

**Lake Sidney Lanier
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 (PA) Services. It is important to read and understand **BOTH** the General Specifications **AND** the Local Policy prior to submitting your bids.

REQUIRED BY ALL PARK ATTENDANT CONTRACTORS:

FEE COLLECTION, ACCOUNTING & PROCESSING:

Weekly accountability of deposited funds (all transactions are credit card only).

DRESS CODE OR UNIFORM POLICY:

Uniforms at Lake Lanier Campgrounds include white collared shirt, dark pants or khakis (no jeans) and closed-toe shoes and are to be supplied and worn by the PA. Estimated cost of uniforms per person is \$150.00

CAMPGROUND SPECIFIC PARK ATTENDANTS:

PERFORMANCE SCHEDULE AND PARK ATTENDANT HOURS:

Hours of Work: Both PAs "A" and "B" will generally work a rotating four day shift, four days on and four days off and will work all of the federal holidays that fall within their normal shift. During the contract period, PAs will generally operate the gatehouse for 15.5 hours. With a schedule as follows: Gatehouse operation: 7:00 a.m. - 10:30 p.m. PAs will also be available at their living quarters 10:30 p.m. through 7:00 a.m. each night of the scheduled shift for emergency assistance; 8 1/2 hours. PAs will be available twenty-four hours in the campground during their scheduled shift.

PRE-WORK CONFERENCE:

PAs are required to attend all pre-work conference sessions, beginning at 8:00 a.m. each day, at the Project Management Office. These meetings will conclude by 4:30 p.m. each day. PAs will be paid their normal daily rate for attendance. A confirmed schedule for the pre-work conference will be sent by email.

***** ATTENDANCE IS MANDATORY *****

CUSTOMER ASSISTANCE AND PUBLIC INTERACTION:

Park inspections: PAs will inspect the park at least once every four hours during normal gatehouse operation to identify any work needed to keep the area in a safe and presentable condition. The last inspection should take place between 10:00 p.m. and 10:30 p.m. to observe for compliance with quiet hours (10:00 p.m. until 6:00 a.m.).

Closing / opening gates and facilities: PA will unlock open and secure gates each morning at 7:00 a.m. and close and lock gates each evening at 10:30 p.m. on scheduled days. At night, the gatehouse windows and doors should be locked, and interior appliances, lights and computers should be turned off. PA will immediately assist anyone by summoning medical or emergency assistance when an emergency is observed or reported, and then contact a Corps Park Ranger to report such incidents. "Park Attendant" sign will be displayed on a post at scheduled PA's site 24 hours a day during their 4 day shift.

PARK ATTENDANT-FURNISHED EQUIPMENT & SUPPLIES:

PA must have as part of their living arrangement an 18' or longer travel trailer/fifth wheel/RV.

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.

Friends of Lake Lanier Program: PAs will be required to assist the FLLA Cooperating Association. The PAs will unlock the firewood and/or ice container during the hours that they are working in the gatehouse. The FLLA will post instructions on the door of these amenities for users in the campground. PAs **will not handle money** for these items.

ADDITIONAL INFORMATION:

All bidders should contact Dan Barnes at (770) 945-9531 or email daniel.c.barnes@usace.army.mil to arrange for a tour of the park(s) or an explanation of the job responsibilities and requirements. Prospective PAs 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. The Contractor Guide detailing required PA responsibilities is available for viewing at the Lanier Project Management Office. View the webpage at: <http://www.sam.usace.army.mil/Missions/CivilWorks/Recreation/LakeSidneyLanier.aspx>