civil Rights Acts: Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; and the Age Discrimination Act of 1975, as amended.

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 permit holder to the public.

2. Business Plan, Business Experience, and References

Applicants must submit a business plan utilizing the format in Appendix 17 (Sample Business Plan) of the prospectus. This part of the application package must be a separate document. The business plan provides a thorough analysis of an applicant's vision of the proposed business. A good business plan is essential for running a successful business, maintaining and improving the business, and raising needed capital.

Applicants 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.

SBDC Review

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

One available resource is:

US Small Business Administration
409 3rd St., SW
Washington, DC 20416

www.sba.gov/content/small-business-development-centers-sbdcs

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

Visit the Association of Small Business Development Centers website to find your nearest SBDC: www.asbdc-us.org/

Along with a business plan, applicants also must submit a bank draft, money order, or cashiers check made payable to the SBDC. Applicants submitting a current fiscal year review report by the Forest Service or an SBDC need not enclose payment. If an applicant's current fiscal year business plan has already been reviewed by an SBDC, the applicant may submit a copy of the review report.

Performance Evaluations

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

References

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

3. Financial Resources

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

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

prepared financial documents that are submitted must be unredacted and in their original form, including footnotes.

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

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

USDA Forest Service, Albuquerque Service Center
Attention: Auditor, ASC-B&F
101 B Sun Avenue, 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 five 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. See below for minimum fee information. The minimum fee is the concession's average gross revenue for three years multiplied by the current 30-year Treasury bond rate. The minimum fee will be adjusted at the end of the first five years of the permit term if the permit is extended for five years.

**Minimum Fee Calculation
Permit Area 1 – Little Pend Oreille Lakes Complex**

<u>Year</u>	<u>Gross Revenue</u>
2009	\$ 27,670
2010	\$ 30,310
2011	\$ 36,008

Total \$ 93,988

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

Total gross revenue ÷ 3 = average gross revenue
For example, \$ 93,988 ÷ 3 = \$ 31,329

Average gross revenue multiplied by the current 30-year Treasury bond rate = the minimum annual fee. In the following example, the 30-year Treasury bond rate is 2.82 percent.
\$ 31,329 x 0.0282 = \$ 883 minimum annual fee.

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

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

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

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

**Minimum Fee Calculation
Permit Area 2 – Sullivan Lake Complex**

<u>Year</u>	<u>Gross Revenue</u>
2009	\$ 81,050
2010	\$ 97,295
2011	\$ 92,563

Total \$ 270,908

Total gross revenue ÷ 3 = average gross revenue
For example, \$ 270,908 ÷ 3 = \$ 90,303

Average gross revenue multiplied by the current 30-year Treasury bond rate = the minimum annual fee. In the following example, the 30-year Treasury bond rate is 2.82 percent.
\$ 90,303 x 0.0282 = \$ 2,547 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

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

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 hold

**Minimum Fee Calculation
Permit Area 3 – Newport Complex**

<u>Year</u>	<u>Gross Revenue</u>
2009	\$ 38,961
2010	\$ 43,107
2011	\$ 43,787

Total \$ 125,855

Total gross revenue ÷ 3 = average gross revenue

For example, \$ 125,855 ÷ 3 = \$ 41,952

Average gross revenue multiplied by the current 30-year Treasury bond rate = the minimum annual fee. In the following example, the 30-year Treasury bond rate is 2.82 percent.
 $\$ 41,952 \times 0.0282 = \$ 1,183$ 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 hold

6. Other Evaluation Criteria

None.

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 **\$100.00** 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:

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

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 strengths that exist. 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.

**Prospectus for Campground and Related Granger-Thye Concessions
Colville National Forest 2012**

- A state business license and any other required federal, state, or local certifications or licenses.

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

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

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