

PART 3 – INSTRUCTIONS TO THE OFFEROR FOR PREPARING THE PROPOSAL

Before completing a proposal, carefully read and consider these instructions, the concession contract document, the exhibits to the concession contract document, and the other information in this Prospectus, its appendix, and any other documents to which it refers.

A. RESPONSE PERIOD FOR SUBMISSION OF PROPOSALS

It is assumed that all interested parties submitting a proposal in response to this Prospectus are aware of the provisions of 43 CFR Subtitle A and B and the latest Reclamation Manual Policy and Directives and Standards, as amended.

Proposals must be received by 2 p.m. on the date shown on the front page of this Prospectus. Public notice has been given.

Only an Offeror submitting a responsive proposal is eligible to be awarded a new concession contract. A proposal is considered responsive if it is submitted on time and is determined by Reclamation or Reclamation’s delegate (for ALL matters relating to this Prospectus, that delegate is the Mid-Pacific Regional Director) to satisfy all the minimum requirements of the new concession contract and this Prospectus and to provide all the information required by this Prospectus. The minimum requirements for the new concession contract are identified in Part A of PART 5 of the Prospectus. Offerors must agree in their proposal to the minimum requirements of this Prospectus, as identified in Part A, and must provide all the information required by Part B of PART 5 for the proposal to be considered responsive.

Proposals determined to be non-responsive by Reclamation will be rejected and will not be further evaluated.

B. SCHEDULE OF MEETINGS AND CONCESSION FACILITY TOURS

All interested parties may tour the concession locations and discuss the requirements of the Prospectus at the following scheduled meetings. To ensure fair competition, no other meetings will be held. All meetings will begin at the Reclamation Office at Lake Berryessa located at 5520 Knoxville Road, Napa, CA. 94558.

	Meeting Date		Time		Location
1.	June 3, 2009		10:00AM		Putah Creek, Rancho Monticello, Lake Berryessa Marina, Spanish Flat
2.	June 4, 2009		10:00AM		Steele Park, Markley Cove
3.	June 5, 2009		10:00AM		As Needed

There will also be a meeting on **June 29, 2009 beginning at 9AM at 5520 Knoxville Road, Napa CA 94558** that all prospective Offerors are encouraged to attend. **Concession site tours will be allowed as necessary based on Offeror interest.** Note that this meeting is scheduled approximately six weeks after the issuance date of the Prospectus. Reclamation recognizes that this concession opportunity is very complex with multiple scenarios on how Offerors may decide to submit proposals and it is likely that

many questions/concerns will develop over a period of time after work on the proposal package(s) have begun. Some of these potential questions/concerns may not be apparent or realized at the time of the initial meetings and tours. Therefore, this secondary meeting is scheduled to address any subsequent questions/concerns that have developed during the individual proposal package development. Reclamation will be prepared to have the meeting last until 4PM if necessary to address inquiries.

It would be helpful for Offerors to roughly outline their questions/concerns in advance of this midstream meeting to assist Reclamation in accomplishing any necessary consideration/investigation for providing thorough responses. Please submit your written questions/concerns at any time before this scheduled meeting to Mr. Drew Lessard at the following email address *sha-FOO-lbprospectus@usbr.gov*. Mr. Lessard will hold your questions/concerns for this meeting unless you indicate in the message that you need a more immediate response.

Remember any questions/concerns from prospective Offerors responded to by Reclamation at any time during the Prospectus process will be shared with all other known prospective Offerors.

C. FORM IN WHICH PROPOSAL MUST BE SUBMITTED

You must follow the format provided in the Prospectus in its entirety and without significant alteration when applying for the concession contract(s). Failure to submit a proposal according to these instructions without alteration (except for filling in the indicated blanks) will render your proposal nonresponsive. The need to follow the prescribed format will be important for all applicants but especially a challenge for any Offerors that are submitting a proposal for multiple contract opportunities. General directions on submitting a proposal are located throughout this PART 3 of the Prospectus. Certain 'Special Conditions and Instructions' for Offerors submitting for multiple opportunities are located in Section K of this PART 3 of the Prospectus and as appropriate in various other sections of this Prospectus.

1. **Pagination** - For your proposal to be considered responsive, each page of your proposal must have a page number and must be organized in a logical, easy-to-follow manner.
2. **References** - Each page of your proposal must also reference the location or criterion it is responding to in the Prospectus so the response can be clearly identified (e.g., Principal Factor 3, criterion B3 (b) 2.a).
3. **Additional Information** - Please include any additional information you may deem relevant to your proposal, but stay within the indicated organizational framework of the Prospectus.
4. Offerors are cautioned to submit responses to the Principal Factors in Part B of Part 5 in the exact order they are presented in the Prospectus. Failure to do so may affect the final scores.

D. WHERE AND HOW TO SUBMIT A PROPOSAL

Completed proposals and any modifications must be submitted to Reclamation by 2:00 pm on the due date and sent to the address indicated on the front page of this Prospectus. Proposals may be delivered in any manner convenient to the Offeror during the normal business hours of the receiving office.

1. Submit five hard copies of your proposal(s) following the format of the proposal presented within this Prospectus. Also submit five complete electronic versions on CD/DVDs that also include the projected financial information. If you have drawings or large format plans that do not lend themselves to an electronic format, then you may submit extra hard copies of them with the five