

**BW&T - Holt  
Campground 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 (PAs). It is important to read and understand both the General Specifications and the Local Policy prior to submitting your bids.

**Hours of Operation:** Burchfield Branch Park opens at 6:00 a.m. and closes at 10:00 p.m. Deerlick Creek Park opens at 7:00 a.m. and closes at 10:00 p.m. Rocky Branch Park opens at 8:00 a.m. and closes at 8:30 p.m.

**Hours of Work:** PAs will be required to staff gate house during the hours of 9:00 a.m. to 7:00 p.m. PAs will generally work a four (4) day shift, **every Friday, Saturday, Sunday and Monday**, four days on and three days off, and will work all of the federal holidays that fall within their normal four day shift. During the contract period, PAs will operate the gate house during hours of operation (stated above). At least one PA will be available in the park during times in which the gatehouse is not open and the PA is on duty. PAs do not need to work in the gatehouse once the park closes each night, but they must be on site to handle any situations that may arise.

**Pre-work conference:** PAs are required to attend all pre-work conference sessions. Once the contract has been awarded, the Contracting Officer's Representative (COR) will send a letter specifying the times and location the pre-work conference will be held. PAs will be paid their normal daily rate for attendance.

**Park Inspections:** PAs will conduct an inspection of the park a minimum of eight times throughout the day, when on duty, to ensure all campers and visitors are following the rules and regulations. PAs will also note any maintenance issues and report the issue to a ranger. PAs may be required to turn off electrical breakers or shut water valves as directed upon locating maintenance emergencies. Rocky Branch PAs will be required to record water meter readings daily and turn water valve on/off daily. All findings and information shall be noted on the Daily Report.

**Opening and Closing Facilities:** The PAs on duty will open the entrance gate each morning at the designated time and will close them at the designated time each night. PAs will contact law enforcement personnel or project management personnel for situations outside the scope of their duties between closing and opening hours. Please note that Burchfield Branch Park has a gate that locks each night, but adjacent to this they also have tire shredders so that anyone can leave the campground at any time. Rocky Branch PAs will also be required to lock/unlock beach restroom daily.

**Gatehouse Maintenance and Appearance:** PAs will be provided with toilet paper and hand paper towels for use in the gatehouse. PAs must provide all other cleaning supplies needed to maintain gatehouse and surrounding facilities as well as their campsite.

**Life Jacket Loaner Program:** PAs will be required to operate the Life Jacket Loaner Program at their location. The Life Jacket Loaner Program will require the PAs, through established procedure, to issue life jackets to interested visitors, to check-in life jackets when they are returned, to maintain life jacket inventory and to notify rangers of any irregularities in life jacket inventories when they are discovered.

**Special Note:** PAs will provide personal funds to make change. The amount of the change fund should be maintained at \$50.00.

**Additional Information:** All bidders should contact Mark Meador at (205) 553-9373 or email [mark.l.meador@usace.army.mil](mailto:mark.l.meador@usace.army.mil) with questions about Deerlick Creek, Burchfield Branch Park or Rocky Branch Park. Prospective PAs are strongly encouraged to visit the area they are interested in operating before submitting a bid.