

**Prospectus for Granger-Thye Concessions
Brasstown Bald Frontier Cabin & Shuttle Service
Chattahoochee National Forest**

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



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I. Business Opportunity

A. Introduction

This prospectus is being issued to solicit applications for a Special Use Permit to provide high-quality public services at the Brasstown Bald Recreation Area. A single permit will be issued to one individual/business to provide the following services located at the Brasstown Bald Visitor Center complex, on the Blue Ridge Ranger District, Chattahoochee National Forest:

- 1. Operation and maintenance of a Government-owned retail/food service cabin; and**
- 2. Operation and maintenance of a shuttle transportation service.**

The authorized officer for this business opportunity is the Forest Supervisor for the Chattahoochee National Forest, 1775 Cleveland Highway, Gainesville, Georgia, 30501.

A short description of each business opportunity is found below.

1. Operation and Maintenance of the Brasstown Bald Frontier Cabin as a Retail/Food Outlet (required)

Included as part of this solicitation is the operation of a retail and/or food sales outlet from within the Brasstown Bald Frontier Cabin, located in the parking lot level of the Brasstown Bald Visitor Center complex. The cabin is a 1 ½ story building, offering approximately 1,900 square feet of commercial space. At a minimum, the applicant would be required to operate the cabin during the full season, defined as 7 days/week from Memorial Day weekend through Veteran's Day weekend. Likewise, the cabin would not be available for operation during the months of December through March due to winter weather conditions. Merchandise would be decided by the applicant, but must demonstrate a public need and be approved by the Forest Service prior to sale. Appropriate items include food supplies, camping and sporting goods, basic clothing, interpretive/educational materials and local arts and crafts indicative of the surrounding area.

To note, a previous operation of concession services within the Brasstown Bald Cabin existed for more than twenty years, expiring in December 2005. From 2000 through 2005, this concession generated the following gross revenues:

<u>Year</u>	<u>Gross Revenue</u>
2000	\$162,003
2001	\$158,581
2002	\$154,903
2003	\$173,266
2004	\$157,595
2005*	\$ 67,736*

*Please note that this figure does not represent a full season of service.

2. Operation and Maintenance of the Shuttle Transportation Service from the Brasstown Bald Parking Lot to the Visitor Center (required)

Also included in this solicitation is the operation of a shuttle transportation service from the Brasstown Bald parking lot along approximately ½ mile of road to the Brasstown Bald Visitor

Center. In the past, transportation has been provided by vans or small buses that make a round trip from the parking lot to the mountain top approximately every 20 minutes (or more often, if needed) during the days and hours the Visitor Center is open to the public. One 15-passenger van or similar has proven to be sufficient on days when the visitation is 1500 or less, two vans or similar for visitation levels of 1500 or greater, and so on, as needed.

Shuttle service from the Brasstown Bald parking lot to the summit of the mountain has been provided for over 35 years. **From 2003 through 2006, this type of concession has generated from approximately \$50,000 - \$69,000 in gross revenue.**

B. Area Description

The Brasstown Bald Visitor Center, located atop Georgia's highest mountain, is managed by the USDA Forest Service, Chattahoochee National Forest, Blue Ridge Ranger District. It is approximately 57 miles north of Gainesville, Georgia via US 129, GA 180, and GA 180 Spur.

The site complex consists of the Visitor Center, which includes an exhibit hall, audio-visual theater, and observation deck; a half-mile access trail from the parking lot; a building that has been used in the past as a self-serve concession area; a log cabin (one focus of this prospectus) that has been operated in the past as a retail book and craft store; picnic areas; an approximate 300-vehicle parking lot; and three separate rest room facilities. Three hiking trails terminate in the parking lot from different directions. One of the trails connects to the Appalachian National Scenic Trail.

Brasstown Bald is located off of the Russell-Brasstown National Scenic Byway. It is marketed nationwide by the Federal Highways Administration through their National Scenic Byways Program. More information can be found at www.byways.org.

The site is about equidistant (approximately 18 miles) from the towns of Blairsville, Hiawassee, and Helen, the closest locations to Brasstown Bald for food service. Each of these towns actively promote themselves as tourist destinations. These towns all include Brasstown Bald in their literature as a major nearby attraction. Unicoi and Vogel State Parks, two of the most heavily visited sites in the Georgia state park system, are located 20 and 14 miles from Brasstown Bald. Brasstown Valley Resort, a state owned concession-operated golfing resort is located at the foot of the northern slopes of Brasstown Bald about 25 road miles away. Numerous other private campgrounds, cabin rentals, bed and breakfast inns, and motels are located in the surrounding area.

The site is surrounded by thousands of acres of National Forest land, including, and on three sides, the 13,000 acre Brasstown Wilderness. The Chattahoochee National Forest provides year-round recreational opportunities, with camping, hiking, scenic viewing along Forest roads, hunting, and fishing being the primary activities in the Brasstown Bald area.

The Chattahoochee National Forest is considered an "urban forest" and the Brasstown Bald area is within a few hours drive of the Atlanta, Chattanooga, and Greenville-Spartanburg metro areas. Approximately 70,000+ visitors a year come to Brasstown Bald during the operating season and hours. The major season of use is from May 24 through October 30.

C. Recreation Sites and Facilities

Brasstown Bald

Georgia's Highest Mountain

Chattahoochee National Forest

Deep in the Chattahoochee National Forest, Georgia's highest mountain lays claim to the most inspiring vistas in the state. Brasstown Bald rises 4,784 feet above sea level and offers commanding views to the visitors of this unique environment. In the foreground are the forested slopes of the mountain, home to a wide variety of plants and wildlife protected by the adjacent Brasstown Wilderness. In the distance you'll find yourself looking into South and North Carolina, Tennessee and nearly half the state of Georgia. On a clear day a keen eye can spy the skyscrapers in Atlanta.



All this and more is available from the observation deck on the visitor information center at the very summit of Brasstown Bald. The center includes 8,000 square feet of interpretive exhibits about the area's geology and ecology, climate and weather, history and culture and video presentations in the mountain top theatre.

Also available are:

- Ample parking
- Restrooms
- Picnic tables
- Shuttle bus from the parking lot to the summit
- Easy access to four hiking trails ranging from 0.5 mile to 6 miles in length
- Breathtaking displays of spring wildflowers and fall foliage



U.S. Department of Agriculture
Southern Region
Forest Service

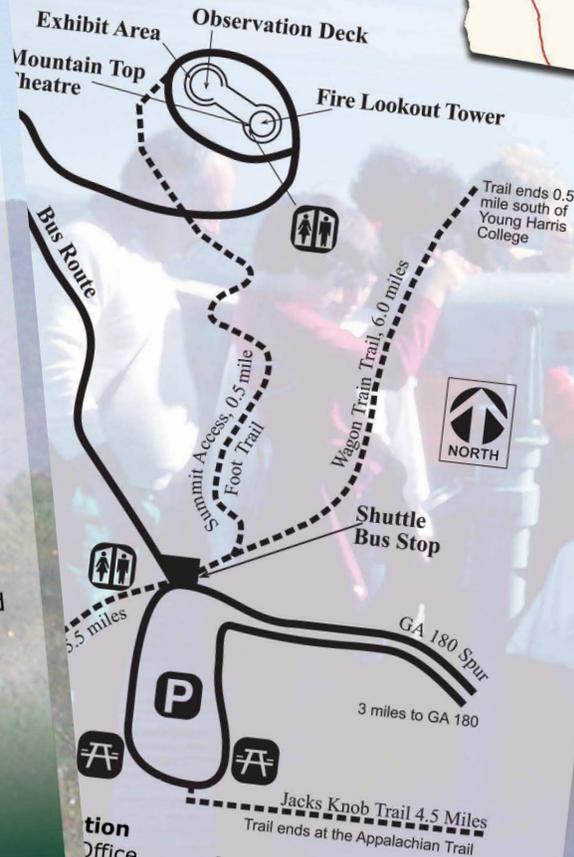
R8-RG202 August 2006

The USDA is an equal opportunity provider and employer.



Directions

From Blairsville, Georgia, take U.S. 19 and 29 south for 8 miles. Turn left (east) onto Georgia 180. Go 9 miles to Georgia 180 and turn left (north). Go 3 miles to the Brasstown Bald parking lot.



Information Office District

Brasstown Bald
Visitor Information Center
706.896.2556

www.fs.fed.us/conf

Retail/Food Service

The following is a description of the Brasstown Bald Frontier Cabin, building location for the proposed retail/food concession services included in this prospectus (*see* Appendix 2 & 3 of the prospectus).

Brasstown Bald Frontier Cabin

- One and one-half story, square log construction.
- Covered front porch runs length of main cabin room. Small covered back stoop.
- Lower level-one main room with working fireplace, one side room, one small half-bath with toilet and sink. Main room is approximately 800 square feet. Side room is approximately 375 square feet. Half bath is approximately 24 square feet. Approximately 1200 square feet of total space. Twenty 110V double electrical outlets. One phone jack, one modem jack.
- Upper level-accessed by interior stairwell, one main room, two end rooms. Main room is approximately 285 square feet. One end room is approximately 105 square feet, the other is approximately 245 square feet. Approximately 635 square feet of total space. Eleven 110V double electrical outlets. One phone jack.
- Heating and air-LP gas furnace servicing upper and lower levels. One small electrical wall heater in half bath. Air-conditioning unit serving upper and lower levels.
- Water-one deep sink in half-bath served by chlorinated well system. One small hot water heater in half-bath.
- **No kitchen facilities, including grills, ovens, fume hoods or kitchen fire protection are currently provided. Without major modifications, cooked items will be limited to foods than can be heated by a concessionaire furnished microwave oven or warming tray.**
- Lighting-multiple fluorescent lighting in upper and lower levels. Track lighting in lower level as well.
- Display racks-325 square feet of wall mounted shelving racks in lower level. Two floor-standing display cases in lower level.
- New roof installed November 2007. Exterior of cabin renovated November 2007.



Main entry to Brasstown Bald Cabin



Large display room – lower level

Additional photographs listed in Appendix 20

Frontier Cabin Summary

Site	Brasstown Bald Frontier Cabin (concessions store)
Year of Construction	1986
Square Feet	~1,900 sq ft of commercial space
Communications	Telephone - Two phone jacks Computer - One modem jack
Utilities	Water, electricity, septic, heating and air conditioning
Drinking Water	Provided by the Forest Service Brasstown Bald water system
Toilet/Shower	1 Half bath with toilet and deep sink (No kitchen facilities)
Display racks	325 sq ft of wall mounted shelving racks in lower level
Trash Bins	None; To be provided by contractor
Accessibility	Lower level of cabin is accessible, including ramped entry
Elevation	~4,400 feet
Operating Season	Visitor Center Off Season – <u>Weekends only (Sat-Sun)</u> from early April through Memorial Day Weekend, and then from Veteran’s Day Weekend through late November Visitor Center Full Season – <u>Open daily (7 days/week)</u> from Memorial Day Weekend through Veteran’s Day Weekend Visitor Center Closed – Late November through early April Parking lot, Observation deck & trails – Open 365 days/year unless access road is closed by the state (Hwy Spur 180)
Previous Operations: Five-Year Average Gross Revenue ('00-'04)*	\$161,270*

* Does not include revenue from Brasstown Bald entrance fees and shuttle fees. Revenue represents an average of gross collections from concessions sold at the Brasstown Bald Cabin ONLY during the last full five seasons of service.

Shuttle Transportation Service

The following is a description of the transportation route being offered for concession at the Brasstown Bald Visitor Center complex.

The permitted route consists of a one mile round trip from the parking lot on Brasstown Bald Mountain to the Brasstown Bald Visitor Center at the summit of the mountain, with the possibility for extended trips to and from various locations in the area as approved by the District Ranger. This route is along a paved Forest Service Road, closed to the general public.

A sufficient number of conveyances should be provided based on expected attendance for any given day so that visitors do not have to wait an unreasonable length of time for a ride either up or down the mountain. AS A MINIMUM, plan to provide conveyance(s) capable of transporting up to 100 visitors per hour on days when visitation is expected to be 1,500 or less; conveyance(s) capable of

transporting up to 250 visitors per hour when visitation is expected to range from 1,500 to 3,000 per day.

The permittee shall be expected to comply with all State laws that may apply to this service including, but not limited to, such things as paying State sales tax, licensing requirements for drivers, the Georgia Child Safety Seat Law (if applicable) and vehicle insurance.

Physically challenged visitors who cannot easily get into the permittee’s vehicle, and their drivers, will be allowed to drive their private vehicles to the top of the mountain after paying the standard amenity (day use) fee.



Brasstown Bald Parking Lot and Visitor Center
Photo courtesy of Tom Cooper

Shuttle Transportation Route Summary

Site	Brasstown Bald Parking Lot to Visitor Center (shuttle route)
Surface	Paved road
Length	~1/2 mile each way
Loading/Unloading Zones	Lower Level- At the beginning of the service road leading to the Visitor Center; ample turn-around room Upper Level- At the bottom of the main steps to the Visitor Center; along loop road
Minimum Operating Season	Visitor Center Off Season – <u>Extended Weekends only (Sat-Sun)</u> from early April through Memorial Day Weekend, and then from Veteran’s Day Weekend through late November Visitor Center Full Season – Open daily (7 days/week) from Memorial Day Weekend through Veteran’s Day Weekend Visitor Center Closed – Late November through early April Parking lot, Observation deck & trails – Open 365 days/year unless access road is closed by the state (Hwy Spur 180)
Previous Operations: Four-Year Average Gross Revenue ('03-'06)	~\$60,000

D. Government-Furnished Property

The Forest Service will provide certain property in conjunction with the concession 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.
- Title VI signs.
- Public Information Handouts
- Regulatory Posters

F. Utilities and Waste Management

Certain utilities and infrastructure exist for the developed recreation sites and facilities identified in this prospectus. The permit holder will be responsible for securing, managing, and paying for these utilities. Applicants should contact service providers to obtain estimated costs for the utilities. Please note that utilities are only applicable for the Brasstown Bald Frontier Cabin. No utility services have been identified for operation of the shuttle concession service.

These utilities include:

Electrical

Electrical service is provided to the Brasstown Bald Cabin through the use of one electrical meter. Blue Ridge Mountain EMC (BRMEMC) is the current provider, and can be contacted at P.O. Box 9 / 1360 Main Street, Young Harris, Georgia or 706-379-3121.

Telephone

There is telephone service available within the Brasstown Bald Cabin. Two telephone jacks are provided within the cabin (1 upper floor / 1 lower floor). Alltel is the current provider and can be contacted at 231 Hillcrest Plaza, Suite 3, Blairsville, Georgia or 706-745-6911.

Propane

Heating and air are fueled by propane using an LP gas furnace and air conditioner which service both the upper and lower levels. There are a few suppliers of propane in the area.

Water

Water at the Brasstown Bald Cabin is provided by a 20,000-gallon tank and gravity fed distribution system. The Forest Service will be the primary operator and maintainer of the water system.

Garbage

The permit holder will be responsible for all garbage removal related to the operations. Currently, a contracted garbage removal service is not being used at any of the areas within the Brasstown Bald Visitor Center complex.

Liquid and Solid Waste Disposal

Although unlikely, the permit holder is responsible for pumping the septic system which services the Brasstown Bald Cabin *if needed* during the term of the permit. There are several providers in the area.

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 concession services. All applications must be consistent with these requirements.

A. Site Closures

The Forest Service reserves the right to close all or a portion of any area offered 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.

No closures for maintenance or construction are scheduled for the 2008 recreation season at this time. However, in an effort to improve the Brasstown Bald Visitor Center complex, a new toilet building and entrance station are proposed to be constructed in the vicinity of the lower parking lot during the 2009 recreation season. This project would consist of demolishing the existing small concessions building (not the Brasstown Bald Cabin), the flush toilet building and the small entrance station. In addition, a new toilet building and entrance station would be constructed in the vicinity of the cabin. The Forest Service will do its best to conduct these projects so that they have as little impact as possible on the normal operations of the Visitor Center. The Forest Service will do everything possible to eliminate any disruption to the concessionaire, as well. However, prospective bidders must make their own determinations as to whether these projects will have any impacts on the operations of the cabin and transportation service.

Please note that the Georgia Department of Transportation (DOT) holds jurisdiction over the road leading to Brasstown Bald, identified as Spur 180. When road conditions become unsafe due to weather, Georgia DOT will close the road until conditions improve.

B. Applicable Forest Orders

Forest orders related to the offering are identified in Appendix 5. Additional applicable forest orders may be issued in the future.

C. Compilation of Revenue Data

The permit holder must provide revenue data to the Forest Service (*see* Appendix 6 of the prospectus for a sample use report). Revenue reports must be completed monthly and at the end of the operating season for all concession sales. At a minimum, monthly and year-end revenue reports must include:

- Total fee revenue for goods and services, listed separately for the cabin (retail), shuttle (transportation) and any other optional services being offered.

In addition, year-end use reports must include:

- Total taxes paid.
- Total gross revenue.
- Total net revenue.

D. Customer Service Comment Cards

The permit holder must provide a customer service comment card to visitors at, 1) the Brasstown Bald Cabin sales location, and 2) for the transportation shuttle (May be combined or separate; *see* Appendix 7 of the prospectus).

E. Performance Evaluations

At a minimum, the Forest Service will perform a mid-year and a year-end performance evaluation (*see* Appendix 8 of the prospectus). An unsatisfactory rating may be cause for suspension or revocation of the special use permit. Sustained satisfactory performance is necessary for a permit extension.

F. Accessibility

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

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

The FSORAG and the ADA/ABA Accessibility Guidelines are posted on the Forest Service's website at <http://www.fs.fed.us/recreation/programs/accessibility>. Questions regarding ADA/ABA Accessibility Guidelines may be referred to the Access Board at www.access-board.gov. 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 for visitors with disabilities, including persons with impaired vision or hearing, so that all visitors may obtain information on accessible services, activities, and facilities.

As stated earlier, physically challenged visitors who cannot easily get into the permittee's vehicle, and their drivers, will be allowed to drive their private vehicles to the top of the mountain after paying the standard amenity (day use/entrance) fee. A clear policy regarding this matter must be outlined and signed off on prior to the start of the permit period.

G. Prices Charged to the Public

For food and beverage items, a menu, complete with fees charged to the public, shall be submitted by the chosen applicant after selection. All items must be approved by the Forest Service before being made available to the public. **For the purposes of this application process, only a generalized list of items (with range of prices) is required for review (to be included in the Annual Operating Plan and Fees Charged to the Public).**

Due to the limited facilities available within the Brasstown Bald Cabin, light snacks and finger foods are recommended but not required. Nutritional food options are also encouraged. However, the permit holder has discretion over the different types of food and beverages offered, with the exception that no alcoholic beverages are to be sold.

In substitution for or in addition to food and beverage items, the applicant may propose the sale of convenience items such as picnic supplies, sundry items, camping and sporting goods, basic clothing and interpretive/educational material or can propose any other services that would provide a valid public service to this area. **Again, for the purposes of this application process, only a generalized list of items (with range of prices) is required for review (to be included in the Annual Operating Plan and Fees Charged to the Public).** However, a complete list of convenience items to be sold with prices must be submitted to the Forest Service by the selected applicant prior to commencing sales. At any time this list can be modified to offer different sale items, but approval must be received by the Forest Service before offering any new products to the public. The Forest Service will review such proposals for demonstrated need, appropriateness, and legal authority, and reserves approval based on this review.

In addition, fees to be charged to the public for all transportation services must be submitted by the applicant and clearly stated for the next three years (to be included in the Annual Operating Plan and Fees Charged to the Public). Please note that prices may be proposed to vary by year.

The fees to be charged to the public for the various services being offered must be clearly stated in the Annual Operating Plan and Fees Charged to the Public submittals (See Section IV. Application).

H. 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 and related facilities. *See* Appendix 8 of the prospectus.

I. Other Pertinent Information

Forest Service – The Forest Supervisor for the Chattahoochee-Oconee National Forest is the Authorized Officer with decision authority for interpreting the terms of this special use permit. The Blue Ridge District Ranger and or his designated representative for the Chattahoochee-Oconee National Forest will administer the permit and have decision authority concerning the implementation of this special use permit and day-to-day operations. Ultimate decision authority, however, rests with the Forest Supervisor. Any other oral statements by representatives of the Government other than the Forest Supervisor, the District Ranger, and/or their designated representative that may appear to modify or change any conditions of this special use permit is an expression of opinion only, and will confer no right or obligation upon the permit holder.

Permit Holder – Only the Executive Officer, with obligation authority for their company, can sign the application for this recreation area concession permit. This signature must be accompanied with the individual's official title and address, together with proof of the officer's obligation authority to obligate.

Resource Concerns

- **Damage to Government Facilities:** All damage to Government Facilities in excess of \$50 resulting from vandalism or equipment failure must be reported verbally to the District Ranger, or designated representative, within 24 hours of its occurrence, followed by a written report within seven (7) days. Damage of less than \$50 will be reported to the District Ranger, or designated representative, in writing, within seven (7) days.
- **Personal Injuries and Personal Property Damage:** Any personal injury or personal property accident/damage will be reported verbally to the District Ranger, or designated representative, within 24 hours and followed by a written report within seven (7) days.
- **Incidents such as theft or major altercation with a visitor, or between visitors,** will be reported to the District Ranger, or designated representative, verbally within 24 hours and followed by a written report within seven days.
- **Health and Safety:** The operation of the Brasstown Bald Cabin shall meet all Federal, State, and local health and safety requirements and inspections. Copies of the results of Health and Safety Inspections will be furnished by the permit holder to the Forest Service within 5 days of receipt.
- Once the permit is issued, **the permit holder will be responsible for changing the utilities from the Forest Service to their name and pay all costs associated with these transfers.**

Utilities include but may not be limited to electricity, solid waste removal, telephone, water, and sewage.

- **The permit holder and the Forest Service will jointly conduct an inventory of the conditions of all facilities under this permit** prior to, and at the conclusion of each operating season.
- **Hazard Inspections:** A hazard inspection will be conducted immediately after any major weather event (i.e., hurricanes, tornados, ice storms). The Forest Service will advise the permit holder, as needed, in regards to hazard tree identification and removal.
- **Site Protection, Erosion Control, Wind Damage and Fire Prevention:** The permit holder has an affirmative duty to protect from damage the land, property, and other interests of the United States. Examples include, but are not limited to, fire suppression, erosion, and wind damage to the environment and to Government-owned improvements covered by this permit, damage, or contamination to the environment, and/or damage to roads and trails.
- **Cultural Resource Protection:** The permit holder has responsibilities under the National Historic Preservation Act of 1966 (NHPA). Prior to any activity with the potential to affect National Register Properties designated or eligible National Register sites found in developed recreation areas, the permit holder must notify the Forest Service of their intentions and obtain Forest Service approval prior to any ground disturbance. Depending on the actions proposed and the sites involved, the review process can take up to several months.
- **Environmental Reviews:** The facilities offered in this prospectus are located within the area managed according to the Chattahoochee-Oconee National Forests Land and Resource Management Plan. Special procedures are required to assess the effect of proposed recreation site management activities, including all types of vegetation management and surface disturbing activities, on a range of sensitive species and survey and manage species. The concessionaire must coordinate closely with the Forest Service prior to beginning vegetation management activities and/or work requiring surface disturbance.

The Forest Service must approve activities before the work begins. The activity cannot proceed until the Forest Service and possibly the U.S. Fish & Wildlife Service have completed the required environmental reviews, and the Wildlife Service has concurred with Forest Service findings. In some cases, these reviews can take several months. The Forest Service will make all efforts to expedite the environmental review process to the best of its ability.

- **Endangered Species:** Protected, Endangered, Threatened, Species (PETS) sites have not been identified within the vicinity of the Brasstown Bald Cabin, nor along the transportation shuttle route. The permit holder will have to coordinate any projects within the recreation site with the Forest Service before any work is started. The permit holder will have to notify Forest Service law enforcement personnel immediately of any unauthorized disturbance of the site.

Future Concession Opportunities

The Chattahoochee National Forest is currently reviewing a study by *PriceWaterhouseCoopers* for the future expansion of concession opportunities at the Brasstown Bald Visitor Center. In the near future and upon further review, it may be decided to offer a broader range of services for concession at Brasstown Bald including operation of the entire complex under one permit, but not before the

expiration of this advertised permit. Please note that any future opportunities would be available under a separate prospectus.

Forest Service Programs

The Forest Service retains the right to present programs within and on the grounds of the Brasstown Bald Cabin, subject to coordination with the permit holder to avoid conflict with business operations and other scheduled activities.

Forest Service and Permitted Special Events

A number of special events including, but not limited to, Tour-de-Georgia, All Corvette Car Show, and other competitive races are held at Brasstown Bald on an annual basis. In some instances these events require partial use of the Brasstown Bald parking lot to stage these activities. The Forest Service retains the right to offer special use authority for such activities and is not responsible for any losses resulting from these events. In most cases, these events will result in increased revenue for the permit holder based on especially high visitation during these times.

Use of Sites/Parking lots/Restrooms by Nonpurchasing Guests

General parking, use of toilets, and use of facility grounds by nonpaying customers will be allowed at no charge.

Advertising

Advertising will be restricted to attractive and approved signs that simply state the services provided by the concessionaire in the Brasstown Bald Cabin and within the shuttle loading/unloading zones.

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 **approximately three years, with an option to extend the term for up to an additional two 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 4 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 and facilities in accordance with the special use permit. These include, but are not limited to:

- Equipment, supplies, vehicles and materials directly related to food, beverage and gift sales operations within the Brasstown Bald Cabin
- Equipment, supplies, vehicles and materials directly related to shuttle service operations
- Toilet paper, cleaning powder, toilet chemicals, disinfecting/deodorizing solution, brooms, mops, rakes, toilet brushes, paint brushes, paint, brush cutters, drills, generators, carts and any other tools and supplies necessary to accomplish operation and maintenance of the Brasstown Bald Cabin, both on the interior and exterior of the building.
- Telephones, two-way radios, fax machines, and other office equipment necessary to document sales as well as conduct other record-keeping responsibilities as described in this prospectus. The permit holder will be responsible for all utility fees associated with such equipment.
- All combination, keyed or deadbolt locks required for operation and maintenance of the Brasstown Bald Cabin, except those already in use. The permit holder will furnish the Forest Service with combinations or keys to locks on all government-owned facilities.

Vehicle Maintenance and Safety

ALL VEHICLES used under this permit for public transport MUST BE INSPECTED prior to operating under this permit, and monthly thereafter by a service center approved by the Forest Service in order to check for safe operating condition of the brake lining and pads, exhaust system and drive train. The inspections are the responsibility of the permittee and a COPY OF THE COMPLETED INSPECTION FORM MUST BE FURNISHED to the Forest Service each month.

Authorized representatives of the Forest Service shall have the right to inspect the equipment used at any time, and require that needed maintenance or repairs be made.

The permittee shall be responsible for maintaining the premises used in the operation of the shuttle service by maintaining clean and sanitary conditions at all times around the waiting areas.

The permittee will keep the area and vehicles free from health and safety hazards.

All vehicles must be equipped with running boards, steps or other device attached to the vehicle to facilitate the safe entry and exit by passengers.

To protect the safety of visitors, vehicles must be parked at the parking lot loading zone in such a manner that they can pull forward once filled, thus avoiding the need to back out to begin each trip up the mountain. This should be easily done based on the current configuration of the loading zone and road.

The permittee will provide and install a First Aid Kit in each vehicle used under this permit. All such kits must contain standard supplies for the treatment of cuts and sprains and also Sting Kill or equivalent insect sting treatment medication.

All vehicles must be equipped with at least a 5 lb. ABC multi-purpose fire extinguisher or better.

Holder Maintenance, Reconditioning, or Renovation (MRR)

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

C. Granger-Thye Fee Offset Agreement

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

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

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

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

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

D. Insurance

Liability Insurance

The successful applicant must have liability insurance covering losses associated with the use and occupancy authorized by the permit arising from personal injury or death and third-party property damage in the minimum amount of **\$1,00,000.00 as a combined single limit per occurrence**. Insurance policy or certificate must state the required minimum coverage, name the United States as additional insured, and state that notice of cancellation of the policy, non-renewal, or changes to the policy must be furnished to the Forest Service 30 days prior to notice (*see* Appendix 4 of the prospectus and FS-2400-4h, clause III.I).

E. Bonding

A bond will only be required for constructing facilities and will not be imposed for routine operations covered within the scope of this permit.

The permit holder will provide a performance bond for the construction of new recreation-related facilities as allowed by the Forest Service. The amount of bond required would be determined based upon the construction cost of project. Bonds may take the form of corporate surety, Treasury bills, notes, and bonds or other negotiable securities, cash deposits, irrevocable letters of credit, assignment of savings accounts, or assignment of certificates of deposit.

IV. Application

A. Instructions for Submitting Applications

Applicants **must** submit a written application for this offering.

Applicants are strongly encouraged to visit the site 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 USDA Forest Service, Forest Supervisor, Attn: Jake Cowart, P. O. Box 9, Blairsville, GA 30514. Applications must be postmarked by February 11, 2008. All applications received by the Forest Service will be confirmed by signature of recipient and the date and time received recordation.

Applicants must submit **3** copies of their application package and supporting documents (*see* Appendix 19 for further details regarding package requirements).

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 **Jake Cowart** at **706-745-6928, extension 119** or **jcowart@fs.fed.us** regarding any questions related to this prospectus.

B. General Terms, Qualifications, and Reservations

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

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

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

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

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

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

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

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

The 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 (also see Appendix 19):

- A proposed annual operating plan (including required and optional services).
- A business plan, business experience, and references.
 - Name and address of organization or individual applicant
 - Business documents establishing legitimate business – Certificate of Corporation, Articles of Corporation, LLC, etc.
 - Business Federal Tax ID number or individual social security number
- Financial resources.
- Fees charged to the public.
- Fee to the government.
- Financial Review Fee – Include a check for **\$50** made out to *Small Business Development Center*.

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 10 of the

prospectus) to organize their response to this section. The successful applicant's proposed operating plan will be attached to and become a part of the special use permit.

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

Below are highlights of what needs to be addressed in the proposed annual operating plan. For more detail, see the sample annual operating plan in Appendix 10 of the prospectus.

Operating Season

The minimum operating season for the Brasstown Bald Cabin is from Memorial Day (May 26, 2008) through Veteran's Day (November 11, 2008). The Cabin must be open and operational seven days per week during the minimum operating season, unless a Forest Service closure order is in effect. Similarly, shuttle service must also be provided seven days per week during the minimum operating season, unless otherwise approved/mandated by the Forest Service.

Please note that the Brasstown Bald Visitor Center will be open every day, including holidays, between these dates. Applicants may, if they wish, propose an operating season and/or operating hours that exceed the required minimum. Applicants need to clearly state the dates and times during which they plan to operate the cabin and transportation service. If different than the schedule as outlined on pages 7 and 8, the differences should be clearly explained. The season and times of operation will be subject to final approval by the Forest Service.

Staffing

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

Supervision and Management

Applicants must designate an individual to serve as the agent of the holder for purposes of administration of the permit by the Forest Service. This individual will serve as the liaison between the permittee and the Forest Service and will have full authority to act on behalf of the permittee in dealing with 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 will be held accountable 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 (if applicable); and signage to identify the concessionaire to the public. At a minimum, holder vehicles should be clean, quiet and well maintained. A professional quality sign containing the holder's name must be displayed on the side of each vehicle used for public transport.

Required Services

The following are the required minimum services to be offered for this proposal:

1. Operation of the Brasstown Bald Frontier Cabin
 - Beverage sales
 - Light snack sales
 - Minor retail sales
2. Operation of the shuttle transportation service
 - Transportation provided from the parking lot to Visitor Center

Optional Services

The following are some examples of optional services that applicants may include to offer in their proposal.

Brasstown Bald Visitor Center

Additional food and beverage concessionaire services may also be located outside of the Brasstown Bald Visitor Center building, located approximately .5 mile from the parking level. Concessionaire services would be provided by the permit holder only through the use of portable food carts or other similar portable or temporary food and beverage facilities. While carts may be stored in the Visitor Center, no food may remain in the Visitor Center for storage and keeping. No additional structures may be constructed for development of this minor concession service at the Visitor Center. Hours of operation would coincide with regular hours of the Visitor Center. Portable trash receptacles and disposal of trash will need to be provided by the permit holder.

The following two options could be considered for food service outside of the Brasstown Bald Visitor Center:

1. Within the breezeway which is centered between the Visitor Center and fire tower.
2. Atop the observation deck, along side of the fire tower structure.

Extended Shuttle Trips

The Forest will allow, and include in the permit if proposed, service from other points to Brasstown Bald. For example, past permittees have occasionally made arrangement to meet tour buses at Jacks Gap (southern terminus of Spur 180) and provide transportation from the gap to the mountaintop. Applicants can, if they wish, propose to offer services from other places such as area motels or campgrounds.

Recycling

Recycling can greatly reduce expenses for trash removal if managed correctly. The permit may propose to develop a recycling effort associated with the food and beverage concession. Permit

holder-supplied recycling receptacles would be subject to approval by the Forest Service. The permit holder would be responsible for emptying recycled materials from the bins and removing them from the area to a recycling facility. Any proceeds from the sale of recycled materials may be retained by the permit holder. Likewise, the use of Styrofoam containers should be highly discouraged.

Catering

Catering food service for bus tours or special events is another optional service item. The permit holder would be responsible for contacting all event/touring coordinators and for making all food and beverage arrangements with the visiting party.

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 and/or concession sales facilities. 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 (Small Business Development Center) if they need assistance in completing their business plans.

SBDC Review

All business plans will be independently reviewed by an SBDC. Applicants are required to submit 3 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 \$50.00, made payable to Small Business Development Center. 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 Audit Disclosure (FAD) conducted by the U.S. Forest Service 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 will complete blocks 6 through 15 of the form and mail back the completed form.

4. Fees Charged to the Public

Applicants must provide a list of fees they propose to charge to the public for the 3 years of operation, including fees for required and optional services (*see* Appendix 10, Sample Annual Operating Plan, for a list of required and optional services). As previously mentioned, fees for retail/food sales can be a generalized listing of products and prices. This list will be refined once a selection is made. However, fees for the shuttle service should be detailed and firm, according to year. 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 annual minimum fee is **\$10,000 or 10 percent** of adjusted gross revenues, whichever is greater.

Applicants may propose a fee below the stated minimum fee, provided they can document why this represents fair market value. However, the Forest Service may reject the proposed fee if it determines that amount does not reflect fair market value. Applicants will propose their fee to the Government as a percent of adjusted gross revenue. This fee need not be the same amount for each year of operation.

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 MRRRI, performed at the permit holder's expense in accordance with a GT fee offset agreement (*see* section III of the prospectus).

6. Financial Review Fee & Cost Recovery Fee

Financial Review Fee

As stated above, a \$50 check is required from each applicant made out to Small Business Development Center to cover the costs for financial review of each application (see #3 Financial Resources).

Cost Recovery

The selected applicant submitted in response to this prospectus is subject to cost recovery pursuant to 36 CFR 251.58(c)(3)(iii).

D. Evaluation of Applications

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

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

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

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

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

The Forest Service 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, including,
 - A final detailed listing of all sales items and services to be provided to the public
- An annual GT fee offset agreement.
- Documentation of required liability insurance.
- 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.

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

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a discrimination complaint, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 975-3272 (voice) or (202) 720-6382 (TDD). 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.