

Use Code 141

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OMB No. 0596-0082  
Exp. (10/31/2012)

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

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



**April 2013**

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## **I. Business Opportunity**

### **A. Introduction**

The Hoosier National Forest is soliciting concession applicants to operate and maintain 3 Recreation Areas including campgrounds and day use facilities. One special use permit will be issued to the selected applicant for all facilities. The concessionaire hereinafter referred to as the holder, will be selected through a competitive process. A permit will not be issued if, in the opinion of the Forest Service (FS), a qualified candidate is not available. The permit will begin on January 1, 2014 and the term of the permit will be for five (5) years, with an additional five (5) years that may be awarded, non-competitively at the discretion of the Forest Service, upon satisfactory completion of the original term.

A special use permit will be issued to the selected applicant to provide high quality service in the operation and maintenance of the following FS-owned developed recreation sites:

#### **Brownstown Ranger District**

##### **Hardin Ridge Recreation Area**

- **Bluegill campground loop**
- **Eads campground loop**
- **Holland campground loop**
- **Pine campground loop**
- **Southern Point campground loop**
- **White Oak campground loop**
- **Rental cabins (2)**
- **Day use areas including:**
  - **Beach area with changing house**
  - **Boat launch with parking**
  - **Picnic area with 2 shelters**
  - **Twin Oaks Amphitheater and shelter**

#### **Tell City Ranger District**

##### **Indian-Celina Lake Recreation Area**

- **Northface campground loop**
- **South Slope campground loop**
- **Day use areas including:**
  - **Celina Lake boat launch and parking**
  - **Indian Lake boat launch and parking**

##### **Tipsaw Lake Recreation Area**

- **Catbrier RV campground loop**
- **Dogwood campground loop**
- **Jackpine campground loop**
- **Golden Rod group camp**
- **Primrose group camp**
- **Day use areas including:**
  - **Beach area with changing house**
  - **Boat launch with parking**
  - **Picnic area with two shelters**

The authorized officer for this business opportunity is the Forest Supervisor for the Hoosier National Forest, 811 Constitution Avenue, Bedford, IN. 47421.

The current permit for this concession expires on December 31, 2013. Table 1 shows the gross revenue generated by this concession over the past three years:

**Table 1 – Hoosier NF Campground Permit – Gross Revenue 2009-2011**

<b>Year</b>	<b>Gross Revenue</b>	<b>Campgrounds<sup>1</sup></b>	<b>Firewood</b>	<b>DayUse<sup>2</sup></b>	<b>Other<sup>3</sup></b>
2010	\$ 281,877	192,567	15,223	64,164	9,923
2011	\$ 268,284	187,429	15,668	55,835	9,352
2012	\$ 261,165	180,722	14,068	57,947	8,430
<b>3 yr Avg.</b>	<b>\$ 270,442</b>	<b>\$ 186,906</b>	<b>\$ 14,986</b>	<b>\$ 59,315</b>	<b>\$ 9,235</b>

1/ “Campgrounds” category includes collections on site, NRRS reservations and cabin rental fees collected on site.

2/ “Day Use” category includes day use fees and pavilion rental fees collected on site.

3/ “Other” category includes items such as t-shirt sales, ice, vending, shower use by non-campers, dump fees, boat rentals and other miscellaneous receipts.

The data included in Table 1 consists of the gross revenue for all sites included in the prospectus, including income from sundries (firewood, ice and other items).

Applicants are responsible for their own financial predications in responding to this prospectus. They must conduct their own analyses and draw their own conclusions. Applicants are responsible for verifying that all data provided is accurate.

## **B. Area Description**

The Hoosier National Forest is located in *the hills of south central Indiana* and provides a wide mix of opportunities and resources for people to enjoy. The Forest is comprised of two separate Ranger Districts, Brownstown and Tell City, and totals about 202,000 acres. The Supervisor’s Office and the Brownstown Ranger Districts are co-located in an office in Bedford, IN., with the Tell City Ranger District office being located in Tell City, IN.

The forest is located within a *200 mile radius of over 7 million people*, and commonly receives visitors from Chicago, IL., Cincinnati, OH., Owensboro and Louisville, KY., Fort Wayne, IN., Indianapolis, IN., and Gary, IN. The forest is in high demand by locals as well. In a state with only 4% of its land base in public ownership, the Hoosier National Forest provides an important source of outdoor recreation opportunities. The three developed campgrounds on the Hoosier are all located on lakes, which draws many people who are looking for water based recreation experiences like boating, swimming, water skiing, and fishing, which are at a premium in Indiana due to the lack of natural lakes.

The Hoosier National Forest has Indiana's only Wilderness Area, the ***Charles C. Deam Wilderness***. The "Deam" totals 12, 953 acres and draws people from all over who are looking for a primitive experience. It has a total of 37 miles of trail that accommodate both equestrian and hiking use.

The ***Hickory Ridge Tower*** was built in 1939 by the Civilian Conservation Corps (CCC). It was manned and used for fire detection until the 1970's. It is 110 feet tall, made of steel, with a 7 foot square cab and 123 metal steps. Originally there was a cabin or guard station, a latrine, and a garage built on the site. All but the tower have now been removed.

***Pioneer Mother's Memorial Forest*** is another attraction that draws people to the Forest. Formerly known as Cox Woods, the tract is one of the last old growth forests of its size in Indiana. The site has been left virtually undisturbed since before it was purchased by Joseph Cox in 1816. This 88-acre area is located just south of Paoli, Indiana. In 1944 the tract was designated a Research Natural Area by the Forest Service. Along with a 165-acre buffer, the area is managed to protect its unique qualities. A one mile, hiking only trail runs between the parking area on State Road 37 and U.S. Highway 150 so visitors can view and enjoy the massive hardwoods in the area.

***Hemlock Cliffs*** is a valley of special beauty in southern Indiana. A cool climate, created by the box canyon shape, sandstone rock formations, and seasonal waterfalls is responsible for the unique trees and plants that grow here. Hemlock Cliffs has long been a popular destination for people seeking tranquility, and a chance for reflection from within a cool rock shelter or along the shady stream. A one-mile hiking trail leads down into the canyon under a lush canopy of large trees, through rock shelters, and past high seasonal waterfalls.

***Other recreation opportunities*** that draw people to the Brownstown Ranger District include trails, horse camps, Fire Tower, Lake Monroe, Bloomington, Indiana University, and the town of Nashville, IN. Brown County State Park is also a huge draw in autumn, with visitors coming from all over to view the glorious fall colors.

***Local attractions*** on the Tell City RD include Buzzard Roost Overlook, Hemlock Cliffs, Mesmore Cliffs, the Ohio Scenic River byway. Tell City was known for its furniture and is still a draw for folks looking to find some of these high quality furnishings.

There are ***261 miles of trail*** on the Hoosier National Forest that draw people to the Forest. Many come to camp and hike. Many of the trails are multiple use trails that accommodate not only hikers, but mountain bikers and equestrians also.

Other recreational opportunities in the area of these campgrounds include fishing, boating and hunting. Other local attractions that bring campers to the area include Holiday World amusement park; French Lick, IN., with its casinos, train rides and zip lines; the Lincoln boyhood home; and Indiana University to name just a few.

Indiana has an ***invigorating climate with strongly marked seasons***. The climate is variable year to year, but generally winter is the driest part of the year, with summers being warm and humid. The Forest receives its greatest amount of precipitation in the spring, with May being the wettest month. Average precipitation in this part of Indiana is 47 inches per year.

## C. Description of Developed Recreation Sites and Facilities

### **Overview**

The recreation sites are open from mid-April through mid-October. Generally, campsites were designed to accommodate a variety of recreation vehicles. The campgrounds have some fully accessible sites with accessible toilets and paths to drinking water. Typical campsite facilities common to all sites include a parking area, picnic table, grill and/or fire ring, lantern pole and tent pad. All of the recreation areas are located on lakes.

The maximum number of visitors per site is 8 persons on a single family site and 16 persons on double sites. Group site capacities are indicated with group site descriptions. Each campground loop has designated host sites, as indicated in Appendix 20 (Recommended Staffing). For day use areas included in this prospectus, hours of operation are 6:00 a.m. to 10:00 p.m.

All of the facilities listed are accessible via paved highways, paved or aggregate surfaced county roads, or Forest Service maintained roads. All facility improvements have been maintained by the Forest Service and/or current holders. The conditions range from good to excellent.

Many of the rest-room/shower buildings are four years old or less and were constructed with Recreation Site Improvement funds in the amount of \$1,720,000. Many of the vault toilets are also newer and in excellent condition. A considerable amount of work has also been done within the last several years to improve the roadways within the Recreation Areas. This has included replacing culverts, road digouts and doing pavement overlays at a cost of nearly \$700,000. The two lakeside cabins at Hardin Ridge Recreation Area were constructed in 2005 and are a popular alternative for folks who do not want to camp.



**New Recreation Area LEED Shower/Toilet Building**

The following is a description of each developed recreation site included in this prospectus (see Appendix 2: Maps of Developed Recreation Sites of the prospectus). A summary of campground and day use site operating information is provided in Table 3.

## **Brownstown Ranger District**

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### **Hardin Ridge Recreation Area**

**Location:** Hardin Ridge Recreation Area is located in Monroe County in south central Indiana. Bloomington, Indiana is located 12 miles to the north, Indianapolis is 60 miles north, and State Road 446 is 2 miles east of Hardin Ridge Recreation Area.

**Market Area:** There are over two (2) million people residing within a two hour drive of Hardin Ridge and over seven (7) million people within a 200 mile radius. The market area for Hardin Ridge includes Bloomington, Indianapolis, Evansville, Fort Wayne, Louisville, KY., and Cincinnati, OH.

Voted as one of America's top 100 campgrounds by Reserve America in 2008, Hardin Ridge Recreation Area is located on Monroe Lake, Indiana's largest lake.



**Monroe Lake overlook at Hardin Ridge  
Recreation Area**

Visitors are greeted upon arriving at the large entrance station with entrance booth and large wood storage closet. The Recreation Area contains six (6) forested campground loops totaling 201 campsites, a number of which are accessible, including nine host sites. All of the interior campground roads are paved and most of the camping spurs are also paved and level. The

campsite spurs vary in length and accommodate rigs of all sizes. All of the camping sites have tent space, table, fire ring and a Shepard's hook for hanging lanterns. Bluegill loop has playground equipment. Many sites have electric hookups, and a number also have water hookups. There are numerous walk-in tenting sites as well as a number of accessible sites. Sewer hookups are only available at the host sites for their use, but there is a central RV dump station for campers to utilize. A small fee may be charged for non-campers to empty their tanks. Trash dumpsters are available on each campground loop as well as in other locations throughout the recreation area. All loops have modern toilet/shower facilities as well as vault toilets. Please see Table 3 for further information on utilities and toilet/shower buildings and types.

There are two (2) lakeside rental cabins with electricity; a 3-lane boat launch facility with parking for 75 vehicles with boat trailers; an accessible courtesy dock for loading and unloading of boats; a 300 foot beach (692 person capacity) with changing facility, playground, and host site; two (2) large, grassy picnic areas with shelters (one with electric), grills, toilets and horse shoe pits. An accessible amphitheater with lights, audio-visual accommodations, and a shelter house with electric is located at the trailhead of a 1.2 mile interpretative trail that leads to Monroe Lake. A one and a half mile long recreation trail meanders throughout the recreation area following the basic direction of the main road.



City water, a sewage treatment plant (Forest Service operated), and a 1500 square foot administrative house/office facility with warehouses also exist within the recreation area. The administrative house/office facility is available for campground managers and hosts to utilize for management purposes of the recreation area. Operation of this campground also includes responsibility for maintaining signs, site markers and information boards associated with roads, sites, day use facilities, entrance station, etc.

**Special Notes:** On some weekends during the summer, the Forest Service may provide interpretive programs for campers and the public at the amphitheater.

### Private Access

Free entry, and entry at any time, must be guaranteed to homeowners and their guests in the Lake Monroe Development Corporation housing addition which is west, beyond the Hardin Ridge Recreation Area. These homeowners have legal right-of-way through Hardin Ridge Recreation Area to access their property. However, this does not entitle said homeowners or their guests to free day use of Hardin Ridge Recreation Area. Law enforcement, emergency, fire and service vehicles have free access in all recreation areas.

## **Tell City Ranger District**

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### **Indian-Celina Lake Recreation Area**

**Location:** Indian Celina Recreation Area is conveniently located 3 miles south of Interstate 64 in Perry County, Indiana. It is on the west side of State Highway 37 and 15 miles north of Tell City.

**Market Area:** The market area for the sites include Evansville and Indianapolis, Indiana; Louisville and Owensboro Kentucky; Cincinnati, Ohio; and the cities and rural areas within a range of three hours driving time. There are approximately seven (7) million people within a three hour driving distance of these sites.

Indian-Celina Lakes Recreation Area received recognition by Reserve America as one of the Top 100 Family Campgrounds in 2007. Both Indian and Celina lakes are located within the boundaries of this recreation area.

A modern, prefabricated wood gatehouse is located at the entrance to the recreation area for the concessionaire's use.

The recreation area consists of Celina Campground with two loops, North Face and South Slope, that have a total of 63 sites (36 in North Face and 27 in South Slope).

South Slope's campsites are all electric including two host sites with full hook ups and telephone service. Northface has three electric sites, two of these are host sites with full hook ups and telephone service. All the camping units have fire rings, picnic tables, and lantern posts with various sized parking spurs ranging from 37 to 63 feet able to accommodate larger camping units. There are two double campsites in both loops in addition to three walk-in campsites in Northface loop.

Celina Lake has a boat ramp and parking area with a double vault restroom with trash receptacles, and a bulletin board by the lake. An accessible fishing pier is located at the boat ramp. There is also an amphitheater that sits approximately 50 people. There are audio-visual facilities and lighting at the amphitheater. The amphitheater is located north of the historic Rickenbaugh House (the House itself as well as the surrounding grassy area is not included in the permit) that is an attraction for visitors and where some interpretive programs are held.



**The Rickenbaugh House – Potential Conservation Education/Interpretive Center**

Indian Lake has a boat ramp and parking area with a single vault restroom and a bulletin board by the lake and a trash receptacle.

The interior campground roads and parking spurs are paved. There are 5 vault toilets and two flush toilet-shower buildings in the two loops. Water is available at water hydrants conveniently spaced throughout the campground as well as in the flush toilet buildings. Three of the hydrants are frost-free. The water to the non-frost free hydrants and the shower buildings is turned off between October 15 and April 1. There is one large trash dumpster located in each loop that are serviced by Veolia Environmental Services. Please see Table 3 for further information on utilities and toilet/shower buildings and types. Operation of this campground also includes responsibility for maintaining signs, site markers and information boards associated with roads, sites, day use facilities, entrance station, etc.

The Indian Lake Road has a trailhead for the popular Two Lakes National Recreation Trail. The 12-mile loop trail encircles both Indian and Celina Lakes. There is also a one-mile interpretive trail that is located near the Rickenbaugh House and interprets the House and land around the House. This trail also connects to the Two Lakes Trail. New interpretive signage was recently placed along the trail.

The operating season for Indian-Celina Recreation Area has been April 1-15, depending on weather, through October 15. At a minimum the Forest Service will expect the permit holder to operate the campground fully from April 15 through October 15.

**Special Notes:** On some weekends during the summer, the Forest Service may provide interpretive programs for campers and the public at the amphitheater.

## **Tipsaw Lake Recreation Area**

**Location:** Tipsaw is located in Perry County, Indiana. It is on the west side of State Highway 37, six miles south of I-64 and 15 miles north of Tell City. It is also three miles south of Indian-Celina Recreation area.

**Market Area:** The market area for the Indian-Celina and Tipsaw Recreation Areas include Evansville and Indianapolis, Indiana; Louisville and Owensboro, Kentucky; Cincinnati, Ohio; and the cities and rural areas within a range of three hours driving time. There are approximately 4 million people within a three hour driving distance of these sites.

Tipsaw Lake was recognized as one of the Top 100 Family Campgrounds in America by Reserve America in 2007. As the name of the recreation area implies, Tipsaw Lake is located within the recreation area.

A gatehouse for use by the concessionaire is located on the campground access road into Tipsaw Lake Recreation Area.

The recreation area consists of 2 camp loops, Jackpine and Dogwood, two group sites, Primrose and Goldenrod, an 11-site RV camp loop called Catbrier, a swimming beach, a picnic area with 2 shelters, (one electric), and a boat ramp. All 21 campsites in Jackpine are electric, out of 14 campsites in Dogwood, 2 are electric. All campsites have a picnic table, fire ring, and lantern posts, and spurs range from 36 to 56 feet. There is one walk-in campsite in each loop. There are 2 modern flush toilet shower buildings with 4 showers (one accessible in each) in the two loops, along with water fountains. The two group campsites have capacities of up to 65 people. They each have picnic tables, fire rings, lantern posts, a double vault toilet and 2 water fountains.

The Catbrier RV camp loop features a shelter with picnic tables and trash receptacles, picnic tables, fire rings, grills, and lantern posts, spurs ranging from 35 to 102 feet, and water and electric hookups. There are two double vault toilets and an additional water fountain. The swimming beach has a modern flush toilet/changing room bath-house, and playground equipment for children. The picnic area has two shelters, picnic tables, grills, and two double vault toilets. The boat ramp has a parking area, a bulletin board by the lake, a double vault toilet, water fountain, picnic table and trash receptacle. Please see Table 3 for further information on utilities and toilet/shower buildings and types. Operation of this campground also includes responsibility for maintaining signs, site markers and information boards associated with roads, sites, day use facilities, entrance station, etc.



**The beach at Tipsaw Lake Recreation Area – a popular day use area for locals!**

The interior campground roads and parking spurs are freshly paved. On Tipsaw Road, prior to the gatehouse is a trailhead for the Tipsaw Lake Trail. This 5.7 mile hike/bike trail encircles Tipsaw Lake.

Within Jackpine loop are three host sites equipped with electrical, water, and sewage hookups. One host site has as a telephone hook up. There is also a pay telephone at the shower-house at Jackpine.

There are three large trash dumpsters located throughout the recreation area for trash collection and disposal. A local disposal company services the trash dumpsters. A recreational vehicle dump station is located across the road from Tipsaw Campground in front of the entrance to the Branchville Correctional Facility.

At a minimum, the Forest Service will expect the permit holder to operate the recreation area from April 1-15, depending on weather, through October 15.

**Table 2: Summary of Campground and Day Use Site Operating Information**

Campground Loop or Day Use Area	Minimum Operating Season	Number of Camping Units			Persons At One Time (PAOT) <sup>6</sup>	2011 Fees per Unit	Reservation System?	3 Year Ave. Gross Revenue (2010-2012) <sup>7</sup>
		RV or Tent	Tent Only	Total				
<b>Brownstown Ranger District – Hardin Ridge Recreation Area</b>								<b>\$ 153,976</b>
<b>Bluegill loop</b>	From the Saturday closest but prior to April 15 through the Sunday closest but after October 15.	31	17	48	250	\$17 single \$22 single electric \$25 single electric with water	Yes, Sites 84-112	
<b>Eads loop</b>	“	22	0	22	115	\$17 single	Yes, Sites 1-12	
<b>Holland loop</b>	“	11	0	11	60	\$17 single \$22 single electric \$25 single electric with water	Yes, Sites 200-206	
<b>Pine loop</b>	“	30 (one site is a double)	8	38	200	\$17 single \$22 single electric \$25 single electric with water	Yes, Sites 152-168	
<b>Southern Point loop</b>	“	42	14	56	295	\$17 single	Yes Sites 24-47, and 49-51	
<b>White Oak loop</b>	“	16	0	16	85	\$17 single	Yes Sites 135-142	
<b>Cabins</b>	“	N/A	N/A	2	14	\$50 per night per cabin	Yes - Both	
<b>Beach</b>	Memorial Day through Labor Day, weather dependent	N/A	N/A	N/A	350	\$5 per day per vehicle	No Day Use Only	

<b>Boat Launch</b>	N/A	N/A	N/A	75 parking spaces vehicle with trailer	262	\$5 per day	No Day Use Only	
<b>Picnic Area</b>	N/A	N/A	N/A	40 w/2 shelters	300	\$5 per day per vehicle, \$25 per shelter	Yes Both Shelters	
<b>Tell City Ranger District – Indian Celina Lake Recreation Area</b>								<b>\$ 48,444</b>
<b>North Face loop</b>	From the Saturday closest but prior to April 15 through the Sunday closest but after October 15.	31	3	34	180	\$17 single \$22 single electric \$25 single electric with water	Yes Sites 9D, 14, 18, 31 & 32	
<b>South Slope loop</b>	“	25	0	25	135	\$17 single \$22 single electric \$25 single electric with water	Yes Sites 4, 7, 8, 9D, 10D, 14-27	
<b>Celina Lake Boat Launch</b>	N/A	N/A	N/A	21 parking spaces vehicle with trailer	35	\$5 per day	No Day Use Only	
<b>Indian Lake Boat Launch</b>	N/A	N/A	N/A	35 parking spaces vehicle with trailer	140	\$5 per day	No Day Use Only	

<b>Tell City Ranger District – Tipsaw Lake Recreation Area</b>								<b>\$ 44,780</b>
<b>Catbrier RV loop</b>	From the Saturday closest but prior to April 15 through the Sunday closest but after October 15.	10	0	10	50	\$17 single \$22 single electric \$25 single electric with water	Yes	
<b>Dogwood loop</b>	“	13	1	14	90	\$17 single \$22 single electric \$25 single electric with water	Yes Sites 24D, 25D, 28, and 29D	
<b>Jack Pine loop</b>	“	18	1	19	115	\$17 single \$22 single electric \$25 single electric with water	Yes Sites 15D – 23D	
<b>Golden Rod group site</b>	“	5	0	5	35	\$40 per night. One 30 amp hookup available	Yes – Includes 3 single and 2 double campsites	
<b>Primrose group site</b>	“	6	0	6	30	\$35 per night	Yes – Includes 6 single campsites	
<b>Beach</b>	Memorial Day through Labor Day, weather dependent	N/A	N/A	Parking for 210 vehicles (beach and picnic area)	140	\$5 per day per vehicle	No Day Use Only	
<b>Boat Launch</b>	N/A			21 parking spaces vehicle w/trailer	70	\$5 per day per vehicle	No Day Use Only	

<b>Picnic Area</b>	N/A	N/A	N/A	Parking for 210 vehicles between beach and picnic area	595	\$5 per day, \$25 per shelter	Yes Both Shelters	
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<sup>6</sup> Unless otherwise specified, sites are limited to 8 persons and 2 vehicles

<sup>7</sup> Table 2 gross revenue for the three Recreation Areas does NOT include sundries such as firewood, ice sales, t-shirt sales, or donations. Please see Table 1 for additional information on sundry revenue.

**Table 3. Summary of Campground and Day Use Site Utilities and Amenities**

Site	Hardin Ridge Recreation Area	Indian-Celina Recreation Area	Tipsaw Recreation Area
Communications	Telephone and fax at Administrative House. Telephone service provided by AT&T.	Telephone hookups at 2 host sites. Telephone and internet service provided by Perry Spencer Communication, Inc.	Telephone hookup at one host site. Pay telephone by entrance of Jackpine showerhouse
Utilities	Water, electricity, and septic holding tank at each host Site. Electric service is provided by REMC.	Water, electricity, and septic holding tank at each host site. Electric provided at South Slope Camp loop and at three sites in North Face Camp loop. Electric contractor Southern Indiana Power.	Water, electricity, and septic holding tank at each host site & holding tank at beach bathhouse. Electric provided at Jackpine Camp loop, two sites in Dogwood Camp loop, one electric box in Goldenrod group site, eleven electric boxes in Catbrier RV camp loop. Electric contractor Southern Indiana Power.
Drinking Water	Provided by North Lawrence Water Company	Provided by And-Tro	Provided by And-Tro
Toilet/Shower Type	16-riser single vault toilet bldgs. 7 flush toilet buildings with 4 shower units 2 flush toilet buildings with 3 shower units 1 flush toilet building with 2 shower units 1 flush toilet building with no showers 1 beach changing house	5-riser single and double vault toilet bldgs. 1 flush toilet building with 2 shower units 1 flush toilet building with 4 shower units	<u>Campground:</u> 5-riser single and double vault toilet buildings 2 flush toilet buildings with 8 shower units  <u>Picnic/Beach:</u> Flush toilet building with changing rooms; 2-riser double vault toilet buildings
Toilet Vault Capacity	1,000 gallons per vault	1,000 gallons per vault	1,000 gallons per vaults in campgrounds, 500 gallons at beach
Forest Service Trash Bins	Fourteen	Five	Four in campground; Five at picnic/beach area
Trash Bin Type	Dumpsters provided by trash collection service provider. Hoosier Disposal is the current provider.	Two dumpsters provided by contractor Veolia Environmental Services.  Plastic lumber container with steel drum insert, aluminum containers, concrete containers with plastic inserts FS property	<u>Campground:</u> Aluminum containers, concrete containers with plastic insert FS property.  Three dumpsters provided by contractor Veolia Environmental Services. <u>Picnic/Beach Area:</u> Plastic lumber containers with steel drum inserts FS property. One dumpster provided by Veolia Environmental Services

Site	Hardin Ridge Recreation Area	Indian-Celina Recreation Area	Tipsaw Lake Recreation Area
Accessibility	<u>Currently:</u> Cabins and walkways to picnic shelters. Various individual campsites as well as all toilet/shower buildings.	<u>Currently:</u> All toilet and shower buildings.	<u>Currently:</u> 13 sites as well as all toilet/shower buildings.
Number of Camping Units	194	63	35 plus 2 group camps, and an 11- site RV camp loop
2012 Fee Per Camping Unit	\$17 single \$22 single electric \$25 single electric with water	\$17.00 single \$22 single electric \$31.00 double \$38.00 double electric	\$17.00 single \$22 single electric \$31.00 double \$38.00 double electric \$25.00 RV site

\* Does not include revenue from firewood sales, extra vehicles, day-use fees or ice.

#### D. Government-Furnished Property

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

#### E. Government-Furnished Supplies

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

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

#### F. Utilities and Waste Management

Certain utilities and infrastructure exist for the developed recreation sites identified in this prospectus. The permit holder will be responsible for securing, managing, and paying for these utilities unless otherwise noted. These utilities include:

## **Toilet Vaults and Sewage Connections**

The successful applicant will be responsible for all costs associated with pumping the toilet vaults at these facilities. Past permit holders have hired third party or sub-contractors to complete this work. Numerous local companies provide this service. Vaults will be pumped in accordance with the annual operating plan, when the vault reaches 18” (approximately ¾ full) from the bottom of the vault lid or 36” from the toilet seat. Also, solids must be covered with water at all times.

Continuous hose connections from host sites or RVs to toilets or septic vaults are not permitted. Continuous connections to host site vaults from host RVs are acceptable.

## **Waste-water and RV Sanitary Station**

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

There is a dump station located within Hardin Ridge Recreation Area and one that serves both Indian-Celina and Tipsaw Lake Recreation Areas that is located across the road from Tipsaw Lake Recreation Area near the entrance to Branchville Correctional facility. The holder is responsible for operating both of these sites.

## **Trash Collection and Recycling**

The successful applicant will be responsible for garbage removal at all sites. Trash service is currently provided by a few companies from local communities.

The capacity of any trash receptacle shall not be exceeded. Scheduled service should be planned accordingly.

Recycling is encouraged where possible.

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

## **Electric Service**

It will be the successful applicant’s responsibility to procure and pay for electric service at sites with this service (see Table 2 for sites with electric service). Except for the electric service to the sewage treatment plant at Hardin Ridge, the holder will be responsible for all electric services charges from the beginning of the permit until expiration. These meters may be turned off during the winter, though there may be a charge assessed for this service by the electric company. If a site is taken out of service by the Forest Service, then the electric charge responsibility will revert to the Forest Service.

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

## Phone Service

It will be the successful applicant’s responsibility for procuring and paying for phone service at sites with this service. Cell phones are an option, but coverage areas should be thoroughly examined to ensure there is service at some of the more remote locations. See Table 1 in Appendix 9, Sample Operating Plan, for sites with landline service. The successful applicant is expected to obtain adequate phone, cell, or satellite phone service to provide communications from sites with a host for administrative and safety purposes.

## Butane and Propane Storage

For safety and regulatory reasons, the permit holder is not allowed to install or store bulk butane or propane. This is defined at 49 CFR 171.8 (10/1/2003) as greater than 119 gallons or 450 liters.

## Summary

Table 3 (above) provides a summary of campground and day use site utilities and amenities.

Applicants would do well to contact current service providers to obtain estimated costs for utilities. Contact information is provided in Table 4.

**Table 4: Utilities and Service Providers**

Location	Utility	Service Provider
Brownstown Ranger District	Electricity	REMC State Rd. 54 Bloomfield, IN. (800) 489-7362
	Septic/Vault Pumping	Larry Todd Septic Tank Service 3474 State Rd. 446 Bloomington, IN. (812) 332-7663
	Telephone	AT&T (800) 288-2020
	Water	North Lawrence Water Authority 315 Bailey Scales Rd. Bedford, IN. (812) 279-2774
	Refuse Disposal	Hoosier Disposal 6660 Old State Rd. 37 Bloomington, IN. (866)n 240-2216

Tell City Ranger District	Electricity	Southern Indiana Power 1776 10 <sup>th</sup> St. Tell City, IN. 812-547-2316
	Septic/Vault Pumping	Jenkins and Son Septic Tanks Cleaning Service 8744 Hill View Rd. N.W. Depauw, IN. (812) 633-4913
	Telephone	Perry Spencer Communication PO Box 126 St. Meinrad, IN. (812) 357-2123
	Water	And Tro P.O. Box 603 Tell City, IN 47586 812-836-2020
	Refuse Disposal	Veolia Environmental Srvc. 12900 Warrick County Line Road Evansville, IN 47725 (812) 867-8066

## **II. Forest Service Concession Programs and Policies**

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

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

### **A. National Recreation Reservation Service (NRRS)**

The Hoosier National Forest participates in the NRRS, which provides nationwide, toll-free telephone reservations for single-family or group camping sites, rental cabins, and other recreational facilities. Visitors pay the camping fee at the time they make a reservation. However, a number of sites at the Hoosier NF campgrounds are also available on a first come-first served basis. (Please go to the Hoosier National Forest website at <http://www.fs.usda.gov/activity/hoosier/recreation/camping-cabins/>). The permit holder may also allow occupancy of any site in the NRSS that is unreserved and charge on site for that use. The current NRRS contractor is ReserveAmerica, 40 South St., Ballston Spa, New York 12020. Contact information for the NRSS follows.

John Cameron  
Region 9 NRRS Coordinator  
Forest Service Contracting Officer's Technical Representative  
Telephone: (850) 523-8589  
Email: [jhcameron@fs.fed.us](mailto:jhcameron@fs.fed.us)  
Facsimile: (850) 523-8505

ReserveAmerica Inc.  
2480 Meadowvale Boulevard, Suite 120  
Mississauga, Ontario  
Canada L5N 8M6  
Inventory Help Desk: (877) 345-6777  
Customer Service: (888) 448-1474  
email: [nrrs-inventory@reserveamerica.com](mailto:nrrs-inventory@reserveamerica.com)  
facsimile: (888) 742-5520

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

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

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

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

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

Group use areas: from 360 to 4 days prior to arrival date.

Cabins in other states: from 360 to 4 days prior to arrival date.

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

- Obtain daily arrival reports (DARs) from the NRRS contractor each morning by establishing at least one central facsimile location, email address, or other means of obtaining and distributing DARs.
- Develop a system for posting reservations at the sites so other visitors know which units are reserved.

- Post and hold reserved sites for 24 hours.
- Ensure that the party with the reservation is the party using the site.
- Resolve any disputes over the use of reserved sites by drop-in campers.
- Verify that visitors hold a Golden Age or Golden Access Passport or the America the Beautiful–National Parks and Federal Recreational Lands Pass (ATB Pass) authorized under the Federal Lands Recreation Enhancement Act (REA), 16 U.S.C. 16 U.S.C. 6801-6814, before giving the discount on fees for those passes (*see* section II.B).
- Develop inventory data for sites being added to the NRRS, and update data for sites currently in the NRRS (including fees charged the public and temporary site closures). Submit data to the NRRS at least annually for data updates. Changes in data must be reviewed by the Forest Service prior to submittal to NRRS.
- Communicate to the NRRS any emergency closures or other relevant operational changes as they occur.
- Approve customer refunds as appropriate, and process them through the NRRS. NRRS refund policies can be found at <http://www.reserveusa.com/jsp/homepage.jsp?goto=/home/policies.html>.
- Inform the Forest permit administrator on any denial of refunds.

Because reservations can be made up to a year in advance for group sites and cabins, and up to 240 days in advance for family sites, the NRSS is currently accepting reservations for the 2013 operating season prior to permit reissuance. Fees received by the NRSS for reservations after October 15, 2012, will be held by the Forest Service in an escrow account and distributed following issuance of a special use permit to the successful applicant. In the final year of the permit, fees will be held in the same manner until a new permit is issued. The permit holder will honor reservations made prior to issuance of the permit at the price in effect when the reservations were made.

Cash flow from NRRS varies annually. The following is average cash flow from reservations for the 2010-2012 Operating Years for January through May. This information can help in business planning.

Campground/Year	2010	2011	2012	Average
Hardin Ridge	\$ 21,542.50	\$ 19,212.50	\$ 22,396.00	\$ 21,050.33
Indian-Celina	2,099.00	2,307.00	3,697.50	3,502.50
Tipsaw Lake	4,516.50	4,434.00	5,496.00	4,815.50
<b>Totals</b>	\$ 28,158.00	\$ 25,953.50	\$ 31,589.50	\$ 28,567

## B. Pass Discounts

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

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

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

Standard Amenity Recreation Fee Sites Under REA Currently, holders of Golden Age Passport, Senior Pass, Access Pass or Golden Access Passport or the America the Beautiful–National Parks and Federal Recreational Lands Passes (ATB Pass) as well as holders of Volunteer Passes are exempt from paying standard amenity fees at sites operated by the Forest Service. Concessionaires are not required to accept these passes. In the past, most concessionaires have offered a 50% discount of day use fees to holders of senior or access passes. Applicants should address their policy toward these passes for standard amenity/day use fees in their proposal. For more information about recreation fees, see [www.fs.us/passespermits/rec-fee.shtml](http://www.fs.us/passespermits/rec-fee.shtml).

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

**Hardin Ridge Recreation Area – camping loops only**  
**Indian-Celina Lakes Recreation Area – camping loops only**  
**Tipsaw Lake Recreation Area – camping loops only**

The following definitions apply to sites offered in this prospectus:

- Single family campsite – A camping unit that accommodates up to eight (8) people.
- Double campsite – A camping unit that accommodates up to sixteen (16) people.
- Group campsites – Goldenrod and Primrose at Tipsaw Lake Recreation Area can accommodate up to sixty-five (65) persons each.

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 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; 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.

Though the following projects have been identified as possibly occurring during the initial term of the permit, no estimate can be made at this point as to when these projects could be implemented. Project implementation and timeframes will be evaluated if funding becomes available.

- Re-pave Indian-Celina South Slope and North Face campground loop road and spurs
- Extend electric line from North Face campsite 28 through 36
- Replace the remaining older shower building in North Face loop
- Replace the remaining older shower building in Southern Point loop
- Replace the remaining older shower building in Eads loop
- Replace underground electric lines at Southslope loop
- Add playground equipment on Pine Loop in Hardin Ridge
- Replace bathhouse at Hardin Ridge beach

#### E. Administrative Use

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

#### F. Applicable Forest Orders

Forest Orders may be issued to address a variety of management concerns on a particular forest. Sample orders related to the offering are identified in Appendix 4. Additional applicable forest orders may be issued in the future.

#### G. Fee Tickets and Compilation of Use and Revenue Data

The permit holder must provide fee tickets to visitors that include at least the following information:

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

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

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

In addition, year-end use reports must include:

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

## H. Customer Service Comment Cards

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

## I. Performance Evaluations

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

## J. Accessibility

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

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

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

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

## K. Camping Unit Capacity

### **Number of People per Camping Unit**

Single Family Campsites are limited to eight (8) people. Double sites are limited to sixteen (16) people. Group sites (Goldenrod and Primrose at Tipsaw Lake) are limited to sixty-five people.

### **Number of Vehicles per Camping Unit**

A single-family camping unit may accommodate one vehicle. A “vehicle” is defined as any motorized conveyance, except that for purposes of vehicular capacity, two motorcycles are considered one vehicle. One towed vehicle per single camping unit will be allowed for no extra charge if it can be parked completely on the surfaced area and does not create a safety hazard. Examples of towed vehicles include a boat trailer or a car towed by a motor home. Double sites may accommodate two vehicles. The following guideline is provided to help determine the appropriate charge for a variety of driven vehicle combinations:

A motor home	No extra charge
A motor home with towed boat trailer	No extra charge
A motor home with towed car	No extra charge
A motor home with driven car	Charge for extra vehicle
A single car/truck	No extra charge
A car/truck and towed camp trailer	No extra charge
A car/truck and towed camp trailer and driven a car	Charge for extra vehicle
A car/truck with towed boat trailer	No extra charge
A car/truck with towed amp trailer and driven car with towed boat trailer	Charge for extra vehicle
A truck with towed camper	No extra charge
A truck with camper and boat trailer	No extra charge
Two cars or trucks	Charge for extra vehicle
Two motorcycles	No extra charge
3-4 motorcycles	Charge for 1 extra vehicle

Additional vehicles may be allowed at a camping unit, if the camping unit can safely accommodate them. When extra vehicles are allowed, an extra fee of up to 50 percent of the camping unit fee may be charged for each extra vehicle. If an extra vehicle exceeds the camping unit capacity (i.e., the extra vehicle causes a safety hazard or resource damage), the customer may be required to pay for an additional camping unit or park in an overflow parking area, if available.

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

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

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

### **Number of Tents per Camping Unit**

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

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

### **Group Site Capacity**

The capacity established for group sites is as follows:

<b>Site</b>	<b>Location</b>	<b>Number of People</b>	<b>Number of Vehicles</b>
<b>Primrose</b>	Tipsaw Lake Rec Area	65 in 6 sites	13
<b>Goldenrod</b>	Tipsaw Lake Rec Area	65 in 5 sites	13

### **L. Stay Limit**

Campers at overnight sites will be limited to a 14 consecutive day stay at any one time, and limited to no more than 30 days within a calendar year (*see* Appendix 4, Applicable Forest Orders).

### **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.

**Special Note: The sites on the Hoosier National Forest included in this prospectus are not currently operated under REA.**

Permit holders may not charge for any of the following:

- Solely for parking, undesignated parking, or picnicking along roads or trailsides.
- General access, unless specifically authorized by REA.
- Dispersed areas with low or no investment, unless specifically authorized by REA.
- Persons who are driving through, walking through, boating through, horseback riding through, or hiking through NFS lands without using the recreational facilities and services for which a fee is charged.
- Camping at undeveloped sites that do not provide the minimum number of facilities and services prescribed by REA.
- Use of overlooks or scenic pullouts.
- Travel by private, noncommercial vehicle over any national parkway or any road or highway in the Federal-aid System that is commonly used by the public as a means of travel between two places, either or both of which are outside an area in which recreation fees are charged.
- Travel by private, noncommercial vehicle, boat, or aircraft over any road, highway, waterway, or airway to any land in which the person traveling has a property right, if the land is in an area in which recreation fees are charged.
- Any person who has a right of access for hunting or fishing privileges under a specific provision of law or treaty.
- Any person who is engaged in the conduct of official federal, state, tribal, or local government business.
- Special attention or extra services necessary to meet the needs of the disabled.

## N. Law Enforcement

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

## O. Other Pertinent Information

### **Hazard Tree Identification and Removal**

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

The authorized officer or permit administrator will approve trees to be removed. The permit holder's financial responsibility for removing hazard trees and associated slash will not exceed

1% of the current year adjusted gross revenue for subsequent years. The first year liability is estimated to be \$ 2,612. Verification of actual expenses will be required if the holder claims that the annual limit of financial responsibility has been exceeded. This will then be considered a GT project and claim. The annual operating plan will address appropriate disposal of hazard trees and slash. Adequate accounting of costs (the same requirements as for G-T Fee Offset Claims) is required. If commercial service providers are used, then 3 bids are required.

Any dead standing tree, greater than 5” wide at 4.5 feet above ground on the uphill side, that is within 200 feet of any constructed feature at any facility is a hazard tree and must be removed. See Appendix 9 for procedures for identification and removal of hazard trees. Any trees greater than 3 inches diameter to be removed after April 15<sup>th</sup> will be required to be cleared by Forest Service wildlife specialists first for protection of the endangered Indiana bat. If a bat is present, the tree will not be cut unless there is extreme risk to visitors. Trees can be cut September 16 through April 14 without needing clearance from the wildlife specialists.

Indiana has had severe storms in recent years. If severe storms, such as tornado, blow over groups of trees, or a flash flood buckles a road, the FS will work with the holder to quickly remove or repair damaged timber or roads. However, the holder must repair storm damaged facilities according to Clauses III.E and III.F of FS-2700-4h as part of normal maintenance.

### **Host Sites and Other Occupied Areas**

Appendix 20, Recommended Staffing, includes the approved number of host sites for each campground. The holder will only be permitted to use the specified number and location of host sites in each campground. See Appendix 20, Recommended Staffing, for host site locations and standards.

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

### **Wildlife Mitigation**

Call Indiana Department of Natural Resources regarding nuisance animal occurrences.

### **Heritage Resources**

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

## **Vehicle Maintenance**

In general, vehicle maintenance, including oil changes, will not be performed at recreation sites. Minor vehicle maintenance such as changing a headlight may be performed on-site.

## **Hazardous Materials Storage**

Hazardous materials storage should be minimized. Hazardous materials storage lockers will be approved by the Forest Service and supplied by the permit holder. Applicants should specify storage needs and their hazardous materials storage plans. For safety and regulatory reasons, the permit holder is not allowed to install or store bulk butane or propane.

## **Permit Administration**

This permit will be administered by the Forest Permit Administrator (PA). The permit administrator is responsible for all day-to-day operational decisions. District Recreation Managers or designees (Field Administrators) monitor operations and provide feedback to the PA regarding routine operations. In case of imminent risk to health and safety, the Forest Supervisor, PA, District Ranger or District Recreation Managers, or Forest Service Law Enforcement Officers may direct activities to protect human health and safety. Other legal entities such as Federal, State or local law enforcement, emergency services, health departments may direct activities.

## **Herbicide/Insecticide Use**

Pesticides may be used to control undesirable vegetation such as poison ivy and stinging nettles in the campground and along trails. Pesticides used to control stinging insects, ticks, or chiggers are appropriate for use directly around facilities.

## **Signs and Posters**

Existing signs will be maintained to a standard which the Forest Service would normally require for signs included under their own operations. Signposts will be tamped, plumb, level and straight.

Replacement of existing signs will be made by the holder. Additional signs may be erected by the holder either on the basis of individual approved by the Forest Service or on the basis of compliance with an overall sign plan previously approved by the Authorized Officer.

US Forest Service will be responsible for all the site entrance signs.

The Forest Service is responsible for providing all Title VI posters regarding discrimination and equal access. All other signs must be approved in advance by the Forest Service for content, location, and quantity per clause II.H and VII.B of FS-2700-4h. No handwritten signs will be allowed.

## **Sundries**

Applicants should describe any goods proposed to be provided for a fee, and the cost per unit for such goods (note: gross income, not net, from such sales, is reportable to the USFS for fee purposes). These goods may include, but are not limited to:

- Firewood
- Ice
- Canoe or Paddle Boat rental

### **Optional Interpretive Services**

As an optional service, the applicant should describe how they will enhance the visitor's enjoyment of the National Forest.

Interpretive services, such as evening programs, may be provided by the Forest Service or holder, on a schedule and at a location mutually agreeable to both parties. The holder will maintain bulletin boards, provided by the Forest Service, for the purpose of displaying information to the public concerning Forest Service management activities. In this regard, the Forest Service will make available to the permittee, for distribution, those maps and other publications of local interest which are normally distributed free of charge by the Forest Service.

The Rickenbaugh House at Celina Lake has been proposed as a nature center or visitor contact and sales outlet. The holder may propose to operate and maintain the Rickenbaugh House and grounds. The house has been partially rehabilitated. The holder may participate with other local groups in completing the Historic rehabilitation in conjunction with the Forest Archaeologist.

### **Permittee Vehicles**

Holder vehicles must be identifiable to the public as concessionaire vehicles, and should not be easily mistaken for Hoosier National Forest vehicles. Concessionaire's company name and/or logo should appear, and if the identification includes reference to the Hoosier National Forest, it should specify "under special use permit by the Hoosier National Forest".

### **Potable Water Systems**

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

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

The Forest Service, as landlord, is responsible for micro-particulate analysis (MPA), sanitary surveys and the ORC for each water/waste system. The Forest remains the primary point of contact with the State as the owner of the system. Any direct communication between the ORC and the State must include copies to the Forest.

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

### **Grounds Maintenance**

Grounds maintenance will be the responsibility of the holder and will include, but not be limited to; mowing of public areas included under the permit, incidental trimming and pruning of trees and shrubs as necessary, brushing and maintaining camping spurs, along with the entrance in and around the campgrounds in such a manner that no brush or branches overhang within two (2) feet of the road or spurs, site posts will be numbered and clear of any obstacles, spot gravel repair and detailed items listed in the yearly maintenance schedule. Areas to be mowed will be specified in the Operations and Maintenance Plan.

Mowing is the largest maintenance burden in these areas. Professional mowing equipment may be required to mow and maintain the grassy areas. Approximately 16 acres need to be mowed in the recreation areas. This includes trimming grass from around signs, gates, and structures. In the spring, mowing needs to be done each week in the grassy areas. In the summer, the frequency may be reduced as the rains decrease. Hardin Ridge has roughly four (4) acres; Indian-Celina Lake has roughly two (2) acres; Tipsaw Lake has roughly ten (10) acres. The Forest Service will provide mowing along interior recreation area roads as it deems necessary.

Both Hardin Ridge and Tipsaw Lake Recreation Areas have trails connecting the campground loops to the beaches. These trails are the responsibility of the holder to maintain.

The seven (7) mile Tipsaw Lake trail, one (1) mile Celina Lake Interpretive trail (behind Rickenbaugh House), and the twelve (12) mile Two Lakes loop trail will be the responsibility of the Forest Service. The holder will be authorized to use golf carts for maintenance and transportation needs; and riding mowers may be driven on roads to get from one mowing area to another, in a safe manner, within the recreation area boundaries.

Fire grates will be emptied when ½ full and kept in serviceable condition.

### **Pre-season Preparation and Post-season Cleanup**

The holder will have the primary responsibility for opening and closing the recreation area, including water systems. The Forest Service will have a coordinating responsibility and will inspect this process.

While the Forest Service may fell hazard trees as part of chainsaw re-certification or if trees pose an immediate hazard, it is the holder's responsibility. The holder should be aware that hazard tree removal, pruning and brushing roadsides and trails is an annual maintenance need. Tree mortality is based on several factors out of our control, which makes it difficult to determine the number of trees to be removed during the operating season, and on a year to year basis. This is a continual demand. The holder is responsible for pruning and removal of hazard trees throughout the tenure of the permit to level further described in Section II, Part O – Other Pertinent Information, Hazard Tree Identification and Removal, of this prospectus. Trees and brush will be removed as needed to provide proper site distances at all road intersections.

### **III. Special Use Permit**

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

#### **A. Permit Term**

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

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

#### **B. Permit Holder Responsibilities**

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

##### **Responsibility for Day-to-Day Activities**

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

##### **Permit Holder-Furnished Supplies and Equipment**

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

##### **Holder-Furnished Vehicles**

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

## **Holder Maintenance, Reconditioning, or Renovation (MRR)**

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

### **C. Granger-Thye Fee Offset Agreement**

The federal government owns all the improvements at the developed recreation sites covered by this prospectus. Under Section 7 of the Granger-Thye (GT) Act and the terms of the permit, the permit fee may be offset in whole or in part by the value of Government maintenance, reconditioning, renovation, and improvement (MRRI) performed at the permit holder's expense. Government MRRI is defined as maintenance, reconditioning, renovation, or improvement that arrests deterioration, improves and upgrades facilities, and appreciably prolongs the life of the property. Government maintenance, reconditioning, renovation or improvement, whether performed by the holder or the Forest Service, shall be performed at the sole discretion of the authorized officer. *See* Appendix 11 of the prospectus and FS-2700-4h, clause IV.E.

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

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

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

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

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

## D. Insurance

### **Liability Insurance**

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

**\$100,000** for injury or death to one person per occurrence;  
**\$300,000** for injury or death to more than one person per occurrence; and  
**\$25,000** for third-party property damage per occurrence,

or in the minimum amount of:

**\$300,000** as a combined single limit per occurrence.

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

### **Property Insurance**

Property insurance is not required for facilities included under this permit.

## E. Bonding

A performance bond is not required.

## **IV. Application**

### A. Instructions for Submitting Applications

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

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

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

All applications must be submitted to Melany Glossa, Forest Supervisor, Attention: Vicki Gullang-Harris, 811 Constitution Ave., Bedford, IN. 47421. Applications must be received by close of business (4:30 p.m.) on June 29, 2013.

Applicants must submit 5 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 Vicki Gullang-Harris, Recreation Program Manager, at (812) 275-5987 and [vgullang@fs.fed.us](mailto:vgullang@fs.fed.us) regarding any questions related to this prospectus.

## **B. General Terms, Qualifications, and Reservations**

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

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

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

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

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

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

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

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

The 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).
- 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 of **\$100**.

#### **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**

The permit holder will be responsible for facilities on a year round basis, including during periods of non-operation. The dates specified in Table 2 are the minimum required operating seasons for each site. All sites must be open and operational seven days per week, including holidays, between those dates.

Beyond the minimum required season, the concessionaire will have the option to operate facilities for additional periods. Proposals should specify the period of time during which the applicant plans to operate each site listed in the Prospectus. All three campground typically receive use during hunting season (mid-October to mid-November).

Although the dates of operation beyond the minimum season will normally be set by the concessionaire, the Forest Service reserves the right to approve extended operating seasons.

## **Staffing**

Applicants must address appropriate staffing to meet customer service and cleanliness standards. The holder will be responsible for furnishing all personnel for the developed recreation sites and for adequately training and supervising their activities under the terms of the permit. The holder must meet requirements of federal and state laws governing employment, wages, and worker safety. Based on past experience, recommended staffing is outlined in Appendix 20 of the prospectus. Applicants should address worker hours and schedules. Applicants also should address staff training for effective customer service, conflict resolution, area-specific emergency procedures, and dissemination of recreation and tourism information.

Our experience has shown that it takes several people to effectively run a campground including the duties of policing and administrative services (mowing, fee collection, toilet cleaning, routine light maintenance, firewood sales, etc.). At a minimum, we recommend an overall area manager, a separate site manager for the Tell City campgrounds, at least one host couple per campground loop, and a host couple for each swim area.

The holder or designated representative will be present on site or available to the public during the period the campground is open to the public. When the holder or designated representative must be gone from the site, the holder must maintain a system which enables either the Forest Service or campers to establish contact with the holder or designated representative within 30 minutes.

The holder or designated representative will be required to be present at the beach at least four times each day the beach is open for the purpose of monitoring site conditions, visitor behavior, and safety. A lifeguard is not required.

The holder will be expected to be on site at least two weeks prior to start-up to get the recreation area open and in a condition to meet the full service requirements.

The holder and his/her employees are required to attend a 6-8 hour “Good Host” training session provided by the Forest Service and will be responsible for incorporating the principles of the host concept throughout the operation.

The holder will be responsible for furnishing all personnel and adequately training and supervising their activities while performing under provisions of the permit. Any designated representative must have full authority to act for the holder and shall be named to the Forest Service at the beginning of the season.

### **Supervision and Management**

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

### **Uniforms and Vehicle Identification**

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

## **2. Business Plan, Business Experience, and References**

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

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

### **SBDC Review**

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

## **Performance Evaluations**

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

## **References**

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

## **3. Financial Resources**

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

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

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

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

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

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

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

USDA Forest Service, Albuquerque Service Center, Attention: Resource Audit Branch, John Hernandez, Supervisory Auditor, 101B Sun Avenue, Albuquerque, NM. 87109.

#### **4. Fees Charged to the Public**

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

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

#### **5. Fee to the Government**

The Government is obligated to obtain fair market value for the use of its land and improvements. The minimum fee is **\$8,221 per year**, based on January 2010 – December 2012 revenues reported. The minimum fee is the concession’s average gross revenue for the past three years multiplied by the current 30-year Treasury bond rate. The minimum fee will be adjusted at the end of the first five years of the permit term if the permit is extended for five years.

#### **Minimum Fee Calculation**

See Section I.A. of this document for the average adjusted gross revenue for January 2010 through December 2012. That amount was \$270,442.

Example calculation:

Average gross revenue multiplied by the current 30-year Treasury bond rate = the minimum annual fee. The Yield Curve rate in January 2012 was 3.04%.

<u>Year</u>	<u>Gross Revenue</u>
2010	\$281,877
2011	\$268,284
2012	\$261,165
Total	\$811,326

Total gross revenue ÷ 3 = average gross revenue

$\$811,326 \div 3 = \$270,442$

Average gross revenue multiplied by the current 30-year Treasury bond rate = the minimum annual fee. The current 30-year Treasury bond rate is 3.04 percent.

$\$270,442 \times 0.0304 = \$8,221$  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.

In addition to the minimum fee, applicants must propose the fee to the Government as a percentage of the concession's adjusted gross revenue. However, there is no minimum acceptable bid percentage; bidders may propose a 0% bid percentage. One percentage may be proposed for the entire permit term, or the percentage may vary each year. However, if a consolidated fee payment will be proposed, one percentage rate must be proposed for the entire period of consolidated payments.

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

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

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

## **6. Application Fee**

### **Cost Recovery**

Applications submitted in response to this prospectus are subject to cost recovery pursuant to 36 CFR 251.58(c)(1)(ii) and (c)(3)(iii). Applicants must submit a processing fee of **\$100** 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 (including required and optional services).
- Business plan, business experience, and references.
- Financial resources.
- Fees charged to the public.
- Fee to the 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 operation. 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 operation. 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 operation. Weaknesses outbalance any strength that exists. Weaknesses will be difficult to correct and would require negotiations.

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

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

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

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

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

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

## V. Post-Selection Requirements

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

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

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

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.