



Use Code 141

Prospectus for Campground and Related Granger-Thye Concessions

Ashley National Forest

U.S. DEPARTMENT OF AGRICULTURE
Forest Service



Figure 1. Sheep Creek Overlook



Forest Service

Ashley National Forest

Flaming Gorge and Vernal Ranger Districts

January 2024

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VII. Pertinent Materials (Available Upon Request)

“*Cleaning Recreation Sites*” (USDA-Forest Service)

[PDF](http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5348052.pdf): http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5348052.pdf

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

[PDF](https://www.fs.usda.gov/t-d/pubs/pdfimage/91231601.pdf): <https://www.fs.usda.gov/t-d/pubs/pdfimage/91231601.pdf>

“*Vault Toilet Pumping Contract Specifications and Guidelines for Preparing Contracts*”

[PDF](https://www.fs.usda.gov/t-d/pubs/pdfimage/92231308.pdf): <https://www.fs.usda.gov/t-d/pubs/pdfimage/92231308.pdf>

I. Business Opportunity

A. Introduction

This prospectus is being issued to solicit applications for a concession campground special use permit. One permit may be issued to provide high-quality public service in the operation and maintenance of Government-owned recreation facilities located on the Flaming Gorge and Vernal Ranger Districts, and within the Flaming Gorge National Recreation Area of the Ashley National Forest. This permit term will begin January 1, 2025 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. The permit will include the following developed sites:

Flaming Gorge Ranger District:

Table 1. Site Name and Type – Flaming Gorge Ranger District

Site Name	Site Type
Antelope Flat	Campground
Antelope Flat Group	Group Campground
Arch Dam Group	Group Campground
Browne Lake	Campground
Buckboard Crossing	Campground
Canyon Rim	Campground
Carmel	Campground
Cedar Springs	Campground
Deep Creek	Campground
Deer Run	Campground
Dripping Springs	Campground
Dutch John Draw Group	Group Campground
Firefighters Memorial	Campground
Firehole	Campground
Greendale	Campground
Greendale Group	Group Campground
Greens Lake	Campground
Hideout Canyon Boat-In	Campground
Jarvies Canyon Boat-In	Campground
Kingfisher Island Boat-In	Campground
Lucerne	Campground
Manns	Campground
Mustang Ridge	Campground
Red Canyon	Campground
Sheep Creek Bay	Campground

Site Name	Site Type
Skull Creek	Campground
Spirit Lake	Campground
Summit Springs Guard Station	Lookout/Cabin
Stateline Cove	Campground
Willows	Campground

Vernal Ranger District:

Table 2. Site Name and Type – Vernal Ranger District

Site Name	Site Type
Lodgepole	Campground

The authorized officer for this business opportunity is the Forest Supervisor for the Ashley National Forest.

**Forest Supervisor
Ashley National Forest
355 North Vernal Ave.
Vernal, UT 84078**

The current permit for this concession expires on December 31, 2024. Over the past three years, this concession has generated the following gross revenues:

Table 3. Three Year Average Gross Revenue

Year	Gross Revenue
2021	\$1,120,031.00
2022	\$1,012,976.56
2023	\$1,096,870.78
Three Year Average Gross Revenue	\$1,076,626.11

* Totals include camping and day use fees, no additional amenities (firewood, retail sales, etc.) In addition, these totals include revenue from rental units that have been removed from the offering. In 2023 the revenue for the rentals was \$29,147. Three-year average gross revenues for each site are included in Appendix 20.

B. Area Description

Overview of the Ashley National Forest

The Ashley National Forest is located in northeastern Utah and southwestern Wyoming. Its 1.3 million acres are located in three major areas: the northern and southern slopes of the Uinta Mountains, the Wyoming Basin, and the Tavaputs Plateau. Forest landscapes range from high desert country to high mountain areas, with diversity in topography, vegetation and scenery. The recreation niche of the forest is concisely described as Big Fish and Ancient Rocks; several Utah sport fishing records are held for Flaming Gorge Reservoir catches, and a billion years of geologic history is visible along the Flaming Gorge Uintas Scenic Byway (Highway 191).

Thirty (30) campgrounds and one (1) cabin are offered in this prospectus. Twenty-seven (27) are located on the Flaming Gorge National Recreation Area (FGNRA); three (3) of the FGNRA sites are boat-in campgrounds on the Flaming Gorge Reservoir. Four (4) additional campgrounds are also offered: three (3) are west of the FGNRA on the Flaming Gorge Ranger District and one (1) is south of the FGNRA and on the Vernal Ranger District.

Flaming Gorge Ranger District – The Flaming Gorge Ranger District is located in the most northern and eastern portions of the Forest. The Flaming Gorge National Recreation Area (FGNRA) is located on the Flaming Gorge Ranger District and consists of 190,050 acres adjacent to the Flaming Gorge Reservoir and Green River. Flaming Gorge Ranger District and the FGNRA can be accessed from four directions (east, west, north, and south), serving population bases in the Denver, Colorado area, the Salt Lake City and Provo City area of Utah, western Wyoming communities, and travelers from the south. Access is by US Highways 40 and 191, Utah State Highways 43 and 44, and Wyoming State Highways 414 and 530 leading south from Interstate Highway 80. Three designated National Scenic Byways, Utah State Highway 44, Wyoming State Highway 530 and US Highway 191 serve as the principal access route to most of the offered sites. Although the FGNRA is several hours from major population sources, it is a key destination vacation area for Colorado, Wyoming, Arizona, Utah, national and international travelers.

The 91-mile Flaming Gorge Reservoir with its 360 miles of shoreline, and the Green River below Flaming Gorge Dam are the main attractions on the FGNRA. These attractions provide exceptional fishing, power boating, floating, boat camping opportunities, and other water-based recreation. Currently the reservoir is at 2031 feet elevation and there are no elevation level restrictions for use of facilities. Approximately one million people from the United States and foreign countries visit this area each year to enjoy the natural beauty and recreation opportunities. National and international experts in fly-fishing frequent the Green River portion of the FGNRA. Nearby mountain lakes also provide fishing and boating opportunities, although powerboats are not recommended.

Vernal Ranger District – The Vernal Ranger District is located south of, and adjacent to, the Flaming Gorge Ranger District, and is accessed most frequently from US Highway 191, which connects Vernal, Utah to the Flaming Gorge NRA.

Characteristics of the Forest

Vegetation in the area ranges from high desert sagebrush to pine, spruce, fir, and aspen forests. Topography varies from flat or rolling desert to deep canyons and forested and alpine mountains.

The Uinta Mountains is the principal mountain range on the Ashley National Forest, and is the backdrop for the offered sites. The spectacular High Uintas Wilderness runs west to east along the core of this mountain range. Elevations in the wilderness vary from 8,000 feet in the lower canyons to 13,528 feet atop Kings Peak, the highest in Utah. High Uintas Wilderness and adjacent backcountry of the Uinta Mountains provide users with a variety of trails, lakes, mountain meadows, and less traveled routes.

Recreation sites offered in this prospectus include campgrounds, boat-in campgrounds, and a guard station on the Flaming Gorge Reservoir, US Highway 191, State Highways and Forest roads. The majority of the sites are located within 60 minutes of either Vernal, Utah or Green River and Rock Springs, Wyoming.

Recreation sites vary in elevation from 6,000 feet near the Flaming Gorge Reservoir (in pinion-juniper and ponderosa pine) to nearly 10,000 feet at Spirit Lake (in primarily Lodgepole pine, Engelmann spruce and subalpine fir).

Major recreation activities in the summer and fall are driving for pleasure, fishing, float-boating, kayaking, power boating, camping, picnicking, photography, mountain biking, horseback riding, backpacking, viewing wildlife and fall colors, and hunting.

The Forest is home to a wide variety of wildlife species including elk, deer, moose, golden eagles, bald eagles, porcupine, mountain goats, mountain sheep, antelope, black bear, and many others. A wide variety of native and sport fish are found in the waterways on the Ashley.

Temperatures during the summer are relatively mild, averaging from 70° to 85° during the day. Nighttime temperatures frequently dip below 40°. During July and August, it's common to experience afternoon thunderstorms. Late August and September temperatures average 60° to 70°, with lows at night around 25° to 35°. Throughout the summer, much colder temperatures can be expected and snow showers by Labor Day are possible. April and May tend to receive the most rain during the year. However, most recreation sites are usually not accessible during these months due to residual winter snow. The Forest receives its greatest precipitation in the form of snow. All higher elevation sites will be allowed to open and remain open as snow conditions and water availability for flush toilets allow.

For general information on the Ashley National Forest and the sites included in the prospectus, refer to the forest <https://www.fs.usda.gov/ashley>.

C. Description of Developed Recreation Sites and Facilities

The description of each developed recreation site included in this prospectus is found in Appendix 20 Description of Developed Recreation Sites and Facilities. Please use descriptions in Appendix 20 together with the maps of developed sites in Appendix 2 and Appendix 3, Inventory of Government-Furnished Property.

D. Government Furnished Property

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

E. Government Furnished Supplies

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

- Forms to report use and revenue can be found in Appendix 5 *Sample Use Report*.
- Title VI signs.

F. Utilities and Waste Management

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

utilities. Applicants should contact current service providers to obtain estimated costs for the utilities. These utilities are listed below in the table below.

Table 4. Utilities

Service	Contact	Details
Electrical*	Moon Lake Electric PO Box 278 800 West Hwy 40 Roosevelt, Utah 84066 (435) 722-5400	Electrical services for Lodgepole Campground, Dripping Springs Campground and the supporting Red Spring well.
Electrical*	Bridger Valley Electric P.O. Box 399 Mountain View, WY 82939 (307) 786-2800	Electrical services for Lucerne Campground and RV sites, Antelope Flat Campground, Antelope Flat Group Campground, Cedar Springs Campground, Deer Run Campground, Firefighters Memorial Campground, and Mustang Ridge. The permit holder has exclusive electrical use at all of these sites except Antelope Flat Campground, where the Forest Service maintains a separately metered boat storage warehouse. The services power Antelope Flat host sites, restrooms, and shower houses.
Electrical*	PacifiCorp 7720 Foothill Blvd, Rock Springs, WY 82901 (307) 352-5400	Electrical services for Buckboard Crossing Campground, are provided by PacifiCorp. The service includes electrical service for restrooms, shower houses and host RV sites.
Propane**	Sav On Propane 1150 West 500 North Vernal, Ut 84078 (435) 789-3198 (800) 490-3198	Locations where propane service is required: <ul style="list-style-type: none"> • Firehole Campground - two (2) 500-gallon propane tanks located adjacent to each camp restroom/shower house for the hot water heaters. • If proposed, Lucerne Contact Station (studio apartment/office) – one (1) 250-gallon tank for hot water heater and heat. • Summit Springs – one (1) 500-gallon tank that services the cabin. (Additional tank will be installed to service the new generator, once completed)
Water	Daggett County; Dutch John Municipal Water	Arch Dam, Dripping Springs and Mustang Ridge Campgrounds
Water	Ashley NF; Flaming Gorge RD	Antelope, Buckboard, Firehole, Greendale, Hideout, Lucerne, Red Springs, and Red Canyon water systems
Garbage	Ddi, Inc. 1120 Washam Rd Manila, UT 84046 (435) 784-3430	Lucerne to Sheep Creek

Service	Contact	Details
Garbage	Wyoming Waste Systems PO Box 338 Rock Springs, WY 82902 (307) 789-3124	Buckboard & Firehole
Garbage	G&H Garbage Services 331 N. Vernal Ave., Vernal, UT 84078 (435) 789-2743 (435) 789-4229	Lodgepole, Greendale to Antelope, Skull Creek & Red Canyon Corridor
Liquid & Solid Waste Disposal**	Webb's Select-A-Service, Inc. (435) 621-7211	Service to most sites

* Multiple users are metered off the electrical service lines many of the campgrounds. Users include marinas, resorts, and the Forest Service.

**Additional service providers are available. Holder may choose to utilize the service provider of their choice.

Telephone

There is no 'land-line' telephone service available at the concession sites. Several cell towers provide service in the area, but reception varies due to the terrain and vegetation. In many locations satellite phone service and/or radios would be needed for instant communication.

Water Systems

The permit holder is required to operate and maintain the water systems for all campgrounds in compliance with applicable federal, state, and local laws and regulations for the operation and maintenance of a public drinking water system. The permit holder is responsible for the operation and maintenance of each one of the various water systems that serves the recreation facilities included in the permit, in accordance with the terms of the permit.

It is the responsibility of the permit holder to ensure that these water systems are turned on at the beginning of seasonal campground operations and turned off at the end of seasonal campground operations. The holder is required to become familiar with the different water systems so they can operate and maintain them in accordance with federal, state, and local laws and regulations.

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 and winterize will be deemed improper operation. The permit holder will operate water systems and maintain and repair all water facilities at each campground and building with plumbing.

See **Appendix 21, Water Systems** for listing of water, distribution, service, & shared use.

Garbage Collection

The permit holder will be responsible for garbage removal at the campgrounds. The cost of garbage collection for the similar concession packages in 2022 was about \$53,000.

II. Forest Service Concession Programs and Policies

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

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

A. Recreation.gov

The Ashley National Forest participates in Recreation.gov, which provides nationwide, toll-free telephone reservations for single-family or group camping sites, rental cabins, permits, tours, tickets, and other recreational facilities. Visitors pay the camping fee at the time they make a reservation, and no fees are collected at the site (although the permit holder may allow occupancy of any site that is unreserved and charge on site for that use). Recreation.gov is part of the Recreation One-Stop Program, which is managed by the Washington Office Recreation, Heritage, and Volunteer Resources staff. The Forest Service contacts and program managers for Recreation.gov are listed below. Applicants should not contact the Recreation.gov contractor directly.

Table 5. Rec.gov contacts

Name	Location	Contact
TBD	Region 4 Recreation.gov Coordinator Federal Building 324 25 th Street Ogden, UT 84401	Phone: TBD Email: TBD
Susan Valente	Forest Service Contracting Officer's Technical Representative (COTR) PO Box 10 Granby, CO 80446	Phone: (303) 621-4170 Email: susan.valente@usda.gov

Recreation.gov is the only authorized reservation system for Forest Service-developed recreation sites, including but not limited to campgrounds, cabins, and group use areas. Applicants may recommend adding sites to or deleting sites from Recreation.gov or changing the number of sites that may be reserved, the minimum number of days per reservation, or the location of sites that may be reserved. The permit holder also may make these recommendations during the term of the permit. The authorized officer will decide whether to accept or reject the recommendations.

Under Recreation.gov, the following guidelines must be followed, unless there are compelling operational reasons:

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

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

- Individual campsites: from 6 months to 0-4 days prior to arrival date, depending on location.
 - Group use areas: from 12 months to 0- 4 days prior to arrival date, depending on location.
 - Cabins: from 180 to 0-4 days prior to arrival date, depending on location
2. When Recreation.gov is utilized, the permit holder is responsible for on-site administration and will be required to:
- Obtain daily arrival reports (DARs) each morning by establishing at least one central facsimile location, email address, or other means of obtaining and distributing DARs.
 - Develop a system for posting reservations at the sites so other visitors know which units are reserved.
 - Post and hold reserved sites for 26 hours past the posted check-in time.
 - Ensure that the party with the reservation is the party using the site.
 - Resolve any disputes over the use of reserved sites by drop-in campers.
 - Verify that visitors hold a valid federal pass (listed below) before giving the discount on fees for those passes (*see* section II.B). Do not discount fees if a visitor cannot present a valid pass.
 - ◆ Golden Age or Golden Access Passport.
 - ◆ America the Beautiful–The National Parks and Federal Recreational Lands Senior Pass or Access Pass.
 - ◆ Other passes as required by the authorized officer and described in this prospectus, such as local area passes.
 - Develop inventory data for sites being added to Recreation.gov, and update data for sites including fees charged the public and temporary site closures. Submit data updates to Recreation.gov at least annually.
 - Communicate to Recreation.gov any emergency closures or other relevant operational changes as they occur.
 - Approve customer refunds as appropriate, and process them through Recreation.gov. Refund policies can be found at [Recreation.gov](https://www.recreation.gov/rules-reservation-policies) (<https://www.recreation.gov/rules-reservation-policies>).

Because reservations can be made up to a year in advance for group sites and up to 6 months in advance for family sites, Recreation.gov is currently accepting reservations for the upcoming operating season. Fees received by Recreation.gov will be held by the Forest Service and distributed following issuance of a special use permit to the successful applicant. In the final year of the permit, fees will be held in the same manner until a new permit is issued. The permit holder will honor reservations made prior to issuance of the permit at the price in effect when the reservations were made. If funds are distributed prematurely for dates outside the permit term, a bill for collection will to be issued to the permit holder.

B. Pass Discounts

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

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

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

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

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

Flaming Gorge Ranger District

Antelope Flat Campground *	Hideout Canyon Boat-in Campground
Browne Lake Campground*	Jarvies Canyon Boat-in Campground*
Buckboard Crossing Campground	Kingfisher Island Boat-in Campground
Canyon Rim Campground	Lucerne Campground*
Carmel Campground	Manns Campground
Cedar Springs Campground	Mustang Ridge Campground*
Deep Creek Campground	Red Canyon Campground
Deer Run Campground	Sheep Creek Bay Campground
Dripping Springs Campground*	Skull Creek Campground
Firefighters Memorial Campground	Spirit Lake Campground
Firehole Campground	Stateline Cove Beach Campground
Greendale Campground*	Willows Campground
Greens Lake Campground*	

Vernal Ranger District

Lodgepole Campground

*Passes are not accepted for group sites within these campgrounds.

Standard Amenity Recreation Fee Sites Under REA [Reserved]. The Forest Service is proposing a revision to FSM 2344.3 to address treatment of standard amenity recreation fee sites in the concession program. The agency reserves the right to amend a special use permit issued under this prospectus to be consistent with any change in that directive.

The permit holder is highly encouraged to honor Golden Age and Golden Access Passports, as well as Interagency Senior and Access Passes at picnic sites, trailheads, boating and fishing sites, and interpretive centers listed in Appendix 20.

C. Camp Stamps

Camp stamps must be honored at their face value and submitted to the authorized officer for reimbursement.

D. Site Closure

The Forest Service reserves the right to close all or a portion of any area in this prospectus for repair; construction; floods, snow, extreme fire danger, or other natural events; wildlife protection; or risks to public health and safety. The Forest Service shall not be liable to the permit holder for lost revenue, operating costs, or any other losses resulting from these closures. However, for fee calculation purposes, the permit shall be placed in non-use status as provided by FSH 2709.11, section 31.23.

The following projects have been selected to receive Great American Outdoor Act (GAOA), Bipartisan Infrastructure Law (BIL), or other funding. Specific impacts to campground operations and timing are unknown at this time;

- Buckboard Water Line Replacement Project, anticipated FY25
 - Improvements to water treatment, storage and intake systems.
- Buckboard Miscellaneous Improvements, implementation date unknown, contingent on funding
 - Improvements may include new site furniture, reconstruction of site spurs and shade structures and replacement of restroom facilities.
- Hideout Water Line Replacement Project, anticipated FY25
 - Improvements to the spring system and pipeline and other water system components.
 - Constriction of a host site cabin.
- Red Canyon Corridor and Campground Repaving Project, anticipated FY25
 - Includes paving of roads and site spurs in Red Canyon, Canyon Rim, Greens Lake, and Skull Creek campgrounds.
- Summit Springs Guard Station Generator and Water System Project, anticipated prior to FY25
 - Replacement of the generator and generator building.
 - Improvements to water system.
- Vault Toilet Replacement, anticipated FY24
 - Various campgrounds, including Sheep Creek Bay
- Campground Amenity Improvements Across the Forest
 - Greendale Group Campground – replacement/installation of picnic tables, fire rings and pavilion.
 - Red Canyon - replacement/installation of fire rings

E. Administrative Use

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

F. Applicable Forest Orders

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

G. Fee Tickets and Compilation of Use and Revenue Data

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

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

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

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

In addition, year-end use reports must include:

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

H. Customer Service Comment Cards

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

I. Performance Evaluations

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

J. Accessibility

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

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

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

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

K. Camping Unit Capacity

Number of Vehicles Per Camping Unit

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

Group Site Capacity

The capacity established for group sites is as follows:

Table 6. Group Site Capacity

Facility / Site Name	People	Vehicles
Antelope Flat - Sites G1 & G3	50	10
Antelope Flat - Sites G2 & G4	80	15
Arch Dam – Sites 1 & 2	75	20
Arch Dam – Site 3	60	15
Browne Lake – Sites 1-4	40	6
Dripping Springs – Sites GP1, GP2	60	12
Dripping Springs – Site GP3	40	8
Dripping Springs – Site GP4	40	10
Dutch John Draw	50	8
Greendale - Sites G01 & G02	40	10
Greens Lake – Site Group (1)	40	6
Jarvies Boat-in Group – Site GB1	40	5 Small Boats
Mustang Ridge – Site GRP1	50	10
Lucerne – Sites A, B & C	80	15

L. Stay Limit

Campers at overnight sites will be limited to a 16-day stay limit during any consecutive 30-day period.

M. Fees Charged to the Public

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

Permit holders may not charge for any of the following:

- Solely for parking, undesignated parking, or picnicking along roads or trailsides.
- General access, unless specifically authorized by REA.
- Dispersed areas with low or no investment, unless specifically authorized by REA.
- Persons who are driving through, walking through, boating through, horseback riding through, or hiking through NFS lands without using the recreational facilities and services for which a fee is charged.
- Camping at undeveloped sites that do not provide the minimum number of facilities and services prescribed by REA.
- Use of overlooks or scenic pullouts.

- Travel by private, noncommercial vehicle over any national parkway or any road or highway in the Federal-aid System that is commonly used by the public as a means of travel between two places, either or both of which are outside an area in which recreation fees are charged.
- Travel by private, noncommercial vehicle, boat, or aircraft over any road, highway, waterway, or airway to any land in which the person traveling has a property right, if the land is in an area in which recreation fees are charged.
- Any person who has a right of access for hunting or fishing privileges under a specific provision of law or treaty.
- Any person who is engaged in the conduct of official federal, state, tribal, or local government business.
- Special attention or extra services necessary to meet the needs of the disabled.

N. Law Enforcement

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

O. Other Pertinent Information

Employee Housing

Lucerne Contact Station

The Lucerne Contact Station may be utilized as a studio apartment, office space or storage. A propane tank provides energy for the heat and hot water heater for the contact station. In the proposed annual operating plan, the applicant must describe the intended use and maintenance of the Lucerne Contact Station.

Host Sites and other Occupied Areas

The permit holder is only authorized to use the approved number of host sites identified in Appendix 9. If additional sites are needed, prior approval by the FS is required. The permit holder is encouraged to use only the number of host sites needed for their operation in order to maximize camping site availability to the public.

Storage within campgrounds should be limited only to materials and equipment necessary to efficiently and effectively maintain sites within the campground. The host site must set an example for the visiting camper and should not be excessively stocked or decorated.

Amphitheaters

The following sites include amphitheaters that will be the responsibility of the holder to maintain. The proposed annual operating plan must describe the intended use and maintenance of these facilities.

- Mustang Ridge Campground
- Lucerne Campground

- Bootleg Amphitheater across the highway from Firefighter Memorial Campground

Trails

Firefighters Memorial Campground includes the Firefighters Memorial Trailhead that will be the responsibility of the holder to maintain. The proposed annual operating plan must describe the intended use and maintenance of this facility.

Docks

The following sites include docks that will be the responsibility of the holder to maintain. The proposed annual operating plan must describe the intended use and maintenance of these facilities.

- Kingfisher Island Boat-In Campground – 2 “T” Docks with 1 Floating Restroom
- Hideout Canyon Boat-In Campground– 1 Double “T” Dock and 10 Straight Docks
- Jarvies Canyon Boat-In Campground – 1 “T” Dock & 1 Double “T” Dock
- Dutch John Draw Group Site – 1 “T” Dock

Wildlife Mitigation

The campgrounds under this permit are located in occupied black bear habitat. A protocol has been developed for dealing with “nuisance” bears by the Utah Division of Wildlife Resources (UDWR). In the event of a sighting or incident with bears at any of the campgrounds, the concessionaire and employees will be required to contact UDWR or Wyoming Game and Fish, depending on the state where the incident has occurred, and the Flaming Gorge District Ranger or Permit Administrator as soon as possible. Options of dealing with the bear incident will be identified during this notification process, and often will require cooperation between the concessionaire and Forest Service for signing and camper notification. Most will include the cooperation of Concessionaire and Forest Service for signing and personally notifying campers.

Endangered Species

There are no known endangered species in the campgrounds, though habitat may exist there. The concessionaire will need to work with Forest Service personnel to ensure protection of any endangered species that are found. Mitigations may range from slight operational changes to partial or full site closure if endangered species are found within the campground areas.

Invasive species

The Utah Invasive Aquatic Species personnel from Wyoming and Utah have public education and boater requirements to stop the spread of Quaga mussels and to reduce the effects of burbot on native and sport fish in Flaming Gorge Reservoir. Both states have education and mussel-free registration programs. The permit holder may be asked by the Forest Service to add posters to information boards and help with other educational efforts, particularly in campgrounds along the reservoir.

The permit holder is responsible for noxious weed control in the permitted areas. Weed control activities must be coordinated with the Forest Service to maximize effectiveness of the overall

Forest weed control program. Listed noxious weeds within the permitted area must be treated at least once annually and if needed multiple times during the growing season to (1) eradicate, reduce distribution, or control listed noxious weeds within areas under permit; and (2) to prevent the spread of noxious weeds to other areas. Methods used to control of noxious weeds may include mowing, manual (grubbing, hand chopping, pulling), or herbicide treatments. Mowing and manual treatments may only be used for weeds susceptible to such treatments. This would include primarily musk thistle and perhaps other biennial noxious weeds. Mowing must be used only prior to development of seed heads. If seed heads have developed the plants must be manually removed, bagged, and properly disposed to ensure reseeding does not occur. Proper disposal may include allowing seeds and plants within bags to ferment in the sun for several weeks prior to disposal of bags. Herbicides selected for treatment will include those approved in the Ashley National Forest Noxious Weed EA and supplement. Herbicides will be applied in accordance with Federal, State, and County Noxious Weed law as well as label direction and Ashley National Forest direction. Current noxious weed lists and identification information are available at <http://www.utahweed.org> and <http://www.wyoweed.org/>.

Archaeological Resources

Cultural and historic resources on Forest Service lands are managed in compliance with various federal laws and regulations. Cultural and historic resources include indigenous and prehistoric sites across the landscape as well as historic developments, including some of the campgrounds that were constructed prior to 1970. In order to protect cultural and historic resources, the Forest Service has provided cultural resource restrictions for each of the recreation facilities on the Flaming Gorge District based on National Historic Preservation Act compliance reviews and evaluations.

All cultural and archaeological resources on Forest Service lands are protected by the Archaeological Resources Protection Act, which outlines the criminal and administrative penalties for violations. The permit holder, employees, and contractors are prohibited from collecting, removing, defacing, excavating, or damaging cultural resources on Forest Service lands. If prehistoric cultural resources are inadvertently disturbed or discovered during authorized actions, the permit holder must stop all ground disturbing actions in the area and contact the permit administrator, who will contact the Forest Heritage Program Lead to implement the Ashley National Forest Cultural Resource Inadvertent Discovery Plan.

For convenience, the cultural resource restrictions have been put into four groups. All maintenance and construction activities under the concession contract will comply with the cultural resource restrictions noted below. Maintenance and construction activities include repair or replacement of facilities or buildings, placement of permanent signs, road improvements, and any type of ground disturbance or excavation.

Group 1. No Cultural Resource Restrictions.

These campground facilities have been reviewed under Section 106 of NHPA and have no cultural resource restrictions.

- Buckboard Crossing Campground
- Deep Creek Campground

- Firehole Canyon Campground
- Hideout Boat Camp
- Lodgepole Campground
- Sheep Creek Bay Campground
- Stateline Cove Campground
- Lucerne Campground (not including original group site north of boat ramp).

Group 2. Temporary Campground Restrictions

The following campgrounds have not yet been evaluated for National Register eligibility. When they are evaluated, they will either move to group 1 if they are not historically significant or Group 3 if they are historically significant. The National Register evaluation is necessary before any modifications can be made to these facilities. No repair, maintenance, or modifications to campground facilities can be implemented without Forest Service Authorization.

- Arch Dam Group Campground
- Canyon Rim Campground
- Carmel Campground
- Cedar Springs Campground
- Deer Run Campground
- Firefighters Memorial Campground
- Greens Lake Campground
- Manns Campground
- Spirit Lake Campground
- Willows Campground

Group 3. Historic Facilities Restrictions

The following campgrounds and facilities are historically significant because of their age, design, and historic character. No repair, maintenance, or modifications to these campground facilities can be implemented without Forest Service Authorization. Any authorized repairs, maintenance, or modifications will follow approved historic preservation plans.

- Antelope Flat Campground
- Greendale Campground
- Red Canyon Campground

- Skull Creek Campground
- Summit Springs Ranger (Guard) Station

Group 4. Historic and Prehistoric Campground Restrictions

The following campgrounds have sensitive prehistoric cultural resources within the campground boundaries. No ground disturbing activities can be authorized without Forest Service approval.

In addition, the campground facilities have not yet been evaluated for National Register eligibility. No repair, maintenance, or modifications to campground facilities can be implemented without Forest Service Authorization.

- Browne Lake Campground
- Dripping Springs Campground
- Dutch John Draw Group Campground
- Greendale East Group Campground
- Kingfisher Island Boat-in Campground
- Mustang Ridge Campground
- Jarvies Canyon Boat-In Campground

Condition of Trees

Lodgepole pine, ponderosa pine, and juniper within the campgrounds are mature to over-mature. In the past, the trees have experienced heavy damage and mortality from bark beetles and mistletoe in conifers. These and other pests remain a threat to these and other tree species.

Hazard Tree Removal

The permit holder will have to conduct pre-season inspection of the campgrounds to identify existing and potential hazards, including hazard trees. The permit holder also will be responsible for monitoring and identifying hazard trees during the operating season. After securing written approval from the authorized officer, the permit holder's financial responsibility for removing hazard trees and associated slash will not exceed 1% of adjusted gross revenue for the previous year of the permit. The annual operating plan will address appropriate disposal of hazard trees and slash.

Butane and Propane Installations

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

III. Special Use Permit

In exercising the rights and privileges granted by the special use permit, the permit holder must comply with all present and future federal laws and regulations and all present and future state,

county, and municipal laws, regulations, and other legal requirements that apply to the permit area, to the extent they do not conflict with federal law, regulation, or policy. The Forest Service assumes no responsibility for enforcing laws, regulations, and other legal requirements that fall under the jurisdiction of other governmental entities.

A. Permit Term

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

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

B. Permit Holder Responsibilities

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

Responsibility for Day-to-Day Activities

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

Permit Holder-Furnished Supplies and Equipment

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

Holder-Furnished Vehicles

The permit holder may only use all-terrain vehicles, (ATV's, UTV's motorcycles, motor bicycles or similar vehicles) where such vehicles are authorized for use by the public in the Ashley National Forest Travel Plan. The holder may propose use of golf carts or other similar vehicles to facilitate daily maintenance of the facilities. If authorized, vehicles must be marked with concession logo and all vehicles must stay on motorized use designated roads or trails while driving between sites or loops. Written authorization for use of vehicles off of designated routes may be obtained on a case-by-case basis for work outside of normal daily activities.

Holder Maintenance, Reconditioning, or Renovation (MRR)

Maintenance, reconditioning, and renovation are defined in the permit (FS-2700-4h, clause V.D.1(d)). Holder MRR is defined as maintenance, reconditioning, or renovation that neither materially adds to the value of the property nor appreciably prolongs its life. The work serves only to keep the facility in an ordinary, efficient operating condition. From an accounting or tax

perspective, it is work that may be expensed, but not capitalized. In fulfilling these responsibilities, the holder must obtain any licenses and certified inspections required by regulatory agencies and follow state and local laws, regulations, and ordinances and industry standards or codes applicable to the permitted operation (FS-2700-4h, clause IV.H.1). The permit holder, at its expense, will be required to perform holder MRR under a holder MRR plan (FS-2700-4h, clause II.D and V.F). The holder MRR plan will describe required holder MRR and its frequency. The holder MRR plan will become part of the permit holder's annual operating plan.

C. Granger-Thye Fee Offset Agreement

The federal government owns all the improvements at the developed recreation sites covered by this prospectus. Under Section 7 of the Granger-Thye (GT) Act and the terms of the permit, the permit fee may be offset in whole or in part by the value of Government maintenance, reconditioning, renovation, and improvement (MRR) performed at the permit holder's expense. Government MRR is defined as maintenance, reconditioning, renovation, or improvement that arrests deterioration, improves and upgrades facilities, and appreciably prolongs the life of the property. Government maintenance, reconditioning, renovation or improvement, whether performed by the holder or the Forest Service, shall be performed at the sole discretion of the authorized officer. See Appendix 14 of the prospectus and FS-2700-4h, clause V.D.1(e).

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

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

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

When the Forest Service performs GT fee offset work, the holder will deposit fee payments into a CWFS account. The Forest Service will perform GT fee offset work under a collection agreement and offset those costs against the permit holder's annual permit fee (see FS-2700-4h, clause V.D.2, and Appendix 15 of the prospectus). The Forest Service's indirect costs may be offset at the agency's approved rate. The Forest Service and the holder will agree on the work to be performed in advance of each operating season.

D. Insurance

Liability Insurance

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

damage in the minimum amount of **\$1,000,000** for injury or death to one person per occurrence; **\$2,000,000** for injury or death to more than one person per occurrence; and **\$1,000,000** for third-party property damage per occurrence, or in the minimum amount of **\$2,000,000** as a combined single limit per occurrence. Insurance policies must name the USDA Forest Service as an additional insured (see Appendix 10 of the prospectus and FS-2400-4h, clause III.K).

E. Bonding

The permit holder may be required to provide a performance bond. The bond may take the form of corporate surety, Treasury bills, notes or other negotiable securities, cash deposits, irrevocable letters of credit, assignment of savings accounts, or assignment of certificates of deposit. The authorized officer may reevaluate the need for or the amount of the bond after the first operating season.

IV. Application

A. Instructions for Submitting Applications

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

Forest led facility tours were conducted on July 10th and July 17th, 2023 and are no longer available. Applicants are strongly encouraged to visit the sites at least once before submitting an application (see Appendices 1 and 2, vicinity and area maps and maps of developed recreation sites).

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

All applications must be submitted to;

Table 7. Application submittals

Addressee	Attention	Address
Forest Supervisor	Jayson Roundy	Ashley National Forest 355 Vernal Ave. Vernal, UT 84078

Applications must be received by close of business **(4:30 p.m.) on Wednesday May 1, 2024.**

Applicants must submit one hard copy and one electronic copy of their application to the Forest Service contact listed above. The electronic copy must be provided on a flash drive. The electronic copy must be prepared in a Microsoft Office program or PDF that allows for copying and pasting of text and must separately address each evaluation criterion listed in the prospectus.

Applications will not be returned to applicants.

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

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

Corporations also must include:

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

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

Applicants should contact **Jayson Roundy** at **435-781-5281** or **435-790-5962** or jayson.roundy@usda.gov regarding any questions related to this prospectus. The deadline to submit questions regarding the prospectus is Monday, April 15, 2024.

B. General Terms, Qualifications, and Reservations

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

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

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

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

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

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

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

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

The Forest Service is proposing a revision to FSM 2344.3 to address how passes and passports are honored in the concession program. The agency reserves the right to amend the special use permit consistent with any change to that directive. In addition, the Forest Service reserves the right to amend the special use permit, to make it consistent with applicable laws and regulations, including REA; other Forest Service directives; or other management decisions.

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

C. Application Package Requirements

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

- A proposed annual operating plan (including required and optional services).
- A business plan, business experience, references, and Small Business Development Center (SBDC) review fee, if applicable (see section IV.C.2).
- Financial resources.
- Proposed Fees charged to the public.
- Proposed Fee to the government.
- Fees
 - Initial processing fee of **\$500** made payable to the USDA Forest Service.
 - SBDC business plan review fee of **\$300** made payable to Utah State University.

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

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

Applicants must specify whether another party will assist with any of the operational aspects of the concession, and if so, must include the other party's name, address, telephone number, email address, and relevant experience.

Below are highlights of what needs to be addressed in the proposed annual operating plan. For more detail, see the Minimum Content of the Proposed Annual Operating Plan in Appendix 9 of the prospectus.

Operating Season

See Appendix 20 for the minimum operating season for each site.

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

Staffing

Applicants must address appropriate staffing to meet customer service and cleanliness standards. The holder will be responsible for furnishing all personnel for the developed recreation sites and for adequately training and supervising their activities under the terms of the permit. The holder must meet requirements of federal and state laws governing employment, wages, and worker safety. Based on past experience, recommended staffing is outlined in Appendix 9 of the prospectus. Applicants should address worker hours and schedules. Applicants also should address staff training for effective customer service, conflict resolution, area-specific emergency procedures, and dissemination of recreation and tourism information.

Supervision and Management

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

Uniforms and Vehicle Identification

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

2. Business Plan, Business Experience, and References

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

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

SBDC Review

All business plans will be independently reviewed by an SBDC. 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 **\$300.00 made payable to Utah State University SBDC**. 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 (see Appendix 17 of the prospectus) for certification of the accuracy of the financial statements.

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

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

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

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

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

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

4. Fees Charged to the Public

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

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

5. Fee to the Government

The Government is obligated to obtain fair market value for the use of its land and improvements. The minimum fee is \$45,002.97 per year. The minimum fee is the concession's average gross revenue for the past three years multiplied by the current 30-year Treasury bond rate. The minimum fee will be adjusted at the end of the first five years of the permit term if the permit is extended for five years.

Minimum Fee Calculation

Table 8. Minimum Fee Calculation

Year	Gross Revenue
2021	\$1,120,031.00
2022	\$1,012,976.56
2023	\$1,096,870.78
Grand Total	\$3,229,878.34
Average = Grand Total ÷ 3	\$3,229,878.34 ÷ 3 = \$1,076,626.11
Three Year Average Gross Revenue	\$1,076,626.11*

* Totals include camping and day use fees, no additional amenities (firewood, retail sales, etc.) In addition, these totals include revenue from rental units that have been removed from the offering. In 2023 the revenue for the rentals was \$29,147.

Total gross revenue ÷ 3 = average gross revenue

Average gross revenue multiplied by the current 30-year Treasury bond rate = the minimum annual fee. In the following example, the 30-year Treasury bond rate is 4.18 percent.

$$\$1,076,626.11 \times .0418 = \$45,002.97$$

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

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

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

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

6. Application Fee

Cost Recovery

Applications submitted in response to this prospectus are subject to cost recovery pursuant to 36 CFR 251.58(c)(1)(ii) and (c)(3)(iii). Applicants must submit a processing fee of **\$500** to cover the cost of the prospectus and review of the application. Payments due the United States for this application must be paid in the form of a bank draft, money order, or cashier's check payable to the USDA-Forest Service. Payments will be credited on the date received by the designated Forest Service collection officer or deposit location. Additionally, the selected applicant will be responsible for the costs of preparing and issuing the permit and conducting a FAD, unless the Forest Service has conducted a FAD for the applicant within the past year. If a FAD has been completed for the applicant within the last 12 months, the applicant will be responsible for the cost of adjusting it to reflect any change this selection will have on the applicant's financial ability.

D. Evaluation of Applications

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

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

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

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

The evaluation panel will provide a summary of applicants to the authorized officer. The authorized officer will make the selection decision. All applicants will be notified of the successful applicant via certified mail.

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

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

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

V. Post-Selection Requirements

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

- A final annual operating plan containing all the items included in the annual operating plan submitted in response to the prospectus.
- An annual GT fee offset agreement.
- Documentation of required liability insurance and, if applicable, property insurance.
- Documentation of bonding, if applicable.
- Required deposits and advance payments (see Appendix 10 of the prospectus and FS-2700-4h, clause V.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.

Burden and Non-Discrimination Statement

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 10 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410, or call toll free at (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer. The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.