

APPENDIX D
PERTINENT OFFEROR QUESTIONS AND NPS RESPONSES FROM PREVIOUS CC-PRWI001-25 SOLICITATION

On October 9, 2024, the Service issued the CC-PRWI001-25 prospectus. On March 17, 2025, the Service announced that the CC-PRWI001-25 prospectus was cancelled to comply with new Executive Orders. To further assist offerors in understanding the requirements of this new solicitation, this appendix includes some of the questions from offerors and Service responses from the CC-PRWI001-25 solicitation that are pertinent to this solicitation. Where appropriate and to reflect differences in solicitations, the Service has edited the questions and Service responses from their original form.

Glossary of terms used throughout this document.

- **Area:** means the property within the boundaries of Prince William Forest Park.
- **Concessioner:** refers to the future concessioner after awarded the Draft Contract through this solicitation process.
- **Draft Contract:** refers to the new concession contract to be awarded through this solicitation process (CC-PRWI001-25).
- **Existing Concessioner or Prior Concessioner:** refers to Recreational Adventures Company.
- **Offeror(s):** refers to the entities that submit a proposal in response to the solicitation for the Draft Contract.
- **Selected Offeror:** refers to the Offeror the Service selects for the Draft Contract, but to whom the Service has not yet awarded the Draft Contract.
- **Service:** refers to the National Park Service.

PROPOSAL PACKAGE

QUESTION 1: Are there any page restrictions for these?

- a) Cover page
- b) Title page
- c) Table of contents

SERVICE RESPONSE: There are no page restrictions for the cover page, title page, and table of contents. Please note where page limits are set out in the Proposal Package, the Service will not review or consider the information on any pages that exceed the page limitations stated, including attachments, appendices, or other additional materials the Offeror submits.

QUESTION 2: Can we submit exhibits/additional information within appendices?

SERVICE RESPONSE: Yes. However, please note that where page limits are set out in the Proposal Package, the Service will not review or consider the information on any pages that exceed the page limitations stated, including attachments, appendices, or other additional materials the Offeror submits.

QUESTION 3: Can you provide information as to which information is permissible within an Appendix E, F, etc.?

SERVICE RESPONSE: The Service did not include an "Appendix E" or "Appendix F" in the Prospectus. To the extent this question asks what information an Offeror may include in an appendix that it creates for its proposal, the Service notes that Offerors may utilize appendices to submit supporting documentation in response to selection factors. However, please also note that where page limits are set out in the Proposal Package, the Service will not review or consider the information on any pages that exceed the page limitations stated, including attachments, appendices, or other additional materials the Offeror submits.

QUESTION 4: Can you please provide the precise preferred structure (including page limits) of the response you are seeking?

SERVICE RESPONSE: Please refer to "Proposal Instructions" and "Proposal Package" documents under the Prospectus Files for precise preferred structure and page limits. Offerors must follow the format provided in the Proposal Package, including in its entirety without alteration the "Offeror's Transmittal Letter," in applying for the concession opportunity. Failure to submit a signed Offeror's Transmittal Letter without alteration (except for filling in the indicated blanks) will make your proposal non-responsive.

SERVICES

QUESTION 5: "Retail" is listed as a Required Service. What type of items will the concessioner be allowed to sell under the new contract? I.e., what is the retail scope of sales? Where is the concessioner allowed to offer retail? What rate determination method will be used for the Retail? Are there any items specifically prohibited from being sold? What is the minimum amount of retail that the new concessioner must offer to be in compliance with the Required Services of the contract?

SERVICE RESPONSE: Retail sales are required in the 414 square foot office/retail space (Asset Number 32193). In coordination with the Service, the Concessioner must develop and implement a merchandise plan that incorporates the Area's themes, environmental issues, educational themes, and recyclable products. The merchandise plan must be submitted to the Service no later than 120 days after the Contract effective date. If the Service determines items sold are inappropriate or unacceptable, the Service will require the Concessioner to remove the items. The Service has determined that market forces from within and outside the Area provide competitive pricing. As such, the Concessioner is permitted to set and change prices using the Competitive Market Declaration (CMD) rate method for all services.

QUESTION 6: The parcel of land that is currently used as an area for dogs; is it possible to use that for other services that might generate revenue?

SERVICE RESPONSE: Yes, the Service is receptive to the Concessioner using the existing fenced dog park area (as shown in Exhibit D, page D-2, top left corner) for the provision of an authorized service(s) listed in Section 3(a)(2) of the Draft Contract. However, Exhibit B – Operating Plan, Section 5)B)(1)(a) Tent/Storage Sites (Lane A) to clarify that the Concessioner must submit a plan to the Service for approval prior to providing the authorized service.

QUESTION 7: Is the Service receptive to converting tentsites/storage spaces in Lane A to glamping sites?

SERVICE RESPONSE: Yes, the Service is receptive to converting tentsites/storage spaces in Lane A to alternative uses such as glamping sites, yurts, or similar uses. Exhibit B – Operating Plan Section 5)B)(1)(a) Tent/Storage Sites (Lane A) requires the Concessioner to submit a plan to the NPS for approval prior to providing the authorized service.

QUESTION 8: Would the future operator be allowed to place yurts or other similar personal property items onsite to enhance the camping experience?

SERVICE RESPONSE: Yes. Please refer to Service Responses to Questions 6 and 7.

QUESTION 9: Glamping and yurts - can we use some of the spaces for this use?

SERVICE RESPONSE: Yes. Please refer to Service Responses to Questions 6 and 7.

QUESTION 10: Given firewood sales are authorized at other camping areas/campgrounds within Prince William Forest Park, can Offerors propose to fully operate those camping areas/campgrounds on behalf of the Service?

SERVICE RESPONSE: No.

QUESTION 11: Could you provide more details on the possibility of expanding the number of RV sites or adding new amenities beyond what is currently described in the prospectus?

SERVICE RESPONSE: Please refer to Service Responses to Questions 6 and 7. However, the Service will not consider project proposals that expand the land assignment as set forth in Exhibit D. The Service will not consider project proposals that require removal of trees or adding additional hardscape.

QUESTION 12: Are the campsite electrical connections metered? Can campers be charged for usage?

SERVICE RESPONSE: The campsites are not individually metered. The Service prefers the rate for each site to take into consideration the estimated cost of campers' water, sewer, and electrical usage, where applicable.

QUESTION 13: Water/Sewer. Beside increased rental rates, have campers been charged for usage?

SERVICE RESPONSE: Not on a metered basis. The Existing Concessioner has historically charged camping rates that incorporated the estimated cost of campers' water, sewer, and electrical usage, where applicable.

QUESTION 14: Pets. Has there been a charge for pets in the past? Can we charge for pets?

SERVICE RESPONSE: There has not been a charge for pets in the past. However, the Service will allow the Concessioner to implement pet charges under the Draft Contract if such charges are customary at similar RV Campgrounds.

QUESTION 15: Food. Can we work with a third party to provide food service to guests and the public?

SERVICE RESPONSE: Subconcession or other third-party agreements, including management agreements, for the provision of visitor services under this Contract are not permitted.

QUESTION 16: Could you provide the dates of the current operating season?

SERVICE RESPONSE: Please reference Exhibit B Operating Plan, Section 4)B) Schedule of Operations.

QUESTION 17: Can you provide the rate approval process requirement described in the prospectus?

SERVICE RESPONSE: The Service has determined that market forces from within and outside the Area provide competitive pricing and the Concessioner is permitted to set and change prices in a free market. The Concessioner may adjust rates without prior notification to or written approval from the Service. Please reference Exhibit B Operating Plan, Section 4)C) Rate Determination and Rate Methods for details.

QUESTION 18: Does the Service provide the water/sewer/electrical service in the area? If these are provided by a third-party, does the RFP estimate these utility expenses?

SERVICE RESPONSE: The RV Campground water, sewer, and electrical services are provided by the local municipality. The Concessioner must contract with the municipality for these utility services and must pay the municipality directly. The Service has included estimates of these utility expenses as part of its franchise fee analysis process.

QUESTION 19: Can the trailer dump area be used by the public (i.e., do users have to be camping in the campground)?

SERVICE RESPONSE: The trailer dump area may be used by the public for a fee at the discretion of the Concessioner.

QUESTION 20: Is the future concessioner allowed to provide propane sales to the public (i.e., even to people who are not camping in the RV Campground)?

SERVICE RESPONSE: Yes.

QUESTION 21: Is wifi for the sites available/authorized?

SERVICE RESPONSE: Yes, the Concessioner is authorized to sell internet, cable, and television services to campground sites. The Concessioner must submit a plan for Service approval no later than 30 days before offering internet, cable, and televisions services to campground sites.

QUESTION 22: Is swimming pool access to be made available for all guests, or just those of the RV park?

SERVICE RESPONSE: Swimming pool access is only available to RV Campground guests.

QUESTION 23: Does the water & sewer get shut down seasonally?

SERVICE RESPONSE: No.

QUESTION 24: Is the provision of the RV dump a required visitor service? Authorized service?

SERVICE RESPONSE: The Concessioner must provide visitor access to the RV dump station as set forth in Exhibit B Operating Plan, Section 5)A)(1)(d)iii.

ASSIGNED REAL PROPERTY CONDITION

QUESTION 25: Could you provide details on the current inspection practices and schedules for the campground, including maintenance inspections and preventive repair measures?

SERVICE RESPONSE: Please review Exhibit B Operating Plan, and Exhibit H, Maintenance Plan for information on inspections, evaluations, and the Concessioner's maintenance responsibilities.

QUESTION 26: The prospectus lists \$50,000 of Deferred Maintenance (DM). Is this DM estimate based on a Condition Assessment and if so, will the Service please provide the Condition Assessment? If the Service will not provide the Condition Assessment, will the Service at least provide the list of DM line items from the assessment? If not, why not? For example, we would like details such as which DM items are classified as Component Renewal Deferred Maintenance (CRDM), a breakdown of the estimate, and other specifics. Please provide as much detail as possible about the DM.

SERVICE RESPONSE: The Service estimates Deferred Maintenance (DM) of \$50,000 to be completed by the Concessioner in the first year of operations, as summarized in the chart below.

<u>Asset</u>	<u>Asset Number</u>	<u>Work Order Title</u>	<u>Work Order Description</u>	<u>Quantity</u>	<u>UOM</u>
Swimming Pool	1180469	Replace Electrical Outlets	Replace at end of useful life.	3	EA
	1180469	Replace Switches	Replace at end of useful life.	4	EA
Propane Storage Tanks	32189	Replace Protective Wall Barrier	Replace at end of useful life.	1	EA
Office	32193	Replace Faucet - Dual Handle	Replace at end of useful life.	1	EA
	32193	Replace Shut-off Valves	Replace at end of useful life.	3	EA

	32193	Replace Tankless Water Heater	Replace at end of useful life.	1	EA
	32193	Replace Hot & Cold Water, Supply Piping	Replace at end of useful life.	140	LF
	32193	Replace Waste & Vent Piping	Replace at end of useful life.	110	LF
	32193	Replace Electric Wall Heater	Replace at end of useful life.	1	EA
	32193	Replace Exterior Light Fixture	Replace at end of useful life.	3	EA
	32193	Replace Standard 3-Wire Receptacle	Replace at end of useful life.	7	EA
	32193	Replace Single Pole Switch	Replace at end of useful life.	3	EA
	32193	Replace Fluorescent Light Fixture	Replace at end of useful life.	2	EA
	32193	Replace Bar Light	Replace at end of useful life.	1	EA
Shower/Comfort Station	32195	Replace Exterior Entrance Door	Replace at end of useful life.	1	EA
	32195	Replace Personnel Door	Replace at end of useful life.	1	EA
	32195	Replace Utility Opening	Replace at end of useful life.	2	SF
	32195	Replace Faucet - Dual Handle	Replace at end of useful life.	8	EA
	32195	Replace Faucet - Single Valve	Replace at end of useful life.	6	EA
	32195	Replace Shut-off Valves	Replace at end of useful life.	27	EA
	32195	Replace Hose bib	Replace at end of useful life.	2	EA
	32195	Replace Service Sink	Replace at end of useful life.	1	EA
	32195	Replace Thermostat	Replace at end of useful life.	2	EA
	32195	Replace Single Pole Switch	Replace at end of useful life.	12	EA
	32195	Replace Standard 3-Wire Receptacle	Replace at end of useful life.	3	EA
	32195	Replace GFCI Protected Receptacle	Replace at end of useful life.	5	EA
	32195	Replace Interior Light Fixture	Replace at end of useful life.	5	EA
	32195	Replace Exterior Light Fixture	Replace at end of useful life.	4	EA
	32195	Replace GFCI Protected Receptacle	Replace at end of useful life.	1	EA
Storage Shed #1	32198	Replace Door hardware	Replace at end of useful life.	1	EA

	32198	Replace Exterior Wall Trim	Replace at end of useful life.	32	SF
	32198	Replace Smoke Detector	Replace at end of useful life.	1	EA
	32198	Replace 2-Wire Receptacle	Replace at end of useful life.	5	EA
Garage	32203	Replace Standard 3-Wire Receptacle	Replace at end of useful life.	8	EA
	32203	Replace Exterior Light Fixture	Replace at end of useful life.	1	EA
	32203	Replace GFCI Protected Receptacle	Replace at end of useful life.	1	EA
Metal Storage #1	32211	Repair Stud Wall	Repair 2"x4" studs by exterior door.	4	SF
	32211	Replace Exterior Skirting	Replace at end of useful life.	26	SF
Mobile Home #2	32222	Replace Electric Space Heater	Replace at end of useful life.	1	EA
	32222	Replace Gutter & Downspout	Replace at end of useful life.	58	SF
	32222	Replace Faucet - Lever Style	Replace at end of useful life.	2	EA
	32222	Replace Shut-off Valves	Replace at end of useful life.	8	EA
	32222	Replace Faucet - Dual Handle	Replace at end of useful life.	1	EA
	32222	Replace Exterior Light Fixture	Replace at end of useful life.	1	EA
	32222	Replace Exterior Light Fixture	Replace at end of useful life.	1	EA
	32222	Replace GFCI Protected Receptacle	Replace at end of useful life.	1	EA
	32222	Replace Soffit Vent(s)	Replace at end of useful life.	11	SF

QUESTION 27: Could you provide the current condition and age of the following:

- a) Electrical hookups
- b) Water System
- c) Sewage System
- d) Roads
- e) Pad Sites
- f) Common Facilities (Office, Bathhouse(s), Comfort Station(s), Dump Station, etc.)

SERVICE RESPONSE: The Service completed a road, water, sewer, and electrical rehabilitation project at the RV Campground during 2023 and early 2024. The work included replacement of all gravity sewer mains and cleanouts, new PVC waterline, new yard hydrants at individual campsites, electrical replacement, full depth asphalt reconstruction for the entrance/exit, the exterior loop road, Row A, and Row F, and repaving of other loops/pad sites. The work also included reconfiguration/reconstruction and full depth asphalt replacement for Row F individual campsites. Recent improvements to Asset number 32222 ("Mobile Home #2") include new flooring, new paint, and a new HVAC unit. The Service estimates approximately \$50,000 of Deferred Maintenance for other common facilities as detailed in the chart provided in the Service Response to Question 26 above.

QUESTION 28: Could you provide the approximate age of the swimming pool and aquatics equipment (i.e. pumps, chemical dispensers, etc.)?

SERVICE RESPONSE: The pool is approximately 20 years old, and the aquatics equipment is approximately 8 years old.

QUESTION 29: Could you provide if there are any outstanding improvements/upgrades that are required by the Service standards?

SERVICE RESPONSE: The Service estimates approximately \$50,000 of Deferred Maintenance as detailed in the Service Response to Question 26.

OPERATIONS

QUESTION 30: Could you provide annual occupancy numbers from 2020-Current?

SERVICE RESPONSE: Annual occupancy increased from 39% in 2020 to nearly 50% in 2022. The RV Campground was closed in 2023 through early 2024 while the Service completed the road, water, sewer, and electrical rehabilitation project described in the Service Response to Question 27.

QUESTION 31: Could you provide more details on current equipment and fleet inventory (if applicable).

SERVICE RESPONSE: The Draft Contract stipulates that the Concessioner must purchase all personal property as new or in superior condition estimated by the Service to cost \$251,700. The Service assumes the Concessioner will need to purchase equipment/fleet that includes swimming pool equipment, tractor, lawn mower, work truck/car, picnic benches, commercial washer/dryer, fire rings, and various tools and supplies typically needed for an RV Campground.

QUESTION 32: Could you provide information on the current staffing structure?

SERVICE RESPONSE: No, this is proprietary information of the Existing Concessioner.

QUESTION 33: While we understand that the RV campground concession revenues are just over twice what they were when this contract was last competed in 2007, does the Service believe this concession operation is *over twice as profitable* as it was last time the contract was competed, hence the increase of the minimum franchise fee from 7% to 15%? Will the Service please provide an explanation and/or justification as to why the minimum franchise fee has been so significantly increased (+114%)? We note that, a) the franchise fee amount is based on profitability/rate of return, not size/revenues, and b) expenses, such as labor, utilities, and insurance, have increased significantly from 2007 to 2024.

SERVICE RESPONSE: The Service conducted a franchise fee analysis as part of the prospectus development process to estimate the minimum allowable franchise fee payment to the Service, while providing the Concessioner a reasonable opportunity for profit in relation to capital invested and the obligations of the contract. The franchise fee analysis included market, financial, and investment analyses and ultimately set a minimum amount acceptable to the Service, as listed in PSF5.

QUESTION 34: Can you provide a monthly breakdown of how the many sites were utilized for the 2023 season?

SERVICE RESPONSE: The RV Campground was closed during the 2023 season while the Service completed the road, water, and sewer rehabilitation project as referenced in the Service Response to Question 27.

QUESTION 35: Can you provide the number and gallonage of the dump station tanks?

SERVICE RESPONSE: There are no holding tanks for the dump station. The dump station directly connects to the municipal sewer system via a lift station. Please also reference Service Response to Question 37.

QUESTION 36: Can you provide the measurements of the pool (length, width & depth)?

SERVICE RESPONSE: The pool is approximately 40' long by 20' wide. The depth varies from 3' deep at the shallow end to 6' deep at the deep end.

QUESTION 37: Can you provide information regarding the age of the lift station? Who manages the lift station (Concessioner or Service)?

SERVICE RESPONSE: The lift station and components were replaced in 2017 by the Service. The lift station is managed by the Service.

GENERAL

QUESTION 38: Page 15 of the solicitation "Operational Expenses – Staffing" states "the service assumes staffing and personnel costs will remain at similar levels given no material change in the prospective operation". Can a copy of the personnel costs and staffing levels / staffing plan be provided?

SERVICE RESPONSE: The Service conducted a financial analysis as part of the prospectus development process to estimate the franchise fee payment to the Service, while providing the Concessioner a reasonable opportunity for net profit in relation to capital invested and the obligations of the Draft Contract. Offerors are responsible for producing their own prospective financial analyses and may not rely on the Service projections. The Service does not warrant, and assumes no liability for, the accuracy of the financial projections or estimates contained in this Prospectus.

QUESTION 39: Can campers gather firewood in the area to use in their firepits? If so, what are the limitations/restrictions?

SERVICE RESPONSE: Campers will most likely be able to gather firewood in the Area to use in their firepits. However, before campers will be allowed to gather firewood, the Area Superintendent must update the Superintendent Compendium. If updated, campers should expect to be allowed to gather dead and down firewood in the Area that is less than 6 inches in diameter to use in their firepits.

QUESTION 40: Who is responsible for paying the real estate tax for the property? Is that an expense that we would need to pay and budget for annually? If so, what is the historical number to assist with budgeting.

SERVICE RESPONSE: Any and all taxes or assessments of any nature that may be lawfully imposed by any State or its political subdivisions upon the property or business of the Concessioner shall be paid promptly by the Concessioner. See Draft Contract Section 19(e).

QUESTION 41: Business License fees. Is this reported and paid annually by the concessionaire?

SERVICE RESPONSE: The Concessioner is required to pay the Service a monthly franchise fee based on its response to PSF5. However, any and all taxes or assessments of any nature that may be lawfully imposed by any State or its political subdivisions upon the property or business of the Concessioner shall be paid promptly by the Concessioner. See Draft Contract Section 19(e).

QUESTION 42: Fees. Is the Storm Water Management fee for the county paid by the Service or the Concessionaire?

SERVICE RESPONSE: The Concessioner is responsible for obtaining and paying for utilities provided by the locality, which may include similar fees assessed as part the utility billing process. See Exhibit B Operating Plan, Sec. 9)A)(1).