

Allatoona Lake Project

Campground Local Policy and Day Use Area Local Policy

Area-Specific Provisions and Requirements: The following provisions and requirements are in addition to those stated in the Mobile District General Specifications for park attendant contractors. It is important to read and understand the General Specifications and the Campground and/or Day Use Area Local Policy prior to submitting your bids.

ORIENTATION AND DEBRIEFING: It is MANDATORY that both members of the Park Attendant Contractor Team attend all orientation and debriefing sessions, beginning at 8:00 a.m. each day, at the Allatoona Operations Project Management Office, 1138 GA Highway Spur 20, Cartersville, Georgia 30121. These sessions will conclude by 4:30 p.m. each day. Lunch will not be provided. Park attendants will be paid their daily rate for attendance at orientation and debriefing sessions.

APPROVED USER FEE COLLECTION & PROCESSING:

1. Rangers will pick up the deposit copy with all receipts and the certified mail receipt from the PAC's.
2. PAC's will provide personal funds to make change. The amount of the change fund will be maintained at **\$150** throughout the contract period.
3. A cash conversion and submittal of paperwork must be completed no less than once per each 3-day or 4-day shift. Cash conversion and certified mailing must be made by the end of the first day of the following shift.

PET POLICY: **Two pet limit** for park attendant contractors and campers. **Vicious pets are not allowed.** Shot records must be provided upon request.

DRESS CODE OR UNIFORM POLICY: Attendants are required to wear a **white collared shirt** (long or short sleeve without logos) and solid color slacks or walking shorts. **(No jeans or sweat pants).** **KNEE-LENGTH SHORTS, SKORTS, AND SKIRTS ONLY ARE PERMISSIBLE.** Name tags must be worn at all times when on duty. Dress should be appropriate, neat, clean, yet casual fashion at all times when on duty. Beards are acceptable, but must be kept neatly trimmed and clean.

ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: PAC campsites at Allatoona Lake include water, sewer, and electric hookups with 50/30/20 AMP service. Telephone service at PAC site is on a "party-line" with the gatehouse and other PAC site. No personal use (including internet/e-mail) will be allowed.

Campground Local Policy

TESTING: After orientation, both members of the PAC party will be required to pass a test and show proficiency in utilizing the Outdoor Recreation Management Suite Software. Couples will not be allowed to take the test together. Each person must pass his or her own test. Both members of a PAC party must show proficiency and pass his or her own test.

HOURS OF WORK: Both park attendant contractors (PAC's) "A" and "B" will generally work either a four (4) day on/four (4) day off schedule or a three (3) day on/three (3) day off schedule depending on the particular campground. This will include working all of the federal holidays and weekends that are scheduled within their normal shift. Twenty-four hour shifts begin at 7 a.m. each morning and end at 7 a.m. the following morning. During the contract period, park attendant contractors will operate the gatehouse generally for fifteen and a half (15 1/2) hours each day from 7:00 a.m. until 10:30 p.m. Twenty-four hour presence in the campground is required by both members of the contractor team on all scheduled performance days with the exception of one member leaving the campground to make their weekly deposit.

Note: Upper Stamp Creek Campground operates Fridays through Mondays with one contractor team. Upper Stamp Creek Campground opens at 7 a.m. on Fridays and closes at 3 p.m. on Mondays.

Note: Sweetwater Campground – Attendants work a three-day on/three-day off rotational schedule. In August, attendants rotate weekends as the campground is only open on weekends and the week prior to Labor Day.

PARK INSPECTIONS: PAC's will be required to inspect the entire campground during operating hours keeping a written record of daily activities, complaints, criticisms, accidents, and incidents while involved in inspections. All accidents must be reported to a Corps of Engineers Ranger **immediately**. PAC's will furnish sufficient transportation with which they will make an inspection of the entire facility every **three (3)** hours or as needed. A minimum of **five (5)** patrols through the park must be made daily. One attendant must remain at the gatehouse while the other patrols the campground. The last inspection tour will be made between 10 p.m. and 10:30 p.m. to observe for compliance of quiet hours and ensure visitors are out of the campground.

OPENING AND CLOSING FACILITIES: Attendants are required to unlock and open the gate to campground each morning at 7:00 a.m. and close and lock the campground gate each night at 10:30 p.m. on scheduled performance days. Attendants are also required to contact law enforcement personnel or project management personnel for situations beyond attendant's control from 10:30 p.m. until 7:00 a.m. on performance days. **WITHOUT EXCEPTION, PAC's will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. PAC TEAMS will also immediately open gates to allow emergency vehicles access to the park and customers.** Gatehouse windows and doors must be locked and interior appliances, lights and computers must be turned off after performance shift ends each day.

ADDITIONAL INFORMATION: All bidders can contact **Heather Thornton** at **678-721-6731** or email heather.l.thornton@usace.army.mil to arrange for a tour of the park(s) or a detailed explanation of the job responsibilities and requirements. Prospective PAC's are urged to inspect the areas they are interested in operating before they submit a bid to become familiar with the size and scope of the responsibilities.

Day Use Area Local Policy

TESTING: After orientation, both members of the PAC party will be required to pass a test and show proficiency in utilizing the cash register and completing the required paperwork. Couples will not be allowed to take the test together. Each person must pass his or her own test. Both members of a PAC party must show proficiency and pass his or her own test.

HOURS OF WORK: **Old Highway 41 #1 and Sweetwater Day Use Area** park attendant contractors will work Fridays, Saturdays, Sundays, and holidays each week. **Blockhouse Ramp** park attendant contractors will work Thursdays, Fridays, Saturdays, Sundays, and holidays each week. **Galt's Day Use Area and Victoria Day Use Area** will have two sets of attendants and will work a rotating four (4) day on/ four (4) day off schedule. During the contract period, day use park attendant contractors will operate the gatehouse for thirteen and a half (13-1/2) hours each day from 8:00 a.m. until 9:30 p.m. Twenty-four hour presence in the day use area is required by both members of the contractor team on all scheduled performance days with the exception of one member leaving the area to make their weekly deposit.

PARK INSPECTIONS: PAC's will be required to inspect the entire day use area during operating hours keeping a written record of daily activities, complaints, criticisms, accidents, and incidents while involved in inspections. All accidents must be reported to a Corps of Engineers Ranger **immediately**. PAC's will furnish sufficient transportation with which they will make an inspection of the entire facility every **three (3)** hours or as needed. A minimum of **five (5)** patrols through the park must be made daily. One attendant must remain at the gatehouse while the other patrols the campground. The last inspection tour will be between 8:30 p.m. and 9 p.m. before park closure. PAC's will also display reserved shelter signs as directed by the Operations Project Management Office.

CLOSING /OPENING GATES AND FACILITIES: Attendants are required to unlock and open the gate to the day use area each morning at 8:00 a.m. and close and lock the day use area gate each night at 9:00 p.m. on scheduled performance days. Attendants are also required to contact law enforcement personnel or project management personnel for situations beyond attendant's control from 9:30 p.m. until 8:00 a.m. on performance days. **WITHOUT EXCEPTION, PAC's will immediately open gates for those claiming a need to leave for emergency reasons, and/or for those users who demand to be let out of the park, or as directed by Corps personnel. PAC's will also immediately open gates to allow emergency vehicles access to the park and customers.** Gatehouse windows and doors must be locked and interior appliances, lights and cash registers must be turned off after performance shift ends each day.

NOTE: **Galt's Ferry, Old Hwy 41 #1, and Sweetwater Day Use Areas** PACs are **not allowed to have pets**. Victoria Day Use Area PACs may have two (2) non-vicious pets at their campsite (#6 & #7) in Victoria Campground which is adjacent to the Victoria Day Use Area (approximately 150 yards from the gatehouse); however, **they are not allowed to take their pets into Victoria Day Use Area.**

DRESS CODE OR UNIFORM POLICY: Attendants are required to wear a white collared shirt (long or short sleeve without logos) and solid color slacks or walking shorts (No jeans or sweat pants). **KNEE-LENGTH SHORTS, SKORTS, AND SKIRTS ONLY ARE PERMISSIBLE.** Name tags must be worn at all times when on duty. Dress should be appropriate, neat, clean, yet casual fashion at all times when on duty. Beards are acceptable, but must be kept neatly trimmed and clean. Only hats provided by the Operations Project Management Office may be worn.

ADDITIONAL GOVERNMENT-FURNISHED EQUIPMENT/SUPPLIES: PAC campsites at Allatoona Lake include water, sewer, and electric hookups with 50/30/20 AMP service. Telephone service at PAC site is on a "party-line" with the gatehouse. No personal use (including internet/e-mail) will be allowed.

ADDITIONAL INFORMATION: All bidders can contact **George McBroom** at **678-721-6738** or email george.i.mcbroom@usace.army.mil to arrange for a tour of the park(s) or a detailed explanation of the job responsibilities and requirements. Prospective PAC's are urged to inspect the areas they are interested in operating before they submit a bid to become familiar with the size and scope of the responsibilities.