

**Carters Lake, GA
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 Attendants (PAs). It is important to read and understand both the General Specifications and the Local Policy prior to submitting your bids.

Hours of Work: Woodring Branch and Doll Mountain, PA (A & B) duties will generally include Friday, Saturday and Sunday shifts and will include all of the federal holidays that fall within their normal shift. Twenty-four hour shifts begin at 9 a.m. each morning and end at 9 a.m. the following morning. During the contract period, Doll Mountain and Woodring Branch PAs will operate the gatehouse each day from 9:00 a.m. until 10:00 p.m. PAs must be available and present in the park at all times during their shift.

Duty Schedule for Doll Mountain

Schedule A: April 13, 2020 – July 12, 2020

Schedule B: July 14, 2020 – October 31, 2020

Duty Schedule for Woodring Branch

Schedule: May 19, 2020 – September 8, 2020

Pre-Work Conference: All PAs are required to attend a scheduled pre-work conference(s), beginning at 9:00 a.m. each day. Pre-work conference session(s) will be held in the gatehouse and/or at the Project Management Office. These meetings will conclude by 4:00 p.m. each day. PAs will be paid their normal daily rate for attendance. Pre-work conference dates can be found on schedules for each park.

Fee Collection, Accounting, and Processing: PAs at Doll Mountain and Woodring Branch will be responsible for an end of shift submittal of fees collected to the RIS (Recreation One Stop) lockbox in accordance with standard operating procedure. All transactions are credit card only.

Park Inspections: PAs at Doll Mountain and Woodring Branch will be required to make three (3) daily inspection tours of the campground and one (1) inspection of the adjacent day use area. Daily inspection tours of the entire park will be performed after opening the campground gate at 9:00 am. The final inspection of the campground will be performed at approximately 7:45 p.m. Daily inspection tours will be performed prior to opening the gatehouse, during the middle of the shift, and at the end of the shift. PAs are responsible for providing transportation for performing inspections.

Opening and Closing Facilities: PAs at Doll Mountain and Woodring Branch will be required to unlock and open the park entrance gate at 9:00 a.m. and close and lock the entrance gate at 10:00 p.m. daily while on duty. PAs will be required to activate an electronic gate at 10:00 p.m., which allows campers to depart the campground after 10:00 p.m. PAs will allow campers to depart the park at any time for any reason.

Park Attendant Site: PAs will be required to keep sites neat, clean and orderly at all times. PAs must obtain permission from the Operations Project Management Office prior to installing any permanent equipment, signs, plants or modifying the site in any way. Sites should have the appearance of a public facility.

Additional Government-Furnished Equipment/Supplies:

- A. The Government will furnish a campsite for a self-contained trailer/motor home with electricity, water, sewer, and telephone jack. The PA shall move onto the site location a minimum of two days, but not more than seven days prior to the start of the contract. The PA will notify the

Project Management Office at least one week in advance and give the time and date of their planned arrival at Carters Lake. The PA shall remove their camper and all personal property from Government lands no later than seven days after the end of the contract period.

Dress Code or Uniform Policy: PAs are required to wear a solid color collared shirt (long or short sleeve) and solid color slacks or walking shorts. (No sweat pants). Knee-length shorts and skirts 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.

Pet Policy: Two pet limit for PAs. No pets are allowed in the gatehouse. Vicious pets are not allowed. Shot records must be provided upon request.

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 and to keep an inventory of life jackets.

Additional Information: All bidders should contact Park Ranger Allen Earhart at the Carters Lake Project Management Office, at 706-334-2248 to arrange for a tour of the park(s) and an explanation of required duties and responsibilities. Email questions can be directed to: robert.a.earhart@usace.army.mil Prospective PAs are strongly encouraged to visit the area they are interested in operating before submitting a bid. Informational work schedules are available from the Carters Lake Project Management Office.