

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J	PAGE OF PAGES 1 7
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 16-Dec-2008	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)
6. ISSUED BY US ARMY ENGINEER DISTRICT, FORT WORTH ATTN: CESWF-CT 819 TAYLOR ST, ROOM 2A19 P.O. BOX 17300 FORT WORTH TX 76102-0300		CODE W9126G	7. ADMINISTERED BY (If other than item 6) See Item 6		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X	9A. AMENDMENT OF SOLICITATION NO. W9126G-09-T-0006
				X	9B. DATED (SEE ITEM 11) 01-Dec-2008
					10A. MOD. OF CONTRACT/ORDER NO.
					10B. DATED (SEE ITEM 13)
CODE		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) This amendment for solicitation W9126G-09-T-0006 for FY09 Summer Gate Attendants at various parks in the Capital Regional Office reflects the following change: a. Belton/Stillhouse Lake has ADDED additional information plus an additional bid sheet (Cedar Ridge Park and Temple Park) due to unexpected vacancies. See continuation pages. b. All other terms & conditions remain unchanged. c. Bid packages MUST be returned to: US Army Corps of Engineers, 3110 FM 2271, Belton, TX 76513 to be considered. d. POC: Linda McKethan @ 254-939-1829					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
			TEL: _____ EMAIL: _____		
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED 16-Dec-2008

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

BELTON AND STILLHOUSE HOLLOW LAKE
ADDITIONAL GATE ATTENDANT SCOPE
OF WORK AND RESPONSIBILITIES**1. PROJECT AND PARK DESCRIPTION – BELTON LAKE**

- 1.1. **The Belton/Stillhouse Lake Office** is located 1 mile south of US 190 on FM 1670 in Belton, Texas. Belton Lake is located on the Leon River 16.7 miles upstream of the confluence of the Leon River and the Little River. It is in the northern part of Bell County, Texas about three miles north of the City of Belton and about eight miles west of the City of Temple, Texas. The Lake area lies within Bell and Coryell Counties.

Belton Lake was constructed by the U.S. Army Corps of Engineers to control flooding within the Brazos River Basin. The lake also functions as a water supply for several of the surrounding communities, fish and wildlife habitat, and provides recreation opportunities for the public.

- 1.1.1. **Cedar Ridge Park:** This Park offers 68 RV and tent camping sites with water and electric hook-ups. In addition to the campsites, 8 screen shelters, a group camp area and 2 day use group picnic shelters are located within the park. Cedar Ridge Park has restrooms with hot showers, camper activity center with a meeting area and coin operated washers & dryers, 2 boatramps, fishing dock, swimming beach, playground, basketball court, dump station and a marina. There is a restroom in the gatehouse for the gate attendant's use.
- 1.1.2. **Temple Park:** This Park offers a restroom with rinse shower, swimming beach, picnic area, group picnic area and 2 boatramps for day use. Park visitors have access to a playground, play courts, and a fishing dock. There is a restroom in the gatehouse for the gate attendant's use.

2. PROJECT AND PARK DESCRIPTION – STILLHOUSE HOLLOW LAKE

- 2.1. **Stillhouse Hollow Lake** was constructed by the U.S. Army Corps of Engineers to control flooding within the Brazos River Basin. The lake also functions as a water supply for several of the surrounding communities, fish and wildlife habitat, and provides recreation opportunities for the public.
3. **Duty Schedule:** Contractors are required to reside in the park and will maintain 24-hour surveillance when on duty. **All contractors will be on a “4 on and 4 off” shift schedule. Gate attendant #1 positions will begin work on the first contract day (Winter: October 1, Summer: April 1) for 4 days and are off for the next 4 days. Gate attendant #2 positions start work on the 5th day, work 4 days and are off the following 4 days. This pattern continues throughout the term of the contract. See duty schedules pages 6 - 9 of this section for specific workdays.**
- 3.1. Following the shift on the 4th day, the contractor is off duty at park closing time and the other gate attendant is on duty and must be in the park for after hour's emergencies or other unexpected events.
- 3.2. Contractors are required to work all holidays that fall on their duty days.
- 3.3. Contractors at some locations are responsible for opening and closing additional park areas. See Table 1 “Park Hours of Operation” for the attendant responsible, opening/closing times and approximate round trip mileage required to perform this task.

4. **Manpower Requirements:** A minimum of one member of the two person team will man the gatehouse during duty hours. See Table 1 for park hours. Park gates shall be opened and closed at the time indicated in this table. During times of high usage, both members of the contracting team are required to be in the gatehouse to provide prompt customer service. Customer waiting time will be kept as short as possible.
- 4.1 Duty hours: (6:00 am - 10:00 PM) during which Contractor will be required to perform visitor assistance duties in accordance with the Capital Regional Office (CRO) Gate Attendant Scope of Work and Responsibility, all Paragraphs. Normally, the gatehouse will be manned from 8:00 AM – 10:00 PM Friday, Saturday, Sunday, and all federal holidays and from 9:00 AM – 9:00 PM Monday through Thursday. Heavy use periods may require extended hours not to exceed 6:00am – 10:00pm. Permanent gatehouse duty schedule changes may be made with one (1) week advance notice from the Lake Manager.
- 4.2 Availability hours: Non-duty hours (10:00 PM - 6:00 am) during which the Contractor must be inside the park in which he resides for response to unexpected events.
5. **Pre-work Conference and Training:** Gate Attendant orientation for Belton and Stillhouse Hollow Lake is generally held the first day of the contract from 1300 – 1630 hours at the Capital Regional Office Conference Room. All contractors are required to attend. Contract requirements and training on all facets of the Gate Attendant Program will be covered during this meeting. **Attendants not familiar with the NRRS software are encouraged to observe the outgoing attendants operate the system prior to orientation. Five days of observation are recommended. All attendants are required to allow incoming attendants access to the gatehouse for this purpose as directed by the Gate Attendant Coordinator.**
6. **Gatehouse:** The gatehouse will be **kept locked at all times** for the security of the contractor and Government Property. Contractor shall set the alarm and lock all windows and doors when off duty.
- 6.1. The contractor may be required to perform small amounts of watering vegetation or weed control in the area around the gatehouse.
7. **Use Fee Collection:** Fee money and permits will be collected from the gate attendant contractor at the park by an appointed fee collector/cashier weekly, or as required. The attendant will prepare, balance and sign fee collection document(s). In the event fees do not balance, the contractor will be responsible for any shortage and any excess collections will be added to the total.
- 7.1. National Recreation Reservation Service (NRRS) computers are currently installed to manage campsite, group and day use areas. Cash registers are also used at Stillhouse, Dana Peak, and Temple Parks. The cash register totals will be entered into the NRRS computer at the end of each day. **Note: The Corps of Engineers is preparing for the implementation of a web based NRRS system Fall 2007. Attendants will be required to attend additional training on this new system at no additional cost to the Government.** All gate attendants should be prepared to operate such equipment during the contract period. Any successful bidders who are new to the NRRS are strongly encouraged to work with the current contractor at the park to learn the system. Additional training will be provided during the contract term.
8. **Park Rounds:** Contractor shall make a minimum of two (2) periodic checks daily at least 2 hours apart of all park areas. Additional rounds shall be performed when necessary to ensure the accuracy of camping related records and fee collection. This is in addition to those required in opening and closing of park areas and entrance gates, if present. Additional inspections may be required to check visitor complaints, deliver messages and to assist park rangers, at no additional cost to the Government.
9. **Government Furnished Supplies:** Supplies deemed necessary by the Government for the performance of fee collection & camper management duties will be supplied. Any supplies deemed necessary by the contractor above what is provided by the Government will be secured at the expense of the contractor. A “Gate Attendant Handbook” will be issued to the contractor outlining day to day park operation procedures and policies.

10. **Communications:** A telephone will be provided at each gatehouse for official business use. Any charges determined to be personal or long distance other than official business are not allowed and will be the responsibility of the contractor. The Gate Attendant on duty is required to answer this phone during duty hours.
- 10.1. Additional phone lines and/or any change, alteration or tampering with phone or data lines in the gatehouse is prohibited.
- 10.2. A personal phone line may be installed at the gate attendant site. The Government will not be responsible for any costs related to this line or installation.
11. **Utilities:** No reimbursement will be made whenever utilities are not available to the Gate Attendant and must be secured elsewhere. The Government provides a 50 amp electrical, water and sewage hook-up at each gate attendant site.
12. **Compliance Inspections:** All Gate Attendants will be subject to contract compliance inspections, including public relations performance. Inspection results will be provided and any identified deficiencies shall be promptly corrected by the contractor. The frequency of inspections may be adjusted at the discretion of the Lake Manager or the appointed inspector.

ADDITIONAL INFORMATION:

1. For additional information contact: Todd Spivey, Park Ranger (254) 939-2461 or visit www.corpslakes.us/belton or www.corpslakes.us/stillhousehollow
2. A site visit is recommended for first time bidders.

Table 1: Park Hours of Operation, Belton & Stillhouse Hollow Lakes

Location	Open AM	Close PM	Mileage*	Responsible Attendant
Cedar Ridge Park	6:00	10:00	N/A	Cedar Ridge
Temple Park	6:00	9:00	N/A	Temple
Live Oak Ridge Park	6:00	10:00	N/A	Live Oak Ridge
Miller Springs NA	8:00	Sunset***	0.2 mile	Live Oak Ridge
Miller Springs Park	8:00	Sunset***	0.5 mile**	Live Oak Ridge
Belton Lakeview Park	8:00	Sunset***	4 miles	Live Oak Ridge
Westcliff Park	6:00	10:00	N/A	Westcliff
White Flint Park	6:00	10:00	N/A	White Flint
Stillhouse Beach Area	6:00	Sunset***	N/A	Stillhouse
Stillhouse Entrance	6:00	9:00	N/A	Stillhouse
Chalk Ridge Falls NA	8:00	Sunset***	12.0	Stillhouse
Dana Peak Park	6:00	10:00	N/A	Dana Peak
Dana Peak Beach and Picnic Area	6:00	Sunset***	N/A	Dana Peak
Union Grove Park	6:00	10:00	N/A	Union Grove
Rivers Bend Park	6:00	Sunset***	4.0	Union Grove

* Mileage shown is one (1) round trip.

** Miller Springs Park and Belton Lakeview Park mileage shown is 4.0 mi round trip to close Belton Lakeview Park plus 0.5 mi round trip deviation necessary to close Miller Springs Park during the same trip.

*** Sunset is the sunset time published in a local newspaper.

**BELTON & STILLHOUSE HOLLOW LAKES
GATE ATTENDANT CONTRACT BID SHEET**

Contract Gate Attendant Services at the following parks on Belton and Stillhouse Hollow Lakes for the period: April 1, 2009 – September 30, 2009 Base Period April 1, 2010 – September 30, 2010 Option Period 1. **(Option Period 1 available for Attendant 1 only)**

Item #	Attendant Position	Est. No. Days		Bid Per Day		Total Cost
0001a	Cedar Ridge Park #1 Base	93	X	\$ _____	= \$	_____
0001b	Cedar Ridge Park #1 Option 1	92	X	\$ _____	= \$	_____
Grand Total						_____
<hr/>						
0002	Temple Park #2 Base	91	X	\$ _____	= \$	_____
Grand Total						_____

(End of Summary of Changes)