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Department of
Agriculture

Forest Service

*Rocky Mountain
Region*

Bighorn
National Forest

Use Code 161

Prospectus for Antelope Butte Ski Area



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I. Business Opportunity

A. Introduction

The USDA Forest Service, Bighorn National Forest is soliciting applications for a ski area special use permit to maintain and operate the Antelope Butte Ski Area on the Medicine Wheel/Paintrock Ranger District. Ski area permits for ski areas are authorized under the National Forest Ski Area Permit Act of 1986. The authorized officer for this special use permit is the forest supervisor for the Bighorn National Forest, 2013 Eastside 2nd Street, Sheridan, WY 82801.

A special use permit to provide high-quality public service will be issued. The selected permit holder will be required to purchase certain improvements, currently on site and owned by the United States, as a condition of permit issuance and to be used in conjunction with the ski area. The improvements are discussed in detail in section C below.

Owning and operating a community-based ski area on National Forest System lands is a unique opportunity to offer high quality, year-round recreation experiences on the forest. The closure of Antelope Butte Ski Area in 2005 has displaced skiers to other ski areas in the region, and local communities have consistently expressed their support for a functioning ski area at Antelope Butte. They support it because of the recreation opportunities it provides and because it can supplement the economies of Lovell and Greybull, Wyoming and surrounding area.

Demand for winter recreation is expected to rise, with downhill skiing on the Forest on a slightly increasing trend. Cross country skiing is also growing in popularity on the Forest, including skiing at developed cross-country ski trails, as well as more dispersed, backcountry skiing.

All applicants will be required to complete and submit a business plan as part of their proposal. The business plan must be submitted to a Wyoming Small Business Development Center (SBDC) for review prior to USFS approval. Utilizing the services of a Wyoming SBDC is required. A sample format is attached as appendix E.

B. Area Description

Antelope Butte Ski Area was constructed in 1963. The ski area was most recently operated by Antelope Butte Corporation who held the special use permit from 1986 to 2005. The special use permit area incorporates about 500 acres on the north and northwestern slopes of Antelope Butte. It also includes relatively level-to-rolling land in the base area north of the mountain. Elevation at the base is 8,420 feet and 9,380 feet at the top terminal of the chairlift. This yields a ski-able vertical of 960 feet. The Antelope Butte trail map is shown in appendix A.

Antelope Butte Ski Area was permitted to Antelope Butte Corporation as a ski area on the National Forest from 1986 through 2006. Antelope Butte Corporation did not open for the winter of 2004-2005, citing a lack of snow and a lack of attendance. Due to a bankruptcy and inability to continue to operate the ski area, the special use permit was terminated in 2005. The United States became owner of the improvements in December, 2005.

Existing improvements consist of a day lodge, frame garage building, metal maintenance building, two chairlifts, septic tank/leach field, and spring-fed cistern(s) (see Table 1 below). These improvements are currently owned by the United States. Pictures of the improvements are

shown in appendix H. All structures were inspected for lead based-paint and asbestos. No lead-based and lead-containing surface coatings (paint) were present as of the date of the assessment. Evidence of asbestos is negligible. A copy of the complete report is available upon request.

Table 1. Antelope Butte ski area improvements, specifications, and condition.

Improvement	Specifications	Assessment of Condition
Day lodge	Total sq. feet total = 7,800. 1 st floor = 2,830 sq. ft. 2 nd floor = 3,200 sq. ft. 3 rd floor = 1,540 sq. ft. Wood frame construction, T-111 siding, metal roof, poured concrete foundation.	Constructed in 1973, remodeled in 1998. Prevalent water damage. Mold present in some areas.
Frame garage building	24' x 48' Wood frame, half-log wood siding, asphalt shingles, poured concrete foundation.	Condition not established.
Metal maintenance building	40' x 80' (approx. 3,200 sq. ft). Ameridan Buildings pre-engineered steel building, metal roof, five overhead doors.	Relatively new.
West chairlift	Capacity = 1,200 skiers per hour. Vertical lift = 960 feet. Lift capacity = 1,149,600 vertical transport feet per hour.	Rebuilt and installed in 1988.
East chairlift	Capacity = 900 skiers per hour. Vertical lift = 152 feet. Lift capacity = 136,800 vertical transport feet per hour.	Installed in 1996 from components of several different used lifts.
Septic tank and leach field.		Installed in 1987 and 1988. Operating condition not established.
Domestic water supply	Two spring-fed, underground cisterns that are part of an underground water injection system.	Operating condition not established.

The improvements will be conveyed “as is” and “where is” without any representation or warranty on the part of Grantor (United States) to make any alterations, repairs or additions. The Grantee, (permit holder) for itself and its successors and assigns, further acknowledges that the Grantor has made no representations or warranty concerning the condition and state of repair of the Improvements nor has the Grantor made any other agreement or promise to alter, improve, adapt, or repair the improvements not otherwise contained herein.

Skier visitor days for the past eight years are listed in Table 2. Lower skier visitor numbers indicate poorer snow years. Table 3 displays the income derived for the past five operating years.

Table 2. Antelope Butte Ski Area skier visitor days from 1998 to 2008.

Date(s)	Skier Visitor Days
2004 to present	Closed
2003 to 2004	9,237
2002 to 2003	9,995
2001 to 2002	9,223
2000 to 2001	6,545
1999 to 2000	7,910
1998 to 1999	11,256

Table 3. Antelope Butte Ski Area income from 1999 to 2004.

Dates	Income
2003 to 2004	\$226,860
2002 to 2003	\$253,808
2001 to 2002	\$202,265
2000 to 2001	\$246,502
1999 to 2000	\$256,139

Applicants are responsible for determining their own cost and revenue estimates and to establish the condition of the improvements. Lack of snow in some years could challenge the ski area's viability. Currently there are no snowmaking opportunities.

C. Offering

This offering is made to solicit an application to purchase, operate, and manage a high quality ski resort facility (Antelope Butte Ski Area) which is located on the Medicine Wheel/Paintrock Ranger District of the Bighorn National Forest. The intent is to provide a ski area to forest visitors and recreational users. The permit will cover only the land area covered under the previous permit, or approximately 500 acres.

Prospective applicants are strongly encouraged to inspect Antelope Butte Ski Area in person prior to submitting an application for the permit. A Forest Service sponsored tour of the facility will take place at the ski area on July 1, 2008 at 10:00 a.m. See appendix A for a map of the location.

The Forest Service does not assure, promise, give warranty, or otherwise guarantee the following:

- ◆ **A profitable operation.** As a condition of application, the Forest Service requires interested parties to conduct their own appraisals of the business opportunity.
- ◆ **The condition to the title of the improvements.** Applicants are strongly encouraged to determine the condition of title to the improvements through examination of all public documents.
- ◆ **Condition of the improvements.** It is up to the applicant to establish the condition of the improvements.

1. Facilities to be Purchased at Fair Market Value

Issuance of a ski area permit is contingent upon the selected permit holder entering into a purchase and sale agreement for the improvements owned by the United States and described above. Appendix I contains a sample purchase and sale agreement. The fair market value of the improvements, as established by appraisal, is \$ 225,000.00. The permit will be issued and the deed for the improvements will be simultaneous with receipt of the full purchase amount, \$225,000.00, and any permit fees. Payment must be made by cashier's check to USDA, Forest Service. The United States will convey title to the improvements by quitclaim deed. The United States does not provide title insurance.

In the event that a purchase and sale agreement is not executed by October 14, 2008, an update to the appraisal of the improvements will be necessary. All respondents to this prospectus shall be notified of any change in the market value of the improvements resulting from the update. In the event that the market value changes from that listed in this prospectus, respondents will be given 15 days to withdraw their proposal.

2. Master Development Planning

A special use permit will be issued to the approved applicant for a period of five years to allow the holder to prepare a master development plan (MDP). Subject to acceptance of the MDP by the authorized officer, the authorization will be extended for an additional 5 years, for a total of 10 years, to provide the holder sufficient time to construct facilities approved in the MDP so that the area may be utilized by the public. The authorization will be extended by its terms for an additional 30 years for a total of 40 years if it is in compliance with the site development schedule in the MDP. See appendix J for an example of a master development plan. Existing facilities may be utilized without a new MDP with the approval by the Forest Service for any renovation and repair. (See clause II. C. appendix C).

3. Season of Operation

The historical operating season of the ski area is approximately December 15 to March 30. Winter is the primary season of operation; however, proposed activities offered beyond the winter season will be considered by the Forest Service. Activities could include ancillary facilities and activities such as restaurant operation, recreation events, conferences, lift rides, environmental education programs, mountain bike rentals, guided mountain bike trips, and other revenue making opportunities. Applicants are encouraged to research all aspects of this business opportunity that may affect their application and the outcome of this process. Providing high quality recreation experiences is a critical part of this opportunity.

Concurrently, an outfitting and guiding prospectus for the Tongue and Medicine Wheel ranger districts of the Bighorn National Forest has been released. This document offers a limited number of service days for outfitting and guiding per specific geographic areas referred to as compartments. You will need to refer to this document if you are interested in providing additional outfitting and guiding services. It will provide information on the number of outfitting and guiding days available, where they are available, and what types of activities are being considered. This document is available on the Bighorn website at <http://www.fs.fed.us/r2/bighorn/>. The link is noted in the Highlights section on the upper right and labeled "Outfitting and Guiding Prospectus." If you do not have access to the web, please contact Gayle Laurent at (307) 674-2656 to request a copy. Refer to pages 1-14 only as the remaining pages cover how to apply specifically to the outfitting and guiding prospectus.

At this time, overnight lodging at Antelope Butte will not be authorized under the ski area term special use permit. The *Bighorn National Forest Revised Land and Resource Management Plan* direction states that no additional resorts or lodges on the forest shall be authorized until expansion at existing resorts is complete.

4. Utilities and Waste Management

The permit holder will be responsible for securing, managing, and paying for all utilities. Electrical service is provided by Big Horn Rural Electric Company in Basin, Wyoming

The permit holder is required to operate and maintain all water and wastewater systems in compliance with applicable federal, state, and local laws and regulations for the operation and maintenance of a public drinking water system.

II. Special Use Permit

A special use permit for a ski area is issued under the National Forest Ski Area Permit Act of October 22, 1986 (16 U.S.C. 497b). 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.

The initial ski area term special use permit will not authorize improvements over and above what is currently present on site. Structural changes or construction of buildings must be approved in advance by the Forest Service and must be in compliance with the terms and conditions of the permit.

A. Permit Term

Plans for any new or reconstructed structures will be subject to approval by the Forest Service. A new special use permit will be issued to the approved applicant for a period of five years to give the new permit holder time to develop a new or revised master development plan (MDP). Subject to acceptance of the MDP by the authorized officer, the permit will be extended for an additional five years, to provide the holder sufficient time to construct facilities approved in the

MDP within the approved schedule. The permit will be extended by its terms for an additional thirty years for a total of forty years if it is in compliance with the site development schedule in the MDP and being in operation by the 10-year anniversary date of the issuance of the permit.

By November 15 of each year, the permit holder shall prepare and submit an annual operating plan for approval by the Forest Service. A sample operating plan for the special use permit is included as appendix D.

To assist in developing the vegetation management portion of the operating plan, the *Rocky Mountain Region Vegetation Management Guide* is included as appendix K.

B. Permit Holder Responsibilities

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

1. 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.

2. 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 \$30,000 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 United States as an additional insured (see appendix C of the prospectus (FS-2400-5b, clause V. F.)).

3. Land Use Fees

Land use fees will be calculated as outlined in the ski area term special use permit (appendix C, clause VI Fees) and is based on the permit holder's adjusted gross revenue (AGR) for a given fiscal year. When the permit holder has no AGR for a given fiscal year, the permit fee will be \$2 per acre for national forest system lands under permit.

Fees to the government are non-negotiable and are not a part of the evaluation criteria under this prospectus.

4. 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). 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.

5. Annual Operating Plan

The holder must submit a proposed annual operating plan that addresses all required and optional services. Applicants must utilize the sample annual operating plan (see appendix D. of the prospectus) to organize their response to this section. At a minimum, the operating plan must consist of the following sections:

1. Ski patrol and first aid.
2. Communications.
3. Signs.
4. General safety and sanitation.
5. Waste management.
6. Erosion control.
7. Accident reporting.
8. Search and rescue.
9. Boundary management.
10. Vegetation management.
11. Designation of representatives.
12. Trail routes for Nordic skiing.

While the emphasis is on public safety, the Forest Service highly encourages the offering of other services to the public.

6. Performance Bond

A surety bond or other acceptable security in the amount of \$50,000 for five years will be required from the successful applicant as a guarantee of the faithful performance of the terms and conditions of this permit. See appendix C (FS-2400-5b, clause XI. E)

III. Application

A. Instructions for Submitting Applications

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.

Five (5) originals or high quality copies of the application for a special use permit for the Antelope Butte Ski Area must be received and/or postmarked by 4:30 p.m. Mountain Time, August 22, 2008. The business plan shall be a separate document(s). Please submit application package, including business plan, to:

Gayle Laurent, Lands and Special Uses Program Manager
Bighorn National Forest
2013 Eastside 2nd Street
Sheridan, WY 82801

Proposals/envelopes must be clearly labeled, "ATTENTION: ANTELOPE BUTTE SKI AREA PROSPECTUS." No applications will be reviewed prior to August 22, 2008. Incomplete proposals may not be considered. Proposals received after 4:30 p.m., Mountain Time, August 22, 2008, will not be considered.

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 Gayle Laurent at (307) 674-2656 or by e-mail to gl Laurent@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 information in this prospectus is from generally reliable sources, but no warranty is made as to its accuracy. The Forest Service does not guarantee a profitable operation. Each applicant is expected to make an independent assessment of the business opportunity offered in this prospectus.

The Forest Service reserves the right to select the successful applicant based solely on the initial application, without oral or written discussions. Concepts and projects included in the proposals will be evaluated separately pursuant to applicable laws, regulations, and authorities at the discretion of the authorized officer. 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. Operations that conserve energy and use sustainable practices will be considered during the proposal evaluation process.

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:

- ◆ Completed special use permit application form (SF-299) found in appendix B.
- ◆ Required information for financial ability determination, including a business plan (appendices E and F).
- ◆ Initial processing fee of \$100.00.
- ◆ Technical ability to operate and maintain a ski area.
- ◆ Proposed annual operating plan (See appendix D)

Applicants are required to submit a copy of their business plan to the Wyoming Small Business Development Center (WSBDC) along with a check for \$40.00 payable to “Wyoming Small Business Development Center” or “WSBDC”. The WSBDC will provide an independent review of all business plans submitted in response to this solicitation. The authorized Forest Service officer will make the final selection. These plans should be labeled as “Antelope Butte Ski Area Prospectus” and mailed along with payment directly to the following address. Plans must be received by WSBDC no later than August 15, 2008.

Wyoming Small Business Development Center
Attn: Cindy Unger
300 So. Wolcott, Ste. 300
Casper, WY 82601

Prior to submission of the business plan for evaluation, the Wyoming Small Business Development Center (WSBDC) (www.wyomingentrepreneur.biz) is available to answer questions and provide guidance of the development of the business plan at no charge. Local offices for this area are located in Powell (307) 754-2139 or toll free 900-383-0371 or bmorse1@uwyo.edu and in Gillette (307) 682-5232 or toll free 888-956-6060 or cindy@uwyo.edu.

All applications and supporting documents become the property of the U.S. Government.

D. Business Plan, Business Experience, and References

Applicants must submit a business plan utilizing the format in appendix E 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.

Included in the business plan, applicants must furnish a detailed description of their experience and knowledge relating to operating and maintaining a ski area.

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

E. Financial Resources

Applicants must submit a complete set of all information listed in "Required Information for Financial Ability Determinations" (appendix F).

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, (appendix F) 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 un-redacted 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 F 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: ASC-QA-RAB at 101B Sun Avenue, Attn: ASC-RAB, Albuquerque, NM, 87109.

F. Cost Recovery

Applications submitted in response to this prospectus are subject to cost recovery pursuant to 36 CFR 251.58(c)(1)(ii) and (c)(3)(iii). Applicants must submit a processing fee of \$100 to cover the cost of the prospectus and review of the application. Payments due the United States for this application must be paid in the form of a bank draft, money order, or cashier's check payable to the USDA-Forest Service. Payments will be credited on the date received by the designated Forest Service collection officer or deposit location. Everyone who submits an application during the solicitation process agrees to participate in a cost recovery agreement should their application be approved.

For the selected applicant, a cost recovery agreement is mandatory for all administrative work that involves 50 or more hours to complete. The cost to process an application includes labor and operating costs and environmental analysis costs or site specific studies that may be necessary through the master development plan process. The authorized officer will notify the successful applicant of the cost recovery fees in writing.

G. 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 order of importance:

- ◆ **Ski area experience and knowledge.** The kind and quality of the experience and knowledge will be evaluated.
- ◆ **Proposals that offer the highest quality of recreation experience to the public.**
- ◆ **Business plan, business experience, and references.** The applicant's business plan will be reviewed by the Small Business Development Center in Casper, Wyoming
- ◆ **Financial capability**
- ◆ **Annual operating plan**
- ◆ **Green or sustainable operations.** Federal regulations require the Forest Service to conserve energy and use sustainable practices. For this criterion, factors that incorporate federal goals will be considered. Executive Order 13423 outlines goals for federal agencies in strengthening federal environmental, energy and transportation management (See appendix G for E. O. 13423).

The following are the qualitative factors for each criterion:

- ◆ **BLUE (Exceeds)** – The proposal is very comprehensive, in-depth, clear and uniformly outstanding in quality. Consistently high quality performance can be expected. The proposal, as written, exceeds requirements and demonstrates an exceptional understanding of goals and objectives of the acquisition. One or more major strengths exist. No significant weaknesses exist.
 - ◆ **GREEN (Acceptable)** – The proposal meets all minimum requirements and generally is of high quality. Proposal demonstrates an acceptable understanding of goals and objectives of the acquisition. There may be both strengths and weaknesses, but the strengths outweigh the weaknesses. Deficiencies are minor and easily corrected. Proposal is acceptable as written. Satisfactory performance can be expected.
-

- ◆ **YELLOW (Marginal)** – The proposal fails to meet minimum requirements. Proposal demonstrates a fair understanding of the goals and objectives of the acquisition. Weaknesses outbalance any strengths that exist. Weaknesses will be difficult to correct and would require negotiations.
- ◆ **RED (Unacceptable)** – The proposal fails to meet minimum requirements. Proposal fails to meet an understanding of the goals and objectives of the acquisition. The proposal has one or more significant weaknesses that will be very difficult or impossible to correct. Major proposal revisions(s) are required for minimum acceptability.

The Forest Service will consider 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 offering to the public. The authorized officer has final decision-making authority and has discretion to select the most qualified applicant. 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 agency's Albuquerque Service Center. The applicant must demonstrate financial capability to comply with the terms and conditions of the permit.

IV. 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:

- ◆ Within 15 days of selection, the applicant shall enter into a purchase and sale agreement for improvements owned by the United States (see appendix I). All other aspects of the agreement must be completed within 30 days.
- ◆ A final annual operating plan, completed and signed by the selected applicant and submitted to the Forest Service for approval, and containing all the items included in the annual operating plan submitted in response to the prospectus.
- ◆ Documentation of required liability insurance.
- ◆ Required advance land use fee (see appendix C - FS-2700-5b, clause IV.A.7), of \$1,000.00.
- ◆ All requirements of the purchase and sale agreement completed.
- ◆ Bonding requirements completed.

The successful applicant will be required to submit all of above items within 30 days of the selection letter. If these requirements are not met within the 30-day period, a special use permit may 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. In the event a purchase and sale agreement is not executed by October 14, 2008, an update to the appraisal of the improvements will be necessary.
