

## **Woodruff-Seminole Site Office 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 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:**

**Eastbank and Hales Landing:** Both PAs "A" and "B" will generally work a four (4) day shift, four days on and four days off, including all of the federal holidays that fall within their normal shift.

Twenty-four hour shifts generally begin at 7 a.m. each morning and end at 7 a.m. the following morning. During the contract period, PAs will operate the gatehouse each day from 7:00 a.m. until 10:00 p.m. Twenty-four hour presence in the campground is required by both members of the PA team on all scheduled performance days with the exception of one member leaving the campground to make their weekly deposit.

**PRE-WORK CONFERENCE:** PAs are required to attend all pre-work conference sessions, generally beginning at 9:00 a.m. each day, at the Resource Management Office. These meetings will conclude NLT 4:00 p.m. PAs will be paid their normal daily rate for attendance.

### **PARK INSPECTIONS:**

**Eastbank:** PAs will conduct an inspection of the park at least three times each day while on duty. Inspections are to be done mid-morning, near check out time, and late evening. Inspections may exceed the minimum number depending on particular issues that may require increased surveillance.

**Hales Landing:** PAs will conduct an inspection of the park at least two times each day while on duty. Inspections are to be done mid-morning and late evening. Inspections may exceed the minimum number depending on particular issues that may require increased surveillance.

**OPENING AND CLOSING FACILITIES:** The PA on duty will be required to open the campground each morning at 7:00 a.m., close and lock the entrance gates at 10:00 p.m. each night while on duty. Law enforcement personnel and/or project management staff should be contacted for situations beyond PA's control from 10:00 p.m. until 7:00 a.m. PAs are also required to open gates to allow campers to leave for any reason outside gatehouse operation hours.

**PARK ATTENDANT LIVING AREA:** PAs are limited to erecting only one tent at their site. The tent should be less than 200 sq. ft. in size. PAs should not install any plants that will live longer than one season. PAs should not install any equipment without obtaining permission from the Natural Resource Management Office. Golf carts are not permitted in any Corps campgrounds on Lake Seminole.

### **USER FEE COLLECTIONS AND PROCESSING:**

**Eastbank:** Both members of the PA team will be responsible for operating the Recreation One Stop Program. This will be covered in the pre-work conference; however, computer literacy is required for both members of the PA team.

**Hales Landing:** Both members of the PA team will be responsible for collecting fees and issuing hand written permits. There is no computer usage.

**Additional Information: All bidders should contact Park Ranger Bennett Basden at the Woodruff-Seminole Site Office, at 229-662-2001 for further details on required duties and responsibilities.** Prospective PAs are strongly encouraged to visit the area they are interested in operating before submitting a bid.