

Appendix B: Operating Proposal Format

The concessionaire will be responsible for providing a level of service which meets the standards and requirements specified in this prospectus. The applicant's "Operating Proposal" describes the operating season, staffing, and services provided. The Forest Service will use information that the applicant provides in the Operating Proposal to rate the applicant against the Operating Proposal Evaluation Criteria (refer to Appendix T). The successful applicant's proposal will become a part of his/her Annual Operating Plan.

At this time, the Forest Service is not requesting Annual Operating Plans. Applicants must submit one separate "Operating Proposal" for the Lac Vieux Desert Campground and one separate "Operating Proposal" for the Lost Lake Recreation Cabins (if applying for both), describing how the Operating Standards, Requirements, and Recommendations (Chapter IV) and the Operation and Maintenance Standards (Appendix N) and will be met or exceeded. It is strongly recommended that the "Operating Proposal" follow the format presented here. If additional space is required, use additional sheets. This format is available in Rich Text Format (.rtf) and .pdf for use on a variety of word processing software from the Chequamegon-Nicolet National Forest website at:

http://www.fs.fed.us/r9/cnnf/news/2004/erfl_sites/index.html

Proposals submitted in other formats may receive a reduced score if information addressing the specific Standards and Requirements is not clearly presented in a form making it readily identifiable and usable by the evaluation team.

An Operating Proposal

for the

_____ Recreation Facility

[Applicants must provide separate proposals for the Lac Vieux Desert Campground and the Lost Lake Recreation Cabins]

Applicant: _____

OPERATING SEASON

The dates specified in Chapter II under Operating Seasons are the minimum operating seasons. All sites will be open and operational seven days per week, including holidays, between these dates. State the period of time (beginning and ending dates) in which you plan to operate the recreation site. The permit holder will be responsible for facilities on a year-round basis, including during periods of non-operation.

STAFFING

During the required minimum operating season, the permittee will be required to provide, at a minimum, a designated representative and host/site managers at the facilities identified and in the quantities listed in Chapter IV. The names of company owners and management personnel will be listed and described in your Business Plan. In this Operating Proposal, you must specify the name, experience, qualifications, and office location of the designated representative who will be responsible for the recreation site, as well as how the designated representative fits into the supervisory chain of command leading from your company management team to the hosts/site managers on the ground. In addition, specify the number of site managers and/or hosts you will provide, their resident locations and the specific recreation sites for which each will be responsible. Describe the experience and qualifications these personnel will possess, and your process for evaluating their conduct and performance, and if necessary, taking disciplinary action. Describe the training which will be provided for site managers and hosts. Describe the uniform your employees will wear, the types of company vehicles that will be used, and how they will be designated.

HEALTH AND CLEANLINESS

Describe in detail how you will meet or exceed Operation and Maintenance Standards and Requirements for cleaning sites and facilities, sewage disposal, and garbage disposal. Describe pre-season, seasonal, post-season, daily, routine, etc. Include details on method for waste and sewage disposal including describing special equipment, tools, supplies, and materials to be used, storage locations, and licensing requirements. Specify any hazardous materials which may be used, the location(s) where hazardous materials will be stored, and how they will be stored safely and in compliance with applicable local, State, and Federal codes or regulations. Describe your plans for meeting water testing requirements.

SETTING

Describe how you will meet or exceed Operation and Maintenance Standards and Requirements for Setting issues as described in the prospectus. Describe how you will enforce site limitations on the number of users and vehicles. Also discuss how you will deal with vehicles parked outside of designated camping spurs and parking areas. Describe the management of site manager/host campsites, including the types of equipment which will be located at those sites, standard of appearance of such sites, etc.

SAFETY AND SECURITY

Describe how you will meet or exceed Operation and Maintenance Standards and Requirements for hazard inspections and abatement of hazardous conditions. Describe your procedures for enforcing rules of use and County, State, and Forest Service ordinances, regulations, or laws, including

prevention of violations, response to violations, and employee training and experience in these areas. Provide a copy of your proposed Rules of Use. Describe your procedures for responding to and reporting incidents and emergency situations. Describe how you plan to provide your employees with reliable communications.

RESPONSIVENESS

Describe how you will meet or exceed the Operation and Maintenance Standards and Requirements for accessibility, information boards, public contacts, and distributing information. Also describe your training program to familiarize site managers/hosts with local and regional information and public contact skills. Describe the content, format, materials, and how you will distribute any proposed pamphlets or brochures. Describe any proposed interpretive programs under Optional Services.

CONDITION OF FACILITIES

Describe how you will meet or exceed Operation and Maintenance Standards and Requirements for Holder Maintenance and Reconditioning, Government Maintenance and Reconditioning, and vandalism. Specifically address your company's capabilities for performing Government Maintenance and Reconditioning projects as fee offset (third party or self), whether or not you would be willing to make accelerated fee payments in order to accomplish a large project, and the amount you would be willing to advance. Specify the signs you plan to install to meet prospectus requirements, describing materials, size, colors, and messages.

OPTIONAL SERVICES

Detail any proposals to provide optional services such as sales of sundry items, extended off-season stay limits/discount off-season pricing, or interpretive programs. See Chapter IV for required submittal items.

USE FEES

Use the following tables to specify the proposed fees to be charged for the recreation uses specified in the descriptions of the facilities in Chapter II, as well as any additional proposed use fees (See Chapter V, "Pricing Policies" and "Use Fees," for a discussion of allowable use fees.) Provide detail for your proposed fee collection system including the method used to collect fees, how visitors will be informed of this method, and how compliance will be obtained. Describe what financial and security controls will be provided to insure accurate determination of fees due to the Forest Service and accurate recreation use data, and shall also describe the accounting system to be implemented.

PROPOSED RECREATION USE FEES

Note: Describe the fee structure and list the fees that the public will pay at the recreation site.

| Recreation Facility Name | User Fees | Other fees (specify) |
|--------------------------|-----------|----------------------|
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| | | |

Variable Pricing: Explain any proposals for variable pricing.

USE DATA

Recreation use counts at recreation sites shall be made by the concessionaire during the operating season and submitted monthly with an annual report submitted by October 30 for (see Chapter IV). Specify your methods for counting, tracking, and reporting visitor use and percent occupancy.

RESERVATIONS MANAGEMENT

See Chapter III for a discussion of the National Recreation Reservation Service (NRRS).

Provide a reservations management plan which addresses the percent of total campsites at Lac Vieux Desert Campground to be kept in reservable inventory (if the applicant proposes to designate campsites as reservable), the starting and ending dates for which reservations will be accepted. There is no requirement that the Lac Vieux Desert Campground utilize the reservation system if the applicant does not propose to designate some campsites as being reservable.

Due to the nature of the Lost Lake Recreation Cabins, cabins at this facility must be reservable and thus utilize the National Recreation Reservation Service.

SPECIAL CONDITIONS

Describe how you will comply with all special conditions specified for each of the recreation sites. See Chapter II for special conditions common to both recreation sites, and special conditions specific to each recreation site.

OFFER OF ANNUAL RETURN TO GOVERNMENT

In response to the invitation of the USDA Forest Service, Chequamegon-Nicolet National Forest, entitled **Prospectus for the Operation and Maintenance of Two Recreation Facilities; Lac Vieux Desert Campground and Lost Lake Recreation Cabins, August 2004**, and subject to the requirements and conditions set forth therein, the undersigned offers the following annual return to government. In the event that the offered return yields a lower fee than the Minimum Annual Permit Fee (See page 2 of Prospectus), the Minimum Annual Permit fee will be paid.

My offer is _____ percent of adjusted gross revenue (gross revenues less returns, refunds, State sales tax, County "room" tax, or any other State or local tax based on sales) for the

_____ recreation facility.

Six percent [6%] is the minimum offer for either the Lac Vieux Desert or the Lost Lake Recreation Cabins. Percent offered will be to the nearest whole number.

Name of Applicant

Address

Address

City State Postal Code

Date

Signature

Title