

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

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

June 17, 2013



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- Cleaning Recreation Sites, (USDA Forest Service)
- In Depth Design and Maintenance Manual for Vault Toilets, (USDA Forest Service)

I. Business Opportunity

A. Introduction

This prospectus is being issued to solicit applications for a concession campground special use permit. A permit will be issued to a single entity to provide high-quality public service in the operation and maintenance of Government-owned recreation facilities located on the Jackson and Buffalo Ranger Districts of the Bridger-Teton National Forest. This permit term will begin May 1, 2014 and will be for five years, with an additional five years that may be awarded, non-competitively, at the discretion of the Forest Service upon satisfactory completion of the original term.

Table 1-Total number of recreation sites offered in this prospectus.

Bridger-Teton NF	Site Operation and Maintenance
Buffalo Ranger District	4
Jackson Ranger District	15
Total	19

The current concession permit expires on May 1, 2014. Over the past three years, the concession generated the following adjusted gross revenue at the campgrounds which are included in this prospectus.

Table 2-Adjusted gross revenue over the past three years.

Year	
2012	\$232,616
2011	\$222,958
2010	\$234,190

Average Revenue: \$229,921

Revenue figures are generally for sites included in this prospectus and include camping fees, group site fees, day use fees, season passes, firewood sales and extra vehicle fees.

The authorized officer and selecting official for this business opportunity is:

**Forest Supervisor
Bridger-Teton National Forest
P.O. Box 1888
Jackson, WY 83001**

Five (5) copies of the application package shall be submitted. The Business Plan shall be a separate document and five (5) copies shall also be submitted.

Re-Issuance, Transfer, Extension

This permit cannot be transferred. It may be extended at the discretion of the Forest Service. The permit terminates automatically for non-payment of fees to the Government. The permit can be revoked without compensation for non-compliance with the terms of the permit. Re-issuance of the permit for a second five year period requires that the permit holder provide sustained acceptable performance, not be on probation and be current with all Forest Service Bills for Collection.

Show-Me Trip

A “show-me” trip is scheduled for June 25, 26, and 27, 2013. The trip will include a walk-through and discussion about the sites covered by this prospectus. Not every site in the prospectus will be visited. The first all day trip will begin at the Log Cabin next to the Bridger-Teton National Forest Supervisor’s Office located at 340 N. Cache in Jackson, WY at 9:00 a.m. on June 25, 2013. A trip itinerary is available on the internet at <http://www.fs.usda.gov/goto/btnf/projects> and <https://www.fbo.gov/>.

Questions regarding this Prospectus should be directed to:

**Recreation Program Manager
Bridger-Teton National Forest
Phone: 307-739-5400**

Offer Items

There is one item being offered under this prospectus, campground, a hot springs pool, and their associated facilities on the Jackson and Buffalo Ranger Districts of the Bridger-Teton National Forest. All campgrounds in this offer are fee sites, therefore a fee may be charged at each site. The permit holder is required to honor Golden Age/Golden Access, Interagency Senior and Access Passes for a 50% discount on camping fees at campgrounds for single sites only. The pass holder must be the person occupying the site. The pass does not apply to group sites and does not apply for amenities such as utilities. Passes must be presented to campground manager upon arrival.

Several campgrounds have additional facilities that the applicants can choose to offer to operate and maintain as optional services. These include trailheads at Pacific Creek, Sheffield, and Turpin; a boat ramp at Atherton; an interpretive trail at the Gros Ventre Slide Geological Area; picnic areas at Atherton and Hoback; and an overlook area at Curtis Canyon. Furthermore, there are several bathroom facilities in the Snake River Canyon used by the public recreating on the Snake River that are located close to campgrounds that are part of this offering. These are located at the following boat ramps: Astoria; Pritchard; Elbow; East Table, West Table; Lunch Counter; and Sheep Gulch. Applicants may also choose to offer to clean (which will need to be done frequently due to their high use) and maintain some or all of these facilities as optional services.

B. Area Description

The Bridger-Teton National Forest is located in western Wyoming. It is a land of spectacular scenery, abundant wildlife, and a great variety of outdoor recreational opportunities. It is often referred to as the “WWW” forest – Wildlife, Watersheds, and Wilderness/Wildlands. The 3.4 million acre Forest lies within the Greater Yellowstone Area and shares borders with Grand Teton and Yellowstone National Parks, the National Elk Refuge, the Shoshone National Forest, and the Caribou-Targhee National Forest. The Bridger-Teton National Forest also borders Jackson Hole, famous in the history of early explorers

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and fur traders. The Jackson Hole area is a major destination resort and vacation area, receiving approximately 4 million visitors or more per year.

The Jackson and Buffalo Ranger districts, totaling 1.41 million acres, are the two northern-most districts of the Bridger-Teton National Forest. These districts border Grand Teton and Yellowstone National Parks and are easily accessed from the town of Jackson, WY. Within this area you'll find several impressive mountain ranges, two Wilderness Areas (the Gros Ventre and Teton), two Wilderness Study Areas (Shoal Creek and Palisades), countless rivers highlighted by the mighty Snake River several of which became designated as Wild and Scenic Rivers in 2009, and a variety of exceptional, year-round recreational opportunities.

The Jackson Hole area usually has mild summers with daytime temperatures ranging between the 60's and 80's and lows between the 30's and 40's most nights. Spring and fall generally have temperatures about 20 degrees below summer highs and lows. Winters can be severe with temperatures normally in the 10 to 30 degree range. Over most of this area, snowfall accounts for two-thirds or more of the annual precipitation with much of the remainder falling as summer afternoon thunderstorms.

The Forest provides good habitat for a wide variety of wildlife species including elk, deer, moose, golden eagles, bald eagles, porcupine, mountain goats, big horn sheep, bison, mountain lion, bear, wolves, lynx, and several trout species.

The major recreational activities in the spring, summer, and fall are driving for pleasure, hiking, camping, picnicking, backpacking, photography, whitewater rafting, kayaking, fishing, mountain biking, horseback riding, rock climbing, viewing wildlife and fall colors, and hunting. Approximately 2,600 miles of trails weave through the Forest providing opportunities for people to connect with the land and find solitude. River recreation is a very popular activity, particularly in the Snake River Canyon. In 2009 many of the rivers on the Jackson and Buffalo Ranger districts were designated as Wild and Scenic Rivers. Many of the region's campgrounds are in the Wild and Scenic River corridor. More information is available at the following websites

http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/fsbdev3_062526.pdf

<http://www.fs.usda.gov/detail/btnf/specialplaces/?cid=stelprdb5281115>.

Winter recreation opportunities on the Buffalo and Jackson Ranger Districts are also abundant. Activities include skiing at two major ski resorts, cross-country and backcountry skiing, snowshoeing, snowmobiling, and heli-skiing. **This prospectus also includes the operation and maintenance of the Granite Hot Springs Pool during both the winter and summer months (Refer to Table 3 of this prospectus).** A popular 12-mile multi-use snowmobile/cross-country skiing/dog-sledding trail is used to access the Granite Hot Springs Pool.

Although this area is several hours from major population sources, it is a key destination vacation area for Wyoming, Idaho, Utah, national, and international travelers. As a result, the majority of the offered recreation sites are heavily used.

Recreation sites being offered in this prospectus include a hot springs pool, campgrounds, and their associated facilities. These recreation sites are distributed along major State Highways and Forest

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Service roads. The majority of these sites are located within 60 minutes of Jackson, WY in Teton County.

Recreation sites vary in elevation from 5,800 feet (riparian/cottonwood) to over 8,200 feet (in primarily Engelmann Spruce and Subalpine Fir).

Future Planning

The Forest program and Granger-Thye fee offset program supports projects affecting campgrounds and other facilities. Possible projects include reconstruction of roads, water systems, toilets, or other features in campgrounds as needed. The Forest Service will provide advance notification of projects affecting facilities under permit as soon as practical. A hazard tree and spraying treatment program is expected to continue.

Within the next year or two it is expected that the Crystal Creek Campground will be re-designed by the Forest Service. The permit holder will be notified during the pre-season meeting in the year the project moves forward or earlier if possible in order to provide input.

C. Description of Developed Sites and Facilities – Table 3

The following is a table of each developed recreation site included in this prospectus. Appendices 2 and 3 of this prospectus, Recreation Site Maps and Summaries and Inventory of Government Owned Property, provide additional information about each site.

Buffalo Ranger District

	Site Name	Number of Sites	Utilities	Drinking water (# of hydrants and type)	Toilets			
					# of buildings	# of risers/type	# gallons per vault	Accessible
1	Hatchet CG	9	Water	1, Valve, Well	2	1 vault	1,000	N
2	Pacific Creek Campground	8 +1 Host	Artesian Well	0, 1-Stock	2	1 vault	1,000	Y
3	Sheffield CG	5	None	Closed off Hand Pump	1	1 vault	1,000	N
4	Turpin CG	18 +1 Host	Water, Water, Electric and Vault in Host Site	2, 2 Stock	3	2 vaults 1 vault	1,000 750	N N

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Jackson Ranger District

	Site Name	Number of Sites	Utilities	Drinking water (# of hydrants and type)	Toilets			
					# of buildings	# of risers/type	# gallons per vault	Accessible
5	Little Cottonwood Group CG	1 Group <=30 people Reservable	Water	3	1	2 vault	1,000	N
6	Curtis Canyon CG	11 +1 host	Water	3	2	2 vault	1,000	Y
7	Crystal Creek CG	6	Water	1 hand pump	1	1 vault	1,000	N
8	Crystal Creek Overflow CG	1	None	0	0	0	0	n/a
9	Hoback CG	13 +1 host	Water Water at host site	5	2	2 vault	1,000 2,000	N
10	Granite CG	51 +1 host	Water Vault at host site Satellite dish for internet and phone	9	7	5 vault 2 sewer (flush not working)	1,000	Y
11	East Table Group CG	1 <=30 people Reservable	Water	1	1	2 vault	1,000	Y
12	East Table CG	21 +1 host	Water Vault at host site	6	4	1 vault	1,000	N
13	Station Creek CG	16 +1 host	Water Vault at host site	4	2	2 vault	2,000	N
14	Station Creek Group CG	2 <=30 people Reservable	Water	2	2	2 vault	2,000	N
15	Wolf Creek CG	20 +1 host	Water Water & vault in host site	2 Freeze- resistant	3	2 vault	1,000	Y

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16	Granite Hot Springs Pool	1 host	None	Bottled water sold	1	2 vault	1,000	Y
17	Kozy CG	8	Water	1 hand pump	1	2 vault	1,000	N
18	Atherton CG	20 +1 host +1 manager	Water Water, electric & vault at Host and Manager sites	5 Faucets 1 hand pump	3	4 vault	1,000	Y

D. Campground Summary Including Fees, Revenue and Operating Season - Table 4

Buffalo Ranger District

Note: All single family units are limited to 8 people and 2 vehicles. The number of sites noted in this table are those available for public rental. No host or manager sites are noted.

	Site Name	# Sites	Minimum Operating Season	NRRS	2011 Fees	Revenue 2009-2011 /3-year Average (adjusted gross)	Average Occupancy Per Year			3 yr Avg Occupancy
							2009	2010	2011	
1	Hatchet Campground	9 sites	May 20 – Sept. 30	N	\$10	\$3,159	36%	26%	27%	30%
2	Pacific Creek Campground	8 sites	May 20 – Sept. 30	N	\$10	\$542	2%	9%	3%	5%
3	Sheffield Campground	5 sites	May 20 - Sept 30	N	\$5	\$319	7%	19%	2%	9%
4	Turpin Campground	18 sites	May 20 – Sept 30	Y	\$10	\$5,003	29%	20%	19%	23%

Jackson Ranger District

Note: All single family units are limited to 8 people and 2 vehicles. Group sites are limited to 30 people per site. The number of sites noted in this table are those available for public rental. No host or manager sites are noted.

	Site Name	# Sites	Minimum Operating Season	NRRS	2011 Fees	Revenue 2009-2011 /3-year Average (adjusted gross)	Average Occupancy Per Year			3 yr Avg Occupancy
							2009	2010	2011	
5	Little Cottonwood CG	1 group site	May 20 – Sept. 10	Y	\$60	\$4,100 (just 2012)	No data	No data	No data	524 people
6	Curtis Canyon CG	11 sites	May 20 – Sept. 10	N	\$12	\$5,088	26%	27%	38%	30%
7	Crystal Creek CG	6 sites	May 20 – Sept. 10	N	\$10	\$3,638	36%	27%	84%	49%
8	Crystal Creek Overflow CG	1 site	May 20 – Sept. 10	N	\$10	Included in #7	Included in #7	Included in #7	Included in #7	Included in #7
9	Hoback CG	13 sites	May 20 – Sept. 30	Y	\$15	\$11,345	71%	48%	33%	51%
10	Granite CG	51 sites	May 20 - Sept 30	Y	\$15	\$22,775	25%	27%	22%	25%
11	East Table Group Campground	1 site	May 20 – Sept 10	Y	This site is an overflow area that has been turned into a group site. Site data is incorporated with data for East Table campground					
12	East Table CG	21 sites	May 20 – Sept 10	N	\$15	\$18,837	76%	87%	74%	79%
13	Station Creek CG	16 sites	May 20 – Sept 30	N	\$15	\$11,835	46%	45%	36%	42%
14	Station Creek Group CG	2 sites	May 20 – Sept 10	Y	\$60	\$6,860 (just 2012)	No data	No data	No data	1,209 people
15	Wolf Creek CG	20 sites	May 20 – Sept 10	Y	\$15	\$7,842	31%	24%	21%	25%
16	Granite Hot Springs Pool	NA	May 20 – Oct 31; Dec 10 – April 4	N	\$6/adult \$4/kids	\$127,675	23,180 people	24,121 people	16,621 people	21,307 people
17	Kozy CG	8 sites	May 20 – Sept 10	N	\$12	\$2,846	41%	27%	24%	31%
18	Atherton CG	20 sites	May 20 – Sept 30	Y	\$12	\$9,904	41%	26%	14% MD	27%

Toilet Descriptions

Log Cabin – These toilets are from the late 1990’s era and are made from wood rounded log planks. Single concrete vault with stack designed to ventilate the vault. Covering solids with water is designed to reduce flies and odor. No electricity.

SST-Concrete – These toilets are from the 1990 -2000 era. They have been constructed with concrete walls, floor and ceiling. Many have storage chases. None have electricity. Concrete vaults accessed from outside, typically require padlock to secure. These are ADA- accessible.

CXT-Concrete - These toilets are pre-fabricated concrete toilet buildings. The toilet building works by stacks ventilating the vault. Height, solar angle and wind are elements that help create negative pressure in the vent stack. A draft from the room into the vault and out the stack is used to vent the toilet. Covering solids with water is designed to reduce flies and odor. Some vaults are single units and some are double. Single vault capacity is for 15,000 uses. Pumping is accessed from outside of the toilet building. There are no sinks or electricity in any of the CXT buildings. These are ADA-accessible.

SST-Wood/Brick – These toilets are from the 1980’s era. Typically they are made with a metal seam roof with Lexan windows. Stacks are tall, designed to ventilate the vault. Height, solar angle, and wind are elements that help create negative pressure in the vent stack. The above factors are designed to create a draft from the room, into the vault and out the vent stack. Covering solids with water is designed to reduce flies.

E. Government-Furnished Property

The Forest Service will provide certain property in conjunction with the concession campground special use permit (See Appendix 3 of the prospectus). The inventory includes a description of site amenities, quantities, current fees and any special remarks.

F. 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 and include:

- Forms to report use and revenue
- A copy of Forest Service publications; Cleaning Recreation Sites <http://www.fs.fed.us/eng/pubs/html/95231206/95231206.htm>
In-Depth Design and Maintenance Manual for Vault Toilets, <http://www.fs.fed.us/t-d/pubs/pdfimage/91231601.pdf> and
Vault Toilet Pumping Contract Specifications and Guidelines for Preparing Contracts <http://www.fs.fed.us/t-d/pubs/pdfimage/92231308.pdf>
- A copy of Recreation Opportunity Guides, which the holder may reproduce at their own expense
- Title VI signs-“...and Justice for All” <http://www.fns.usda.gov/cr/justice.htm>
- Educational and informational handouts

G. 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 the service in their name, and managing and paying for these utilities. Applicants should contact current service providers to obtain estimated costs for the utilities. These utilities include:

Vault Toilets

There are many vault toilets at these sites. The permit holder is responsible for operation and maintenance of these vaults. Vaults and tanks will be cleaned according to Forest Service standards (section F).

The successful applicant will be responsible for all costs associated with pumping the vault toilets at these facilities. Snowmelt can partially fill some units and they may need pumping (at permit holder's expense) prior to opening. Toilets are normally pumped by local service providers. Vault toilets will be pumped in accordance with the annual operating plan, when the vault contents reaches 18 inches (approximately $\frac{3}{4}$ full) from the bottom of the lid. Also, solids must be covered at all times with water to reduce odor and flies.

All disposal sites must meet Forest Service, state, county, and local regulations.

Trash Collection and Recycling

The successful applicant will be responsible for garbage removal at all sites and propane canister recycling at four sites. Forest Service approved bear-proof receptacles/dumpsters are required. Trash service is currently provided by local companies. Trash dumpsters shall be repaired and painted as necessary. The capacity of any trash or recycling receptacle shall not be exceeded. Past experience has required dumpsters to be emptied weekly during the pre and post seasons and for some of the busier campgrounds two times a week during the peak season to meet standards for site facility maintenance (see Appendix 20) for number and capacity of dumpsters. At times, some locations have required more frequent removal. Any mechanical device used to prevent wildlife problems shall be maintained in working order.

Recycling is encouraged where possible. Conflicts between recycling and wildlife shall be considered when managing a recycling program and only pre-approved, bear-proof recycling containers would be authorized.

The Bridger-Teton participates in a propane canister recycling program for small, 1 lb. sized canisters in the Greater Yellowstone Ecosystem (<http://www.propanebottlerecycler.org/>). Small propane canisters are collected in four campgrounds represented in this prospect including Atherton, Granite, Station Creek, and East Table. The permit holder will be responsible for transporting these canisters to Teton County Recycling Center located at 3270 South Adams Canyon Road in Jackson, WY when the containers become full. Transportation must be in compliance with a Forest Service approved Job Hazard Analysis in order to ensure safe transport. In addition, the permit holder must remove other garbage and recyclables daily that may have been mistakenly placed in these collection bins.

Shared Water Systems

Most of the developed sites included in this offering have potable water systems. The permit holder is required to become familiar with the different water systems so he/she can service and maintain them. The FS will provide orientation during the initial year to help the permit holder become familiar with the water systems. If FS assistance is required in subsequent years, the permit holder may be billed for all government expenses related to these services.

The permit holder is required to operate and maintain the campground water systems in compliance with applicable federal, state and local laws and regulations for the operation and maintenance of a public drinking water system. Operation and maintenance includes start up, normal operations and system shut down in the fall. Damage to the water systems due to negligence on the part of the operator will be the permit holder's responsibility. Failure to blow out lines will be deemed improper operation.

This includes the testing and maintenance of all potable water systems in accordance with EPA, Wyoming Department of Environmental Quality, Wyoming Department of Health and FS regulations (refer to Appendix 6: Granger-Thye Operation of Federally Owned Drinking Water Systems). If current regulations change and it becomes necessary to perform additional or different tests, the permit holder shall be responsible for compliance and associated costs.

Current water testing requirements call for *bacteriological water samples to be taken monthly. One bacteriological sample must also be taken prior to opening to the public.* A Nitrate/Nitrite test for each potable water system is also required once per year. In the event of an "Unsafe" sample, the permit holder is required to complete all required notifications and retesting (See Appendix 4 FS-2700-4h, section V.B).

The permit holder is responsible for all repairs of the water systems attributed to the following. Such repairs should be covered under the permit holder's property insurance:

- ❖ Vandalism, natural events, and forces of nature.
- ❖ Permit holder actions or negligence causing breakage of valves, water lines, or other system parts. For example, water left in the system over the winter, which freezes and causes damage.

The permit holder's responsibility to perform unforeseen repairs of facilities not attributable to the above will be limited to a maximum of \$1,000.00 per occurrence. These repairs would include equipment failures, etc. Major repairs or replacement exceeding \$1,000.00 could be completed under a Granger-Thye rent offset agreement subject to FS approval prior to the work being started.

When a campground or other facility, which typically has a potable water source, does not have potable water available due to a system failure, "unsafe" water sample, or any other reason, fees charged to the public may not exceed 50% of the normal price. An alternate source of potable water may be provided to remove this fee reduction.

The permit holder shall provide the name of the water system operator in writing to the Forest Service and notify the authorized officer within 72 hours of a change in personnel.

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A water system operations and maintenance log shall be kept for all water systems and is due to the Forest Service on January 31 of each year. Copies of microbiological tests results shall be forwarded monthly to the Forest Service by the 15th of the month following the sample date and that copies of all other drinking water sample results shall be forwarded to the Forest Service at the end of the operating season.

Further information about the potable water systems and state testing requirements may be obtained from the FS and the State of Wyoming's Department of Environmental Quality at (307) 777-7781.

Electric Service

All electrical utilities are individually metered and will be put in the name of the permit holder and become a cost to the permit holder. Electricity is provided Lower Valley Energy. Arrangements for electrical activation and deactivation and final meter readings will be made by the permit holder.

Cellular Service/Satellite Service/Telephone

The permit holder is required to provide a means of communication (e.g., two-way radios, satellite phones, landline, cell phones, etc.) between ALL employees, the FS, the National Recreation Reservation System, and emergency response agencies. This requirement will help to fulfill the Safety and Security standard, which states, "Concessionaires have dependable communications."

Several sites covered in this prospectus do not have cell phone coverage or have spotty coverage. Applicants should address how they will provide communication in areas without cell coverage. Satellite phones between sites and the Area Manager are highly recommended in poor cell phone coverage areas.

Applicants should describe how they will ensure complete, timely, and accurate communication between all affected interests. Applicants should also describe who will be the concessionaire's on-site representative(s) and how that person will communicate with the FS.

Service may be obtained from Century Link, Optimum, or other providers.

II. Forest Service Concession Programs and Policies

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

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

A. National Recreation Reservation Service

The Bridger-Teton National Forest participates in the National Recreation Reservation Service (NRRS), our federal inter-agency reservation service. This service provides nationwide internet access and toll-free telephone reservations for campsites, rental cabins, and other recreational facilities. Visitors pay the camping fee at the time they make a reservation. Extra fees may be charged at the campsite such as an extra vehicle fee (although the permit holder may allow first-come, first-serve occupancy of any site in

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the NRRS system that is unreserved and charge on-site for that use). Contact information for the NRRS follows:

Joanna Wilson
Region 4 NRRS Coordinator
Telephone: (801) 625-5152
Email: jwilson08@fs.fed.us
Fax: (801) 625-5170

John Cameron
Forest Service Contracting Officer's Technical Representative
Telephone: (850) 523-8589
Email: jhcameron@fs.fed.us
Fax: (805) 523-8505

Reserve America, Inc.
2480 Meadowvale Boulevard, Suite 120
Mississauga, Ontario
Canada L5N 8M6
Inventory Help Desk: (877) 345-6777
Customer Service: (888) 448-1474
Email: nrrshelp@reserveamerica.com or nrrs-inventory@reserveamerica.com
Fax: (888) 742-5520

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

See Table 4, Campground Summary, within the prospectus of sites currently available on the reservation system.

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

1. For each developed recreation site included in the NRRS, at least 60 percent of the units must be available for reservations. The remaining units may be occupied on a first-come, first-served basis.
2. When the NRRS is utilized, the permit holder is responsible for on-site administration and will be required to:

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- 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 daily.
- Develop a system for posting reservations at the sites so other visitors know which units are reserved.
- Hold reserved sites for 24 hours, until check-in time the following day.
- Ensure that the party with the reservation is the party using the site.
- Resolve any disputes over the use of reserved sites by drop-in campers.
- Verify that visitors receiving a Golden Age or Golden Access Passport discount or the Interagency Senior Pass and Access Pass discount authorized under the Federal Recreation Enhancement Act (REA), 16 U.S.C. 6801-6814, are, in fact, in possession of the appropriate Pass.
- Develop inventory data for sites being added to the NRRS, and update data for sites currently in the NRRS (including fees charged the public and temporary site closures). Submit data to the NRRS at least annually for data updates.
- Communicate to the NRRS any emergency closures or other relevant operational changes as they occur.
- Approve customer refunds as appropriate and process them through the NRRS. NRRS refund policies can be found at <http://www.reserveusa.com/jsp/homepage.jsp?goto=/home/policies.html>.

Reservations can be made up to a year in advance for group sites, and 180 days for family sites. The reservation service is currently accepting reservations for the 2013 and 2014 use seasons. Fees received by the reservation service for reservations after December 31, 2013, will be distributed following the 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 such time as a new permit is awarded.

There may be years or certain times during a year when no reservations will be taken, due to major planned improvements of a recreation area as stated in the prospectus and annual operating plan. Every effort will be made to avoid inconveniencing the permit holder and the public.

The FS will not be responsible for any lost revenue associated with improvements or repairs made during the season.

Changes in the sites in the inventory at NRRS specifically, changes in the number of sites, minimum number of days per reservation, and the location of sites will be coordinated with the FS and transmitted to the NRRS by the permit holder.

The permit holder shall honor reservations made prior to the permit issuance at the established price when the reservations were made.

The permit holder may allow the occupancy of any reservable site that is unreserved, and charge on-site for that use. The permit holder must hold a reserved site for 24 hours for multiple day reservations. If the party does not show by check-in time of the following day, the reservation is considered void, the reservation card is pulled from the site post and the site becomes available as first come, first served.

Present provisions allow for reservations up to four (4) days prior to the date of occupancy for single and double sites. These reservation dates may be adjusted at the request of the permit holder, with FS approval.

B. Pass Discounts

The permit holder must provide a 50 percent discount on recreation fees charged under the Recreation Enhancement Act (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 holder. The pass holders are not entitled to a discount on the fee for a multiple-family campsite or group use area or any additional campsites occupied by those accompanying the pass holder. The 50 percent campsite discount does not include utility, water, parking fees, additional sanitary fees or any other hookup fees.

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

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

There is currently no mechanism to allow the permit holder to issue Senior, Military or Access Passes.

The 50 percent discount for Golden and Interagency Passes listed above applies to all the camping sites offered in this prospectus.

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 site described in this prospectus for repair; including 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.

Under some circumstances, such as wildfire suppression, the Forest Service may utilize the closed site. The manager may be asked to temporarily vacate the site depending on the severity of the situation. The Forest Service will make every effort to minimize inconvenience and revenue loss when possible.

The information below is provided to inform the selected applicant of planned and potential campground improvements. It should not be viewed as an all-inclusive list of project renovations to take place during the permit tenure. The potential for other projects exists and will be evaluated and implemented as needed.

Table 5 - Planned Projects.

Crystal Creek Campground re-design	Date to be determined
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E. Administrative Use

FS sponsored interpretative and environmental education programs in conjunction with school districts may occur throughout the season. At times these activities many utilize some facilities under permit. The FS will coordinate with the permit holder before the implementation of these programs.

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 CFRs and Forest Orders

Forest orders may be issued to address a variety of management concerns on the National Forest. Current orders related to the offering are identified in Appendix 8: Applicable CFRs and Forest Orders that Apply to Recreation Sites.

Additional applicable Forest orders may be issued in the future as appropriate.

G. Fee Tickets and Compilation of Use and Revenue Data

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

- The site number and total amount paid.
- The date of issuance and number of nights 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 (Appendix 9: Sample Use Report and Appendix 13: Sample Operating Plan) for more information. Use reports must be completed monthly and at the end of the operating season for each developed recreation site. At a minimum, monthly and year-end use reports must include:

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

In addition, year-end use reports must include:

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

Prospectus for Campground and Related Granger-Thye Concessions, Bridger-Teton National Forest

- Total gross revenue.
- Total net revenue.

Use data should be provided in an electronic spreadsheet format that can be read by Microsoft Office Excel. Formulas are not required, only the cell data is necessary. No macros can be associated with the spreadsheet that is turned in.

H. Customer Service Comment Cards

The permit holder must provide a customer service comment card to visitors at each developed recreation site (See Appendix 10: Sample Customer Service Comment Card).

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 (Appendix 11: Standard Performance Evaluation Form). A rating of “unsatisfactory” 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 <http://www.access-board.gov>. Questions regarding the FSORAG may be referred to the permit administrator.

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 and Campers per Camping Unit

Typical site design capacities are as follows:

- Single: Up to 8 people except when an immediate family (parents and children from the same household) exceeds 8. Vehicles and campers must be confined to spur.

Group Site/Day Use Site Capacity

The capacity established for group sites are as follows:

- **Little Cottonwood Group Campground** - 1 site; up to 30 people
- **Station Creek Group Campground** – 2 sites; up to 30 people each
- **East Table Group Site** – 1 site; up to 30 people

Number of Vehicles per Camping Unit

A single camping unit may accommodate up to two vehicles as long as they both fit on the camping spur. The first vehicle is included in the site fee. A “vehicle” is defined as any motorized conveyance (ex. ATV, Jeep, automobile etc.). Two motorcycles are considered one vehicle. A recreational vehicle towing something, such as a boat or a car, is considered one vehicle. Additional vehicles may be allowed at a camping unit, if the camping unit can safely accommodate them. When extra vehicles are allowed, an extra fee of up to 50 percent of the camping unit fee may be charged for each extra vehicle. If an extra vehicle exceeds the camping unit capacity (i.e., the extra vehicle causes a safety hazard or resource damage), the customer may be required to pay for an additional camping unit or park in an overflow parking area, if available.

Group campsite units are limited to 12 vehicles, all of which are included in the site fee.

L. Stay Limit

Campers at developed sites are limited to 16 days at one location on the Bridger-Teton National Forest within developed campgrounds. At the end of the 16 days, the person(s) or group must move a minimum of five (5) air miles radius from the original campsite for a period of not less than seven (7) days before reoccupying the original location (Forest Order 04-03-325, Appendix 8).

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 by 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.

Applicants should describe their pricing policies, including senior or group discounts, season passes, and variable pricing (such as for proximity to water, camping weekday versus weekend use, location, or other amenities).

Permit holders may not charge for any of the following uses or activities:

- Solely for parking, undesignated parking, or picnicking along roadsides or trail-sides.
- General access to the area unless specifically authorized by REA.
- Use of dispersed areas with low or no investment unless specifically authorized by REA.
- Persons who are simply passing through National Forest System 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, non-commercial 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, non-commercial 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.
- Access to or use of any area by 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 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 12: Law Enforcement in Forest Service Concession Campgrounds).

O. Consent to Store Hazardous Materials

The holder shall not store any hazardous materials at the site without prior written approval from the authorized officer. Approval from the authorized officer shall not be unreasonably withheld. If the authorized officer provides approval, this permit shall include (or in the case of approval provided after this permit is issued, shall be amended to include) specific terms addressing the storage of hazardous materials, including the specific type of materials to be stored, volume, type of storage, and spill plan. Such terms shall be proposed by the holder and are subject to approval by the authorized officer.

If the holder receives consent to store hazardous materials, the holder shall identify to the Forest Service any hazardous material to be stored at the site. Such identification information shall be consistent with column one of the table of hazardous materials and special provisions enumerated at 49 CFR 172.101 whenever the hazardous material appears in that table. For hazard communication purposes, the holder shall maintain Material Safety Data Sheets for any stored hazardous chemicals consistent with 29 CFR 1910.1200(c) and (g). In addition all hazardous materials stored by the holder shall be used, labeled, stored, transported, and disposed of in accordance with all applicable Federal, State, and local laws and regulations.

If hazardous materials are used or stored at the site, the authorized officer may require the holder to deliver and maintain a surety bond in accordance with clause III. K. of the Special Use Permit (See Appendix 4).

The holder shall not release any hazardous materials as defined in clause III. F. of the Special Use Permit (See Appendix 4) onto land or into rivers, streams, impoundments, or natural or human-made channels leading to them. All prudent and safe attempts must be made to contain any release of these materials. The authorized officer may specify conditions that must be met, including conditions more stringent than those imposed by federal, state, and local regulations, to prevent releases and protect natural resources.

P. Additional Revenue-producing Sales, Services, and/or Fees

Additional revenue-producing sales, services, and/or fees are intended to provide visitors a convenient means to acquire goods or services while increasing concession revenue. Describe any proposed additional revenue sales, services or fees when responding to this prospectus. These items must be pre-approved by the Forest Service prior to them being offered for sale.

Q. Other Pertinent Information

Barriers

Barriers will be inspected for damage and/or instability. Excessive vegetation around barriers shall be trimmed to a maximum height of six (6) inches and a minimum distance of twenty-four inches away to keep barriers visible. Clean dirt from around wood barriers that are close to the ground.

Cleaning Products

Utilize products and material made from bio-based materials to the maximum extent possible without jeopardizing the intended end use or detracting from the overall quality delivered to the end user. All supplies and materials shall be of a type and quality that conform to applicable Federal specifications and standards.

Customer Service

The mission of the FS is “Caring for the Land and Serving People.” Permit holders who operate on National Forest System lands on behalf of the FS are expected to assist in achieving this mission. The customer service aspect is central to the concession operation. The permit holder will need to develop and implement methods and mechanisms for responding to customers’ needs in a helpful and professional manner, giving timely and courteous information and assistance, and doing those things necessary to ensure that customers have a safe and enjoyable stay on their National Forest. The permit holder shall furnish and provide Customer Service Comment Cards available to the public (Appendix 10).

As part of a continuing effort to better serve the needs of the customer, the FS reserves the right to conduct random use counts and surveys in the areas included in this permit, and to converse with visitors on-site regarding the service they are receiving. Such surveys may be used for ongoing monitoring, as well as part of the permit holder’s Annual Performance Evaluation. Permit holder will resolve customer complaints within 24 hours. If a written response is sent regarding a customer complaint, a copy will be forwarded to the Forest Service recreation representative.

Fee Notification, envelope and collection tube

Holder will post fee notification signs on the provided campground information board a week prior to charging a fee. If visitors are present in the campground on the day that fees go into effect, they will be notified, either in person or by leaving an informative note, that a fee will be required the following day.

Fee envelope dispensers will be identified and maintained. Dispensers will be stocked daily with the appropriate fee envelopes.

Fee collection tubes will be easily identifiable and maintained. Fee envelopes will be collected on a daily basis.

Fences (in or around campgrounds)

Lay-down protection fences will be restored and secured to posts, breaks in wires will be mended, fence will be stretched if required to tighten, posts and braces will be inspected and replaced if required. Gates and hardware will be adjusted if required. Post and pole wooden fences will be inspected. Any components will be repaired or replaced if required.

Fire Rings and Grills

All ashes, charcoal, burned and unburned wood, grease, trash and rocks shall be removed. All ashes must be disposed of off National Forest lands and in accordance with state and local laws and regulations. Ashes shall not be placed in dumpsters or trash cans while hot. Inspect the ring for excess rust or bent/broken grills. Repair or replace as needed. Reset/level fire rings when needed. Clear all combustible materials and vegetation away from fire rings to a minimum of three feet. Eliminate any rock fire rings or modifications that were not installed or approved by the FS. Remove ashes and rocks from unauthorized fire rings and pits. Scatter the rocks and spread soil over these areas to make them less conspicuous.

Grounds

The area should be thoroughly cleaned in the spring, before the vegetation comes up. All litter, including wind fall trees and large limbs, will be removed. If a site has the “Pack It In-Pack It Out” policy, the message will be visibly displayed and any accumulations of trash will be removed within 24 hours of discovery or notification. Any nails, ropes, game poles, etc. will be removed from trees. Make note of any erosion problems or other items that will need to be repaired during the season as light maintenance.

Hazard Tree Inspections

The permit holder will have to conduct pre-season inspection of the campgrounds to identify existing and potential hazards, including hazard trees. The permit holder also will be responsible for monitoring and identifying hazard trees during the operating season. After securing written approval from the authorized officer, the permit holder’s financial responsibility for removing hazard trees and associated slash will not exceed 1% of annual gross revenue or approximately \$2,300 per year (based on the average gross revenue from 2010-2012). The annual operating plan will address appropriate disposal of hazard trees and slash.

For the past several years, there has been an increase in insect activity within the campgrounds. Sites have been treated annually with Carbaryl and pheromone packets have been placed on trees to reduce mountain pine beetle infestations. This treatment is expected to continue, in the spring or fall each year. The annual spraying contract is the responsibility of the Forest Service. The removal of infested trees is also an important aspect of the treatment program. The regional entomologist conducts annual site visits and recommends treatment. The prospective applicant must be trained in hazard tree identification and tree removal techniques. Due to this large amount of dead trees, the FS has periodically contracted out timber sales within the developed sites. The FS has assisted with the post-sale clean up. The holder will not be responsible for hazard tree removal necessitated by atypical situations, such as major blow down or a large insect infestation.

Information Boards, Signs and Posters

Inspect all fee and information boards. Remove any old, worn-out signs, staples, and nails. All boards will be painted as needed. Record any repairs needed. Install pre-approved FS-approved signs. Multi-lingual information is provided as needed. Shoulder season board signing shall include information as to whether or not potable water and trash service is available and what the expected closing date is. Signs will not be hand written.

All signs must be approved by the FS and supplied by the permit holder. The FS will furnish information on companies where these signs may be purchased, as needed. If the permit holder wishes to use “P Code” signs from Unicor, a collection agreement may be entered into with the FS for the purchase of these signs if the permit holder is not able to purchase them on his/her own. In emergencies, the FS will supply signs to the permit holder with the understanding that replacement signs will be given to the FS when an order is received by the permit holder.

Inspect and replace all individual site markers, as needed. Replace with the same materials, unless otherwise specified by the FS.

Minimum Operating Season

See Table 4 for the minimum operating season requirements.

Operations and Maintenance

This section identifies general information related to the operation and maintenance of the developed sites in this prospectus. For specifics, see Appendix 13: Sample Annual Operating Plan.

Appendix 13 describes the minimum requirements of the holder’s Annual Operating Plan and application regarding the operating season, staffing, operations and maintenance services provided, and minimum standards to be met. Also, refer to Appendix 22: Developed Recreation Site Standards for minimum required standards.

All operations-and-maintenance procedures shall meet the FS’s cleaning standards, as well as those outlined in the FS publication, *Cleaning Recreation Sites* located at: <http://www.fs.fed.us/eng/pubs/html/95231206/95231206.htm>.

Before the developed sites are opened, a Recreation Safety Inspection and cleaning of each site will be completed and documented. All maintenance needs will be accomplished at this time and/or documented for future attention. Light maintenance needs may be initiated by the permit holder without FS approval. The FS recommends that light maintenance needs be documented.

Major maintenance or improvement projects may be applicable to Granger-Thye Fee Offset provisions. However, potential projects must be documented and submitted to the FS for approval prior to undertaking actual work.

Other Forest Uses

The opportunity for other authorized activities exists within the permit area by other recreation providers. Prior to the authorization of these activities the potential holder will work out the details with

the concessionaire prior to a permit being issued. This use will not conflict with the holder's permitted activities.

Permit Administration

This permit will be administered by a Forest Permit Administrator (PA). The permit administrator is responsible for all day-to-day operational decisions. District Recreation Staff Officers or designees may monitor operations and provide feedback to the PA regarding routine operations. In case of imminent risks to health and safety, the Forest Supervisor, PA, District Rangers or District Recreation Staff, or Forest Service Law Enforcement Officers may direct activities to protect human health and safety. Other legal entities such as Federal, State, or local law enforcement, emergency services and health departments may direct activities. Any time personnel other than PA directs activities, the permit holder is to inform the PA of the direction that occurred, who provided that direction, and contact information of that person.

Tables

Tops and benches will be washed and cleaned free of dirt and grease. The underside of tables will be swept clean of spider webs. All carvings and graffiti will be sanded out, and the tables repainted (sanding, filling and painting may be documented for later completion, if approved by the FS). Repainting may also be necessary due to weathering. Concrete table legs should be checked for damage and recorded for replacement, as needed. All nuts, bolts, and hardware shall be inspected and tightened or replaced, as needed. The permit holder will be responsible for replacement of any table if needed, replacement of any gravel around tables and re-leveling of tables.

Toilets

The permit holder will be responsible for cleaning toilet buildings and painting building interiors and exteriors. The level of vault waste will be noted at the beginning of the season and scheduled for pumping if needed (when vault becomes $\frac{3}{4}$ full, complete pumping is needed throughout the season). Overhanging or encroaching vegetation will be trimmed from the paths as needed. The permit holder is requested to install door stops on all outhouse doors to keep doors open during cleaning. Doors will be closed after cleaning to keep flies and odors at a minimum. Check to ensure that all necessary signs are in place and in good condition and replace if needed. (e.g., "No Trash in Toilets Please"). All vents shall be inspected and cleaned to ensure that a proper air flow can occur.

At the end of the season toilets that will remain open will be fully stock with paper and cleaned. In the final year of the permit, all toilet vaults and septic tanks shall be completely pumped at the end of the season.

Trash Receptacles

Place bear-proof dumpsters at designated locations, See Appendix 20 for dumpster capacity and quantity. These locations must remain clean and free of objectionable odors. All trash shall be removed from National Forest lands and disposed of in accordance with all state and local laws and regulations. Garbage will not exceed the capacity of the dumpster. The type, size, number and locations of garbage dumpsters proposed should 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.

Water Hydrants

Clean and weed the area around the hydrant. As soon as the water system is turned on, test the faucets for problems. Be sure the drains are working properly. Replace the gravel sump when sour smelling or filled with dirt or when excess water does not properly drain (this item may qualify as a G-T off-set). In order to ensure environmental protection and public safety, each hydrant should be posted with a sign that says “No washing dishes, bathing, washing hair or hands, or cleaning fish.”

Water Systems

Most of the developed sites included in this offering have potable-water systems. It is the holder’s responsibility to operate and maintain the water systems, and have the capability to turn off and reopen the system for maintenance purposes. The Forest Service will provide instruction on turning off and reopening of the water system.

The holder is responsible for compliance with all applicable Federal, state, and local drinking water laws and regulations for the operation and maintenance of a public water system. This includes the testing and maintenance of all potable water systems in accordance with the state of Wyoming Department of Public Health and Forest Service regulations. If current laws and regulations change and it becomes necessary to perform additional or different tests, the holder shall be responsible for compliance and associated costs. (See Appendix 4 of this Prospectus - Forest Service 2700-4h, clause V. B. and Appendix 6 - FS 2700-4h Appendix F).

Describe a process to operate, inspect, test, and maintain the water systems addressing the standards described above.

Wildlife Management in Campgrounds

In order to reduce attracting bears to developed sites the following mitigations will be required.

- Sites will be kept clean of food, beverages, garbage, and all scented items. No food will be left outside unattended, which includes coolers and pet food.
- All cooking supplies and cookware will be stored in a vehicle, trailer or camper with windows closed.
- Garbage will be disposed of in the bear proof trash containers in all campgrounds and never left unattended.

Refer to Food Storage Order No. 04-00-104 in Appendix 8: Applicable CFRs and Forest Orders that apply to Recreation Sites for additional information.

In addition, the permit holder will be responsible for ensuring that their hosts follow the guidelines listed below to foster human and wildlife safety:

1. Campground hosts will regularly walk through the campgrounds to monitor compliance with the Food Storage Order. Campers in non-compliance will be informed of the food storage order regulations and a request made to correct the compliance issue(s). If no one is present, or if the

host meets resistance, the host must contact the Forest Service as soon as possible. For Jackson Ranger District campgrounds call 307-739-5400. For Buffalo Ranger District campgrounds call 307-543-2386. If the violation occurs when the Forest Service office is closed, call Teton Dispatch at 307-739-3301 to request that a Forest Service Law Enforcement Officer (LEO) or Forest Protection Officer (FPO) be contacted to handle the violation.

2. Hosts will also be responsible for monitoring the condition of dumpsters to ensure that they are functioning properly and that garbage remains enclosed within the container.
3. Should an encounter, conflict, or other threatening behavior occur with a bear, cougar, or gray wolf in a campground or at the Granite Hot Springs Pool, immediately contact the Wyoming Fish and Game Department (WGFD) at 307-739-2321. If no one is available, contact Teton Dispatch at 307-739-3301. In addition, a follow-up call must be made to the Forest Service as soon as possible at 307-739-5400 for Jackson Ranger District campgrounds or 307-543-2386 for Buffalo Ranger District campgrounds. The Forest Service will then work with the concessionaire and WGFD to address conflict issues.

Year-End Reports and Inspections

Turn in year-end reports required by the FS. Complete a final inspection of the campground with the FS (if available) and document all future maintenance needs. All reports required by the Forest will be submitted to the Forest Service no later than 30 day after operating season.

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 five years, with an option to extend the term for up to an additional five 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. If operations are needed during the appeal, a permit with a term of one year or less may be issued and renewed as needed.

B. Permit Holder Responsibilities

This section highlights the requirements of the special use permit (See Appendix 4: Special Use Permit (FS-2700-4h)). 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.

Permit Holder-Furnished Vehicles, Commercially Manufactured RV's

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

The site manager's trailer or motor home must: fit in the available space; present a neat, clean, and professional image; and will be subject to FS approval. Outdoor kitchens will be kept clean and safe. No food or cookware will be left outside, unattended, including coolers. Where storage sheds are provided all personal supplies as well as all company supplies will be stored inside. Manager days off will be taken between Monday and Thursday, no weekends or holidays will be assigned as days off. Managers are allowed to have pets subject to the same rules as campers. Kennels are subject to Forest Service approval. Tarps utilized by the camp manager must be brown. Shade shelters utilized by the managers should be green or brown. Any site decorations must be contained within their camp area, outdoor related, natural in appearance and subject to FS approval. Outside lighting should provide for safety, such as lighting a pathway, and should be minimized.

The permit holder may use ATV's, golf carts, UTV's or other similar vehicles, subject to Forest Service approval. Vehicles must be marked with concession logo and must stay on designated roads or trails while driving between sites or loops, as designated on the Motor Vehicle Use Map (MVUM).

Holder Maintenance, Reconditioning, or Renovation

Maintenance, Reconditioning, and Renovation (MRR) are defined in the permit [see Appendix 4: FS-2700-4h, clause IV.E. 1(d)]. Permit 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. The permit holder, at their expense, will be required to perform holder MRR under a holder MRR plan (See Appendix 4: 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. (See Appendix 14: MMR plan).

C. Granger-Thye Fee Offset Agreement

Government Maintenance, Reconditioning, Renovation, and Improvement

The Federal Government owns all the improvements at the developed recreation sites covered by this prospectus. Under Section 7 of the Granger-Thye 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 MRRI, whether performed by the holder or the Forest Service, shall be performed at the sole discretion of the authorized officer. *See* Appendix 4 of the prospectus, FS-2700-4h, clause IV.E.

All Government MRRI shall be enumerated in an annual Granger-Thye fee offset agreement (Appendix 5: Granger-Thye Fee Offset Agreement, FS-2700-4h, Appendix B) signed by the holder and the Forest Service in advance of the operating season. Alternatively, a multi-year fee Granger-Thye fee offset agreement can be prepared for consolidated fee payments. A list of sample Government MRRI projects is included in Appendix 14 of the prospectus, Holder Maintenance, Reconditioning, or Renovation (MRR) Plan.

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 (Appendix 16: Indirect Cost Reimbursement in Granger-Thye Permits).

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 7 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* Appendix 4, FS-2700-4h, clause IV.E.3, and Appendix 16 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. Liability Insurance

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

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

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

Or in the minimum amount of \$1,000,000 as a combined single limit per occurrence.

Insurance policies must name the United States as an additional insured (see clause III.I. of FS-2700-4h; Appendix 4).

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 (Appendix 1: Vicinity Map and Appendix 2: Recreation Site Maps and Summaries). Forest Service guided site visits are scheduled for June 25 – 27, 2013. The field trip will be an overview of the area and types of facilities included in this package, but it is unlikely that every site in the prospectus will be visited.

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:

**Forest Supervisor, Bridger-Teton National Forest
P.O. Box 1888
Jackson, WY 83001**

Attention: Deidre Witsen

Applications **must be received by close of business (4:30 p.m.) on September 13, 2013**. Applicants must submit five copies of their application package and supporting documents. The Business Plan shall be a separate document and five copies shall also be submitted.

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, fax number, and email address. Corporations also must include:

- Evidence of incorporation and good standing.

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- 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, 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.

Any questions specifically related to this prospectus may be directed to:

**Recreation Program Manager
Bridger-Teton National Forest
Phone: 307-739-5400**

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.

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 made and posted to <http://www.fs.usda.gov/btnf/>.

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

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 (SMDC) review fee, if applicable (*see* section IV.C.2).
- Financial resources.
- Fees charged to the public.
- Fee to the Government.
- Application (processing) fee.

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

Applicants must submit a proposed annual operating plan that addresses all required and optional services. Applicants must utilize the sample annual operating plan (Appendix 13 of this 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 however revisions may be required to be an "actual" operating plan rather than a "proposed" operating plan.

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 13 of the prospectus.

Operating Season

See Table 4 for dates of minimum operating season.

Applicants need to propose the period in which they will operate the sites listed in the prospectus. All sites must be open and operational seven days per week during the minimum operating season, unless a Forest Service closure order is in effect. Applicants may propose longer minimum operation seasons in order to provide visitors a longer camping season. If proposed, full services must be provided during the extended period.

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

Supervision and Management

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

Uniforms and Vehicle Identification

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

2. Business Plan, Business Experience, and References

Applicants must submit a business plan utilizing the format in Appendix 17 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 Small Business Development Center (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 five 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.

Along with a business plan, applicants also must submit a bank draft, money order, or cashier's check in the amount of \$45.00, made payable to Weber State University. Applicants submitting a current fiscal year review report by the Forest Service or an SBDC need not enclose payment.

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 (Appendix 18) for certification of the accuracy of the financial statements.

Applicants must complete FS-6500-24 for any of the last three fiscal years they were in business for which a financial statement was not audited, reviewed, or compiled by a CPA. An applicant who has had a 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.

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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 (Appendix 19) and submit the signed and dated form with the application. The Forest Service will forward the FS-6500-25 for the most qualified applicant to the Albuquerque Service Center for processing. The auditor assigned to conduct the FAD will send a copy to each financial institution with which the applicant does business. The financial institutions must complete blocks 6 through 15 of the form and mail the completed form to:

Albuquerque Service Center B&F
101B Sun Avenue, NE
Albuquerque, NV 87109
ATTN: RAB
Fax: 866-436-5939
Email: rab@fs.fed.us

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 13: 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.

Sundry items such as firewood sales, water sales, newspaper sales, camper or yurt rentals, etc. must be proposed in this section. Items which compete unfairly with other local businesses may be denied. Items inappropriate to National Forests will be denied. Outside vendors may be approved through this special use permit.

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

5. Fee to the Government

The Government is obligated to obtain fair market value for the use of its land and improvements. The minimum fee is \$7,656.37 per year. The minimum fee is the concession's average gross revenue for the past three years multiplied by the current 30-year Treasury bond rate (on the final prospectus issue date). The minimum fee will be adjusted at the end of the first five years of the permit term if the permit is extended for five years.

Minimum Fee Calculation

Year	Gross Revenue
2012	\$232,616
2011	\$222,958
2010	\$234,190
Total	\$689,764

Average Gross Revenue: \$229,921

Average gross revenue multiplied by the current 30-year Treasury bond rate equals the minimum fee. In the following example, the **30-year Treasury bond rate** on June 13, 2013 was 3.33 percent.

$\$229,921 \times 0.0333 = \$7,656.37$ minimum fee

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

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

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) as agreed upon annually.

6. Other Evaluation Criteria

If the applicant chooses to offer recycling opportunities at the campgrounds in addition to the required propane canister recycling program at Atherton, East Table, Station Creek, and Granite Campgrounds, please describe in detail how the recyclables will be collected and transported. The applicant must address how conflicts between recycling and wildlife will be avoided and must ensure that the recycling containers are bear-proof. In addition, the applicant must describe in detail any other optional services that are being proposed, such as those described under I.A. (Offer Items).

7. Application Fee

Cost Recovery

Applications submitted in response to this prospectus are subject to cost recovery pursuant to 36 CFR 251.58(c)(3)(iii). Applicants must submit an application fee of \$200.00 to cover the cost of preparing the prospectus and reviewing 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 cost of preparing and issuing the permit and conducting a FAD, unless the Forest Service has conducted a FAD on the applicant within the past year.

D. Evaluation of Applications

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

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

- 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

Descriptions:

Operating Plan- The operating plan will be evaluated on two major areas: customer service and operating procedures. Through the operating plan, the potential permit holder should demonstrate how they will best serve the public with quality hosting, facility operation and maintenance and how customer service success will be measured. Quality visitor services including public information and interpretation and high quality facility management is important to demonstrate in the operating plan. The operating plan is the most important evaluation criteria because of the Forest Service's commitment to provide opportunities for outstanding recreation experiences. This is the most important criteria.

Business plan, experience and references- The business plan represents the applicant's vision and strategy for managing the proposed business. SBDC will review all applicants' business plans. Experience (including performance evaluations from other Forest Service units) and references helps them evaluate past performance and responsiveness of the applicant. This is the next most important criteria, it is less important than the operating plan, but more important than the three that follow.

Financial Resources- This information should include financial statements, available resources, other obligations and pending permits. ASC will evaluate the financial capability of applicants. This is the next most important criteria, it is less important than the operating plan and business plan, but is more important than the next two criteria that follow.

Fees charged to the public- The potential permit holder should charge the lowest fee possible that provides the best experience to the visitor. The applicant may propose a variable pricing schedule based

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on the type of service, setting and comparable private offerings. This criteria is of equal importance with the fee returned to Government.

Fee to the Government- The Forest Service is obligated to obtain fair market value for use of its land and improvements. Applicants may propose a different return rate for each item. This criterion is of equal importance to the fees charged to the public.

The Forest Service will consider only the applicant's submitted 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 may also 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 4 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.

VI. Acronyms

ABA	Architectural Barriers Act of 1968
ADA	Americans with Disabilities Act
ATV	All-Terrain Vehicle
CFR	Code of Federal Regulations
CWFS	Cooperative Work Fund
DAR	Daily Arrival Report
FAD	Financial Ability Determination
FSORAG	Forest Service Outdoor Recreation Accessibility Guidelines
MRR	Maintenance, Reconditioning, and Renovation
MRRRI	Maintenance, Reconditioning, Renovation, and Improvement
NRRS	National Recreation Reservation Service
OHV	Off-Highway Vehicle
PAOT	People At One Time
REA	[Federal] Recreation Enhancement Act
SBDC	Small Business Development Center
SR	State Route
USDA	U.S. Department of Agriculture

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

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Person with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, ect.) 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 20150-9410 or call toll free (866-632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) (relay voice). USDA is an equal opportunity provider and employer. The Privacy Act of 1974 (5 U.S.C. 352a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.