

# PEDDOCKS ISLAND VISION PLAN

## PILOT PROGRAMS

### REQUEST FOR INFORMATION

July 25, 2019



**BOSTON  
HARBOR  
NOW**



# **Peddocks Island Vision Plan**

## **Pilot Programs Request for Information**

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## I. The Opportunity

Boston Harbor Now, in cooperation with Massachusetts Department of Conservation and Recreation (DCR) and the National Park Service (NPS), is seeking entrepreneurial and creative proposals to activate Peddocks Island through pilot programs during the summer of 2020 and beyond.

Peddocks Island is one of Boston Harbor Island's most treasured but underutilized destinations. A Vision and Redevelopment Plan is currently being created for the future of the island. This plan will address a diverse array of programming opportunities coupled with infrastructural investment. As part of the visioning process, this RFI seeks pilot projects and programs that can be deployed to test the viability of future programming and development across the island.

The pilot programs should leverage the incredible natural and historic assets of Peddocks Island to enhance visitor experiences. Proposals are likely to fall into at least one of the following three categories, but they may fall into more than one:

### 1. **One-off Events:** One or two days

Programs that only occur once for a short period of time

- Examples: *food or music festivals, recreational races, fishing competitions, scavenger hunts, lectures, volunteer outings, workshops*

### 2. **Periodic / Recurring Programs:** Weekly, monthly, etc.

Programs that occur periodically over the course of a season or year.

- Examples: *organized camping retreats, guided nature hikes, boating excursions, recurring local school field trips, educational talk series, performances*

### 3. **Continual Programs:** Ongoing

Programs that occur continually over a longer period of time.

- Examples: *extended stay / cabin rentals, recreational equipment rentals, art installations, research initiatives*

A visit to the Boston Harbor Islands is a unique Boston experience and this RFI offers a rare opportunity to be a part of it on Peddocks Island. This is a chance for a creative entrepreneur, company, research specialist, artist or individual to partner with Boston Harbor Now to provide a first-class visitor experience and expand public awareness of Peddocks.

## **I. The Opportunity (cont.)**

### **Who We Are**

Boston Harbor Now (BHN) works in partnership with public agencies, communities, and the private and non-profit sectors to plan, advocate for, and activate a thriving waterfront, harbor, and Boston Harbor Islands National and State Park.

The Department of Conservation and Recreation (DCR) manages and oversees the state parks in Massachusetts. They protect, promote and enhance the state's natural, cultural and recreational resources.

The National Park Service (NPS) cares for our national parks. With the help of volunteers and partners, they preserve the natural and cultural resources and values of the NPS for the enjoyment, education and inspiration of this and future generations. The Park Service cooperates with partners to extend the benefits of natural and cultural resource conservation and outdoor recreation throughout this country and the world.

(See **Appendix D** for an explanation of the partnership, ownership and management structure of Peddocks Island.)



## **II. Background**

### **Boston Harbor Islands & Peddocks Island**

Boston is home to the Boston Harbor Islands National and State Park, one of only 419 National Park Service units nationwide. The Park is the largest open green space in Boston, providing over 1,600-acres of recreational, historic, and educational opportunities. Many locations in the Park are open year-round, but public ferry service, visitor amenities, and programming on the most visited islands are only offered seasonally.

Peddocks Island is an important part of the Boston Harbor Islands National and State Park, located off the point of Hull, MA, in Hingham Bay. The island is 184 acres made up of five drumlins (glacial outcroppings), four of which are connected by low-lying sandbars, and it has one of the longest shorelines of all the islands in the Harbor. Over the centuries, the island has been developed for farming, a summer resort, a military outpost, and now a state park. Many of the buildings associated with Fort Andrews (1897–1958) are extant and provide tremendous opportunity for long-term redevelopment. The island is seasonally accessible by ferry, usually from late June to early September. Infrastructure on the island includes public water, sewer, and electrical service at the visitor center.

### III. Recommended Sites, Existing Amenities & Programs

Peddocks is comprised of five drumlins (glacial outcroppings) connected by tombolos and has three major “heads”. Of the three heads, East Head is the most developed and is the site of Fort Andrews (a former military base) and the island’s Welcome Center. Visitors arriving by ferry disembark here. Middle Head is somewhat developed and is home to an existing cottage community with seasonal residents. Visitors arriving by private boat typically moor in Portuguese Cove or come ashore here. West Head is the least developed and least accessible.

Given the existing infrastructure and historic patterns of use on the island, East Head is the most appropriate location for pilot project sites, and Middle Head may be appropriate for certain types of pilots. (See **Appendix A** for existing conditions drawings.) Prominent existing activity areas that may influence the siting of proposed pilots are listed below (see **Appendix B** for photos):

#### 1. Existing sites for land-based activities

- a. Parade Ground: 3-acre open lawn (*limited to temporary program*)
- b. Yurt Campsites (*2 areas with 12 yurts total*)\*
- c. Tent Campsites\*
- d. Picnic Area
- e. Forest & Hiking Trails
- f. Scenic View
- g. Fort Andrews Structures\*\*

#### 2. Existing sites for water-based activities

- a. Beaches
- b. Marshes & Wetlands
- c. Swimming Area

\*Approximately half of current visitors to the island come to camp at the yurt and tent sites.

\*\*Respondents may propose to use the remaining Fort Andrews structures. If this is part of the proposal, respondents must include a detailed description of how these structures will be utilized, and what renovations might be required to activate them per the projected pilot goals.

#### Recent and Existing Programs (*for reference*)

1. **Night Sky** (*2019 pilot*): overnight camping with a ranger
2. **Forest Bathing** (*2019 pilot*): guided therapeutic workshop that promotes wellness
3. **Backcountry Yoga** (*2019 pilot*): all day yoga session with a wilderness twist
4. **Fall Frolic** (*2019 pilot*): fall trip featuring guided hikes, marshmallow-roasting and more
5. **New England Aquarium camp** (*2018 – current*): week-long research sleep-over camp
6. **Winter Wander** (*2018 - current*): all day exploring during the off-season
7. **REI Campout & Paddling** (*2017 – current*): overnight camping and sea kayaking tours
8. **Boston Harbor [Re]creation Art Exhibition** (*2017*): free outdoor art installation exhibit
9. **Family Fun Day** (*2015 – 2017*): day of music, puppetry, games, crafts and outdoor family fun
10. **Volunteer Clean-up** (*ongoing*): stewardship days to clean up invasive species and improve trails

## **IV. Considerations and Expectations**

### **Social & Environmental Priorities**

#### Desired User Variety

BHN envisions the proposed pilots to be catered toward a variety of users, ensuring equal opportunities for people of all ages and abilities. An assortment of non-profit organizations, schools, public agencies, and private parties are strongly encouraged to submit pilot proposals.

#### “Green” Operations

Boston Harbor Now and its partners are dedicated to supporting “green” operations and reducing waste. Toward this end, respondents are encouraged to use reusable, recyclable, recycled, or compostable items whenever possible.

#### Minimal Environmental Footprint

Respondents should strive to minimize the environmental impact of their proposals, in the interest of respecting the unique natural environment on Peddocks.

### **Logistics & Partnership**

#### Transportation to the Island

Respondents should address transportation to the island for the public and any goods/supplies necessary. The island is accessible via public ferry from June to September, operating on a set time schedule (See **Appendix C** for current ferry service). Proposals for pilots outside of this time frame should include private transportation arrangements and must be coordinated with the island owners, Massachusetts Department of Conservation & Recreation. Please note that there is limited docking and barging space.

#### Existing Amenities & Utilities

Peddocks features historic military ruins, hiking trails, unique geologic features, beaches, and active private cottages. The island currently hosts a Welcome Center, Restrooms (within the Welcome Center), Picnic Area with Grills, Yurts, Tent and Group Campsites, Hiking Trails, Scenic Viewpoints, Historic Fort Andrews, and public utility service (water, electricity, sewer). Proposed pilots should strongly consider the existing amenities and either outline the anticipated use of such amenities or include proposals on how to expand these facilities. A more detailed summary of existing amenities and utilities can be found in previous **Section III**.

#### Profit Generation

Though not all proposals need to be profitable, they should be revenue neutral through grants or user fees. Over the long-term, we hope to develop profitable partnerships with shared revenue streams to support the continued maintenance of the island and further development of island visitor amenities.

#### Data Sharing

The respondent is required to share the name and address or emails of people participating in their pilot projects with BHN to collect visitation data in order to continue to connect with island users.



## V. Schedule

<b>RFI Release Date:</b>	Thursday, July 25, 2019
<b>Site Visit:</b>	Tuesday, August 20, 2019*
<b>Questions Due:</b>	Friday, September 06, 2019
<b>Proposals Due:</b>	Friday, September 27, 2019
<b>Pilot Execution:</b>	2020 & beyond

*\*Respondents planning to attend the site visit must RSVP by August 13, 2019.*

### RFI Contact

The contact for this RFI is Alice Brown of Boston Harbor Now, a correspondent for the Peddocks Island Vision Plan. All questions should be directed to her at [peddocksrfi@bostonharbornow.org](mailto:peddocksrfi@bostonharbornow.org) by the deadline listed above.

### Interviews

BHN, DCR, NPS and the Peddocks Island Vision Plan consultant team may decide to meet with certain RFI Respondents at a future date during Fall 2019.

## **VI. Proposal Requirements**

Respondents are required to submit the following in their proposal. A checklist summarizing the requirements is outlined in **Appendix E**.

### **1. Island Usage Plan**

Include a written description and graphic representations (site plans, renderings, precedent photos) of your proposed use of the island. Please note any desired alterations such as temporary fencing, portable toilet placement, trail refurbishment, tent and seating layout, stage locations, storage units, etc. Also show (i) dimensions of required space, (ii) anticipated occupancy and (iii) access to the proposed space.

### **2. Proposed Schedule**

Include a schedule of proposed dates and times for a pilot program to be executed. Please note that the schedule should account for transportation to and from the island.

Respondents are welcome to make use of the public ferry service offered during Public Access Season and should take note of the ferry schedule (see **Appendix C**). If the proposed schedule does not rely on existing public ferry service, other transportation arrangements (additional ferry runs, private boats, etc.) should be included in the proposal.

### **3. Staffing Plan & Qualifications**

Include a staffing plan, listing names and titles of all staff members to be involved in your safe and proper use of the island. Please identify a key staff member to serve as a point of contact for all operations and execution coordination.

Include at least three (3) references who can speak to the team's general qualifications and organization. Include the name, affiliation, title, email address and phone number.

### **4. Equipment Transportation & Storage Plans (if applicable)**

Provide an overview of the anticipated equipment needed and transportation requirements including number of hours and time of day required for the transport of equipment and amenities to the island, as well as a rough estimate of time needed for equipment set-up, disassembly, and transport back to the mainland (including preferred port). If storage space is required, provide a description of what is needed and a preferred location.

### **5. Organization's Mission & Impact**

Please include a brief overview of the organization, outlining the mission and population served.

## **VI. Proposal Requirements (cont.)**

### **6. Fee Offer**

Include a fee offer, which represents the sum that you propose to pay BHN to utilize the island as well as a fee structure for participation by the general public. Fee offers can be per day, monthly or season-long.

### **7. Additional Needs**

Each Respondent should include a list of additional needs to ensure all pilot proposals are feasible.



## **VII. Proposal Submission Instructions**

**One (1) original and three (3) copies of sealed proposals** (including three copies of all required attachments) must be received by Boston Harbor Now on **Friday, September 27, 2019 at 5:00 PM EST** by hand or mail delivery. A digital copy of the complete proposal must also be sent via email to [peddocksrfi@bostonharbornow.org](mailto:peddocksrfi@bostonharbornow.org) by noon that same day.

All proposals must be delivered in sealed envelopes bearing the name of the proposer on the outside and should be addressed to:

**Peddocks Pilot RFI  
Boston Harbor Now  
15 State Street, Suite 1100  
Boston, MA 02109**

## **VIII. RFI Procedures & Policies**

1. BHN is not required to accept the submission(s) that include the highest fee offer.
2. BHN reserves the right to postpone or cancel this RFI or reject all submissions.
3. All successful proposals will be required to comply with applicable laws.
4. BHN will not be responsible for any costs incurred by respondents in the preparation of the submission or for any work performed in connection herein.
5. Information contained in this RFI and in any subsequent addenda or related documents is provided as general information only. Efforts have been made to do so; however, BHN makes no representations or warranties that the information contained herein is accurate, complete or timely. The furnishing of such information by BHN shall not create any obligation or liability whatsoever and each Respondent expressly agrees that it has not relied upon the foregoing information and shall not hold BHN liable.
6. BHN will require selected RFI respondents to provide at its own cost general liability insurance for bodily injury and property damage, including products/completed operations. Boston Harbor Now, the Massachusetts Department of Conservation and Recreation, and the National Park Service must be listed as additional insureds.



# PEDDOCKS ISLAND VISION PLAN

## PILOT PROGRAMS

### REQUEST FOR INFORMATION

APPENDIX A, B, C, D & E

July 25, 2019

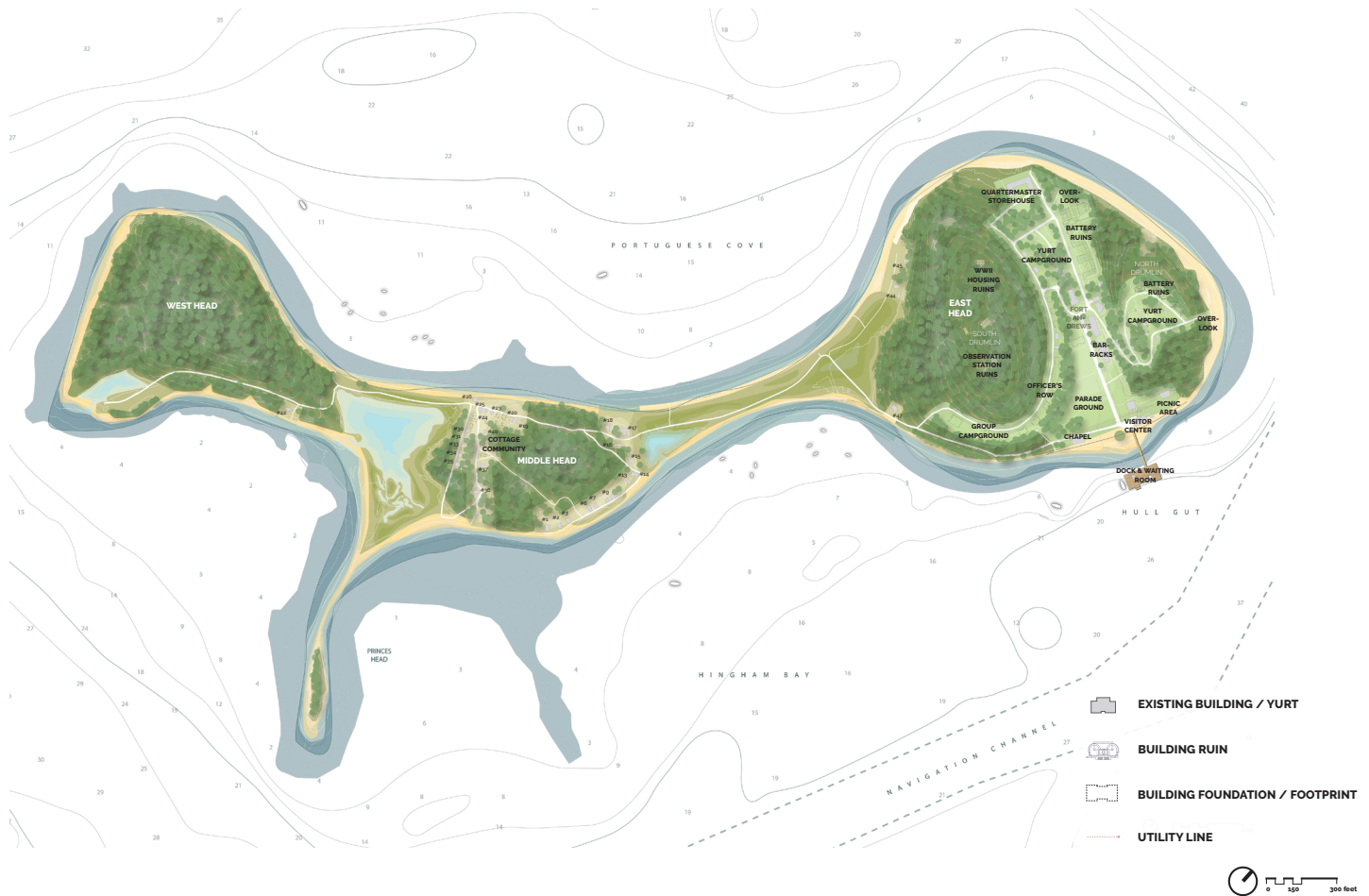
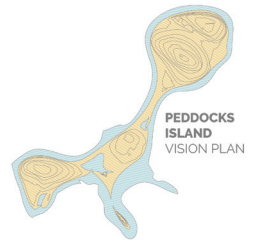


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## APPENDIX A

### EXISTING CONDITIONS PLAN: PEDDOCKS ISLAND



Weston & Sampson one architecture kzla

Peddocks Island is comprised of five drumlins (glacial outcroppings) connected by tombolos and has three major “heads”.

**East Head** is the most developed and is the site of Fort Andrews (a former military base) and the island’s Welcome Center. Visitors arriving by ferry disembark here.

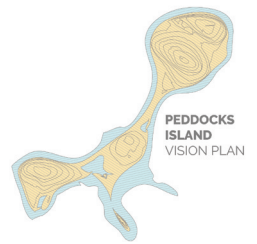
**Middle Head** is somewhat developed and is home to an existing cottage community with seasonal residents. Visitors arriving by private boat typically moor in Portuguese Cove or come ashore here.

**West Head** is the least developed and least accessible.

*Note: Detailed maps to follow.*

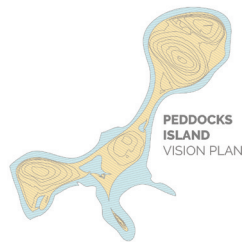
# APPENDIX A

## EXISTING CONDITIONS PLAN: EAST HEAD



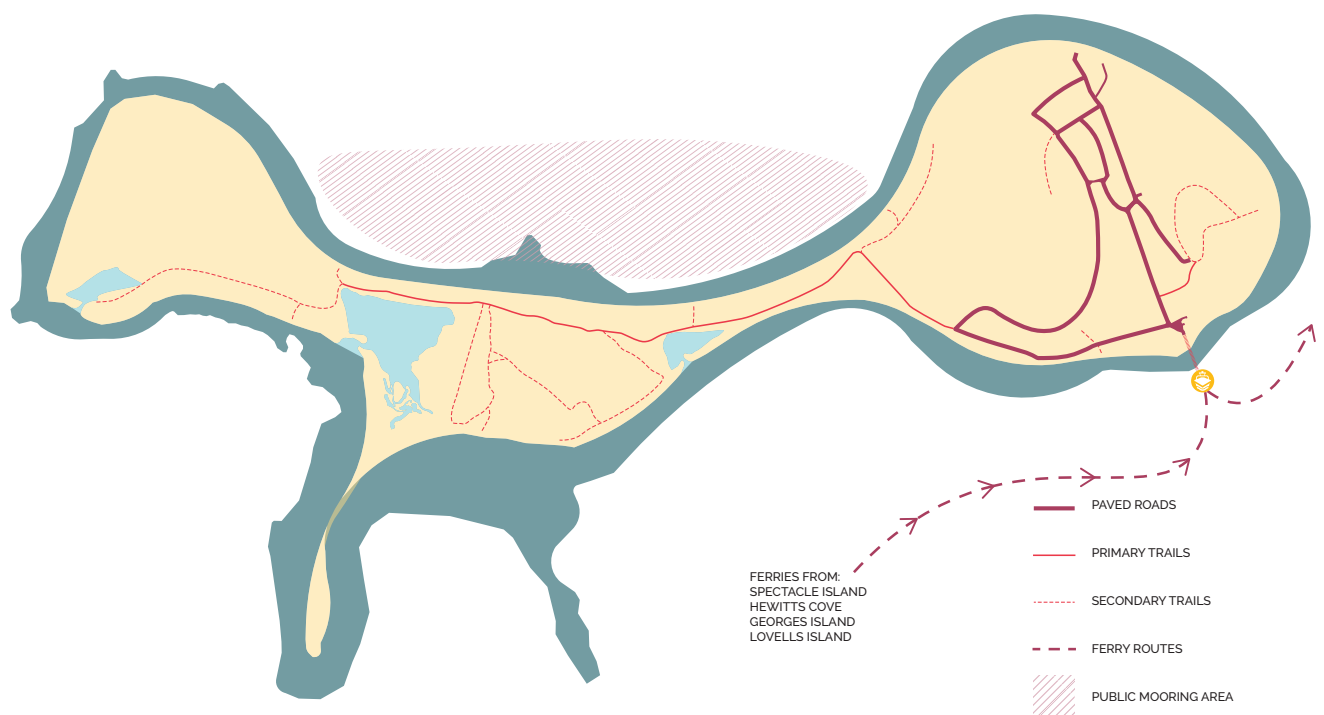
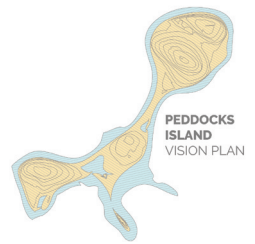
# APPENDIX A

## EXISTING CONDITIONS PLAN: MIDDLE HEAD



## APPENDIX A

### EXISTING ACCESS & CIRCULATION



Circulation around the island is composed of multiple types of roads and paths in varying conditions. This may impact siting decisions, as circulation affects the ability to get both visitors and supplies to a pilot project area.

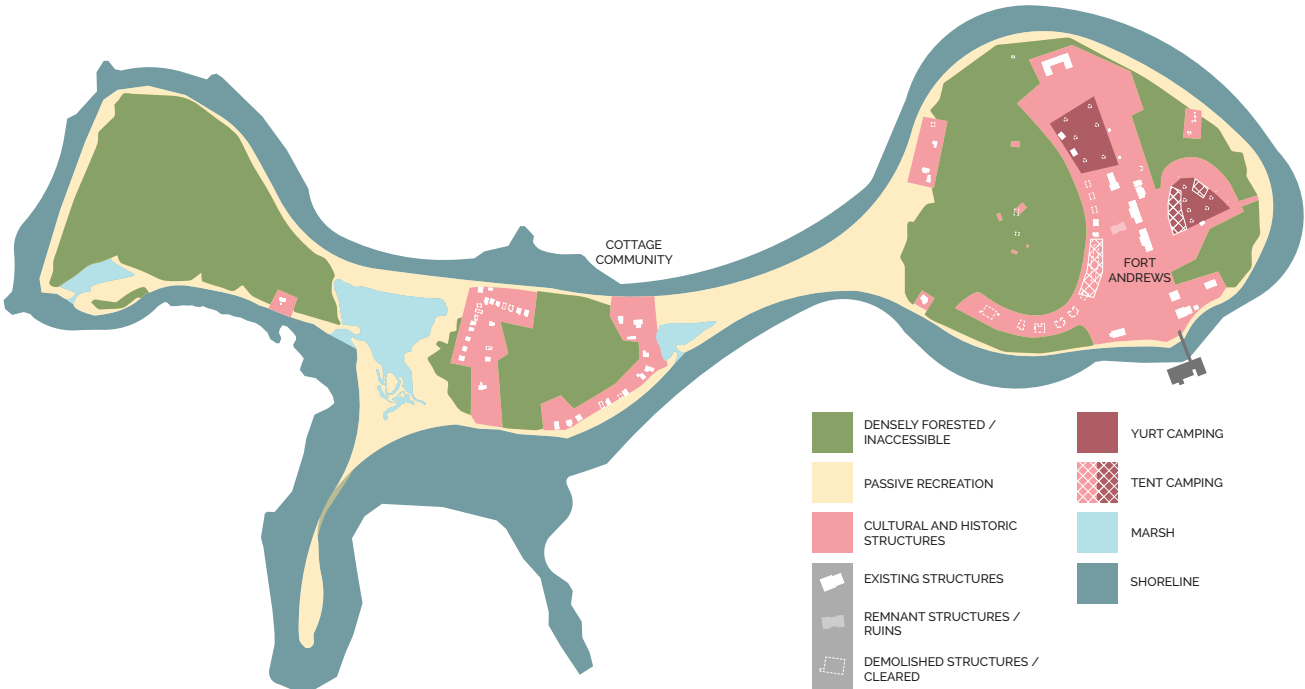
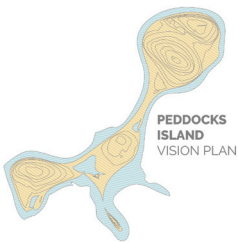
Connectivity is the most complete and in the best condition on East Head, where there is a network of paved roads with a few trail spurs connecting to the yurt and tent campsites.

The primary and secondary trails on Middle and West Head create a unique sense of seclusion, but also make these locations less accessible.



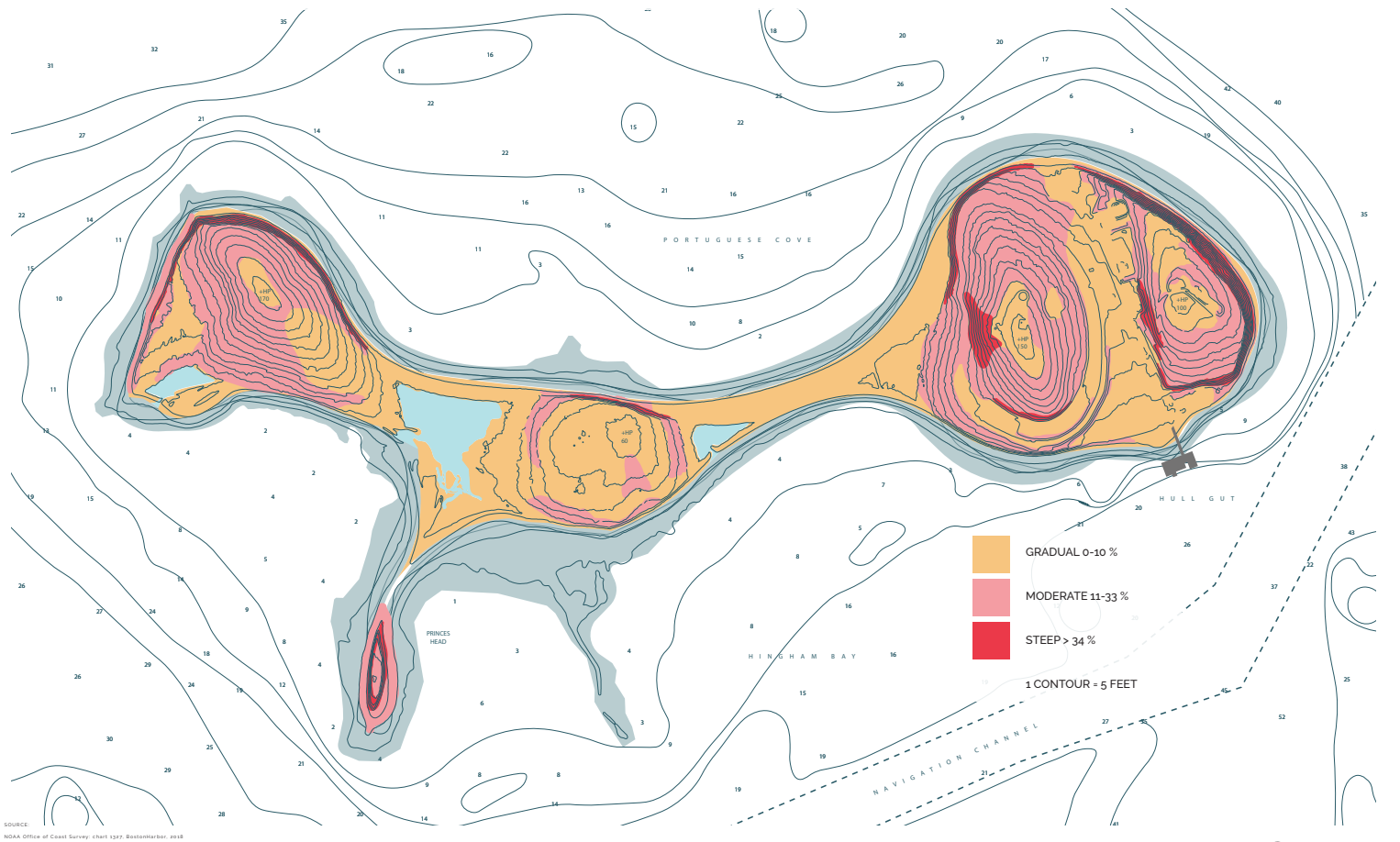
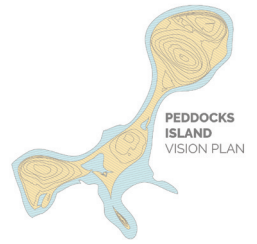
APPENDIX A

EXISTING PROGRAM



# APPENDIX A

## EXISTING SLOPES & NAVIGATION

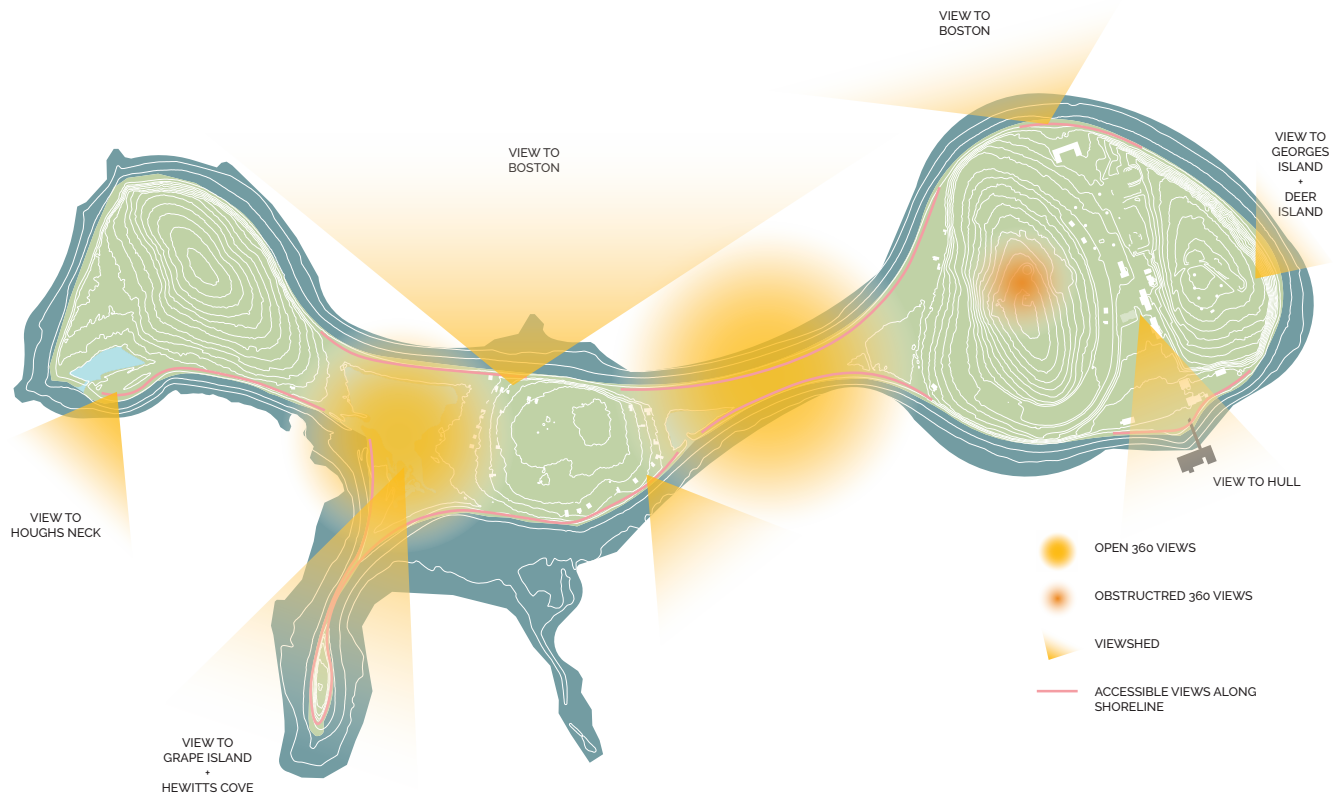
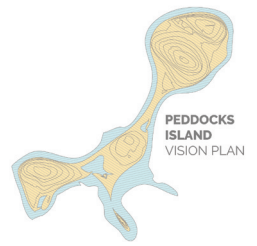


Weston & Sampson ●one architecture kzla



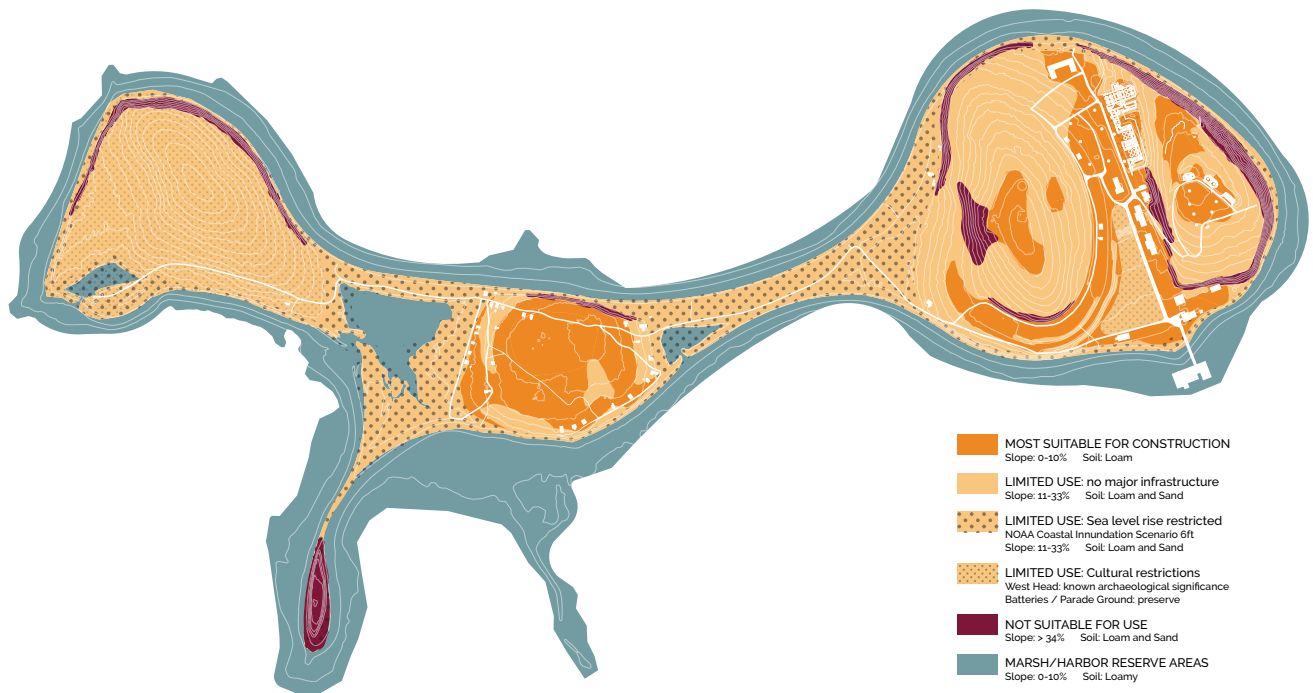
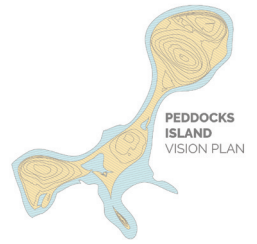
# APPENDIX A

## EXISTING VISTAS



# APPENDIX A

## CONSTRAINTS & OPPORTUNITIES



SOURCE:  
NOAA SLR Bathymetry Model data shown - January 2013 (for planning purposes only)  
Flood extents do not come from the BIFDM



Weston & Sampson ● one architecture kzla

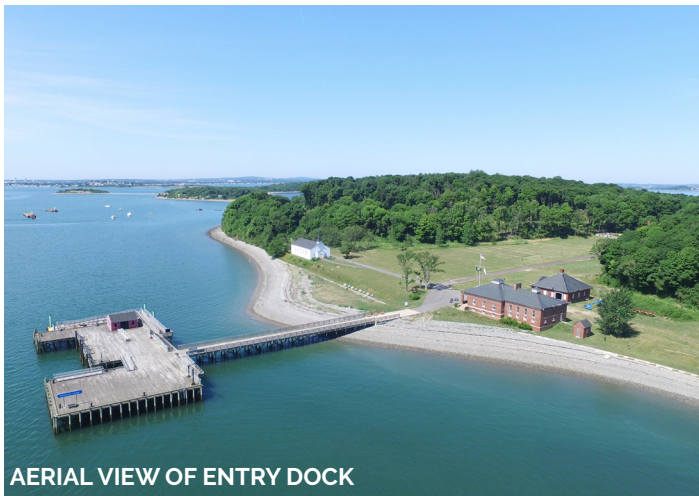
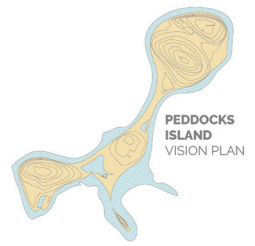
Besides the drawings and diagrams provided in this RFI Appendix, the following are available upon request:

- Existing Plant Communities Plan
- Existing Soils & Landforms Plan
- Sea Level Rise Plan
- Development History Plan
- Development Timeline Graphic
- Historic Photos



## APPENDIX B

### EXISTING CONDITIONS PHOTOS: EAST HEAD



AERIAL VIEW OF ENTRY DOCK



PICNIC AREA



BATTERY WHITMAN



NORTH DRUMLIN YURT CAMPGROUND



PARADE GROUND LOOKING TOWARDS BARRACKS

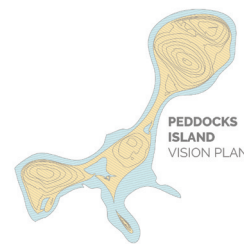


VIEW OF WELCOME CENTER AND CHAPEL



## APPENDIX B

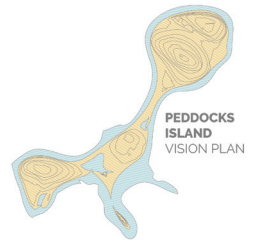
### EXISTING CONDITIONS PHOTOS: MIDDLE HEAD





# APPENDIX C

## 2019 FERRY SCHEDULE



GETTING HERE		TICKET CENTER	BOSTON	HINGHAM
			Long Wharf North   66 Long Wharf Next to Christopher Columbus Park	Hingham Shipyard   28 Shipyard Drive Park visitors pick up free parking pass at ticket center
		PUBLIC TRANSIT	Blue Line Aquarium Orange Line State or Green Line Haymarket	220 Bus from Red Line Quincy Center MBTA ferry from Boston
		ISLAND SERVICE	Georges, Spectacle, Peddocks Transfer at Georges for more service to Peddocks, Bumpkin, Grape, Lovells	Georges, Bumpkin, Grape, Peddocks, Lovells Via MBTA and park ferry

SPRING / FALL MAY 18 - JUNE 20 / SEPTEMBER 3 - OCTOBER 14

### BOSTON TO GEORGES ISLAND

TRAVEL TIME: 50 MINUTES

7 DAYS A WEEK\*\*

DEPART BOSTON	DEPART GEORGES
10:00 AM	11:00 AM
12:00 PM	1:00 PM
2:00 PM	3:00 PM
4:00 PM*	5:00 PM*

\* Weekends only  
(tickets sold for 4pm are cruise only)  
\*\* No service May 20-23

### BOSTON TO SPECTACLE ISLAND

TRAVEL TIME: 30 MINUTES

WEEKENDS ONLY

DEPART BOSTON	DEPART SPECTACLE
11:00 AM	12:00 PM
1:00 PM	2:00 PM
3:00 PM	4:00 PM

### HINGHAM TO GEORGES ISLAND

TRAVEL TIME: 30 MINUTES

TRAVEL TIP: THIS MBTA FERRY IS FIRST-COME, FIRST-SERVED.

WEEKDAYS

DEPART HINGHAM	DEPART GEORGES
10:00 AM	1:25 PM
12:00 PM	3:05 PM

WEEKENDS

DEPART HINGHAM	DEPART GEORGES
9:00 AM	12:25 PM
10:00 AM	2:25 PM
11:00 AM	3:25 PM
1:00 PM	4:25 PM
3:00 PM	

## 2018 FARES

ADULT - \$19.95  
CHILD - \$12.95  
SENIOR - \$14.95  
STUDENT/MILITARY - \$14.95  
CHILD UNDER 3 - FREE  
  
FAMILY 4-PACK - \$49  
10 RIDE PASS - \$150  
SEASON PASS - \$225

Visit [bostonharborcruises.com](http://bostonharborcruises.com) or call 617-227-4321 for advance tickets, or purchase in person at the ferry center. Prices reflect round-trip fares. Group rates are available.

Hingham to Georges route is provided by MBTA. Check [MBTA.com](http://MBTA.com) for current fares and pay at the ferry center.

SCHEDULE IS SUBJECT TO CHANGE

Free and reduced-cost opportunities are available! Visit [bostonharborislands.org/freeaccess](http://bostonharborislands.org/freeaccess) for information on free ferry days, library passes and more.

SUMMER JUNE 21 - SEPTEMBER 2

Match the route color with the map on pages 4 & 5.

### BOSTON TO GEORGES ISLAND

TRAVEL TIME: 50 MINUTES

WEEKDAYS

DEPART BOSTON	DEPART GEORGES
10:00 AM	11:00 AM
12:00 PM	1:00 PM
2:00 PM	3:00 PM
4:00 PM*	5:00 PM

\* Cruise only

WEEKENDS

DEPART BOSTON	DEPART GEORGES
10:00 AM	11:00 AM
11:00 AM	12:00 PM
12:00 PM	1:00 PM
1:00 PM	2:00 PM
2:00 PM	3:00 PM
3:00 PM	4:00 PM
4:00 PM*	5:00 PM

\* Cruise only

### BOSTON TO SPECTACLE ISLAND

TRAVEL TIME: 30 MINUTES

7 DAYS A WEEK

DEPART BOSTON	DEPART SPECTACLE
9:00 AM	11:30 AM
10:30 AM	1:30 PM
12:30 PM	3:30 PM
2:30 PM	5:30 PM
4:30 PM	

### BOSTON, SPECTACLE, GEORGES, PEDDOCKS AND LOVELLS ISLANDS LOOP

TRAVEL TIP: CHANGE AT GEORGES ISLAND FOR MORE SERVICE TO PEDDOCKS AND LOVELLS  
READ THIS LOOP SCHEDULE FROM LEFT TO RIGHT

7 DAYS A WEEK

DEPART BOSTON	DEPART SPECTACLE	DEPART LOVELLS	DEPART GEORGES	DEPART PEDDOCKS	ARRIVE BOSTON
9:00 AM	9:40 AM	-	-	10:15 AM	-
-	-	-	10:45 AM	-	-
-	-	11:05 AM	11:25 AM	11:50 AM	-
-	-	12:20 PM	-	-	-
-	12:55 PM	-	1:25 PM	1:50 PM	-
-	2:30 PM	3:00 PM	3:40 PM	4:10 PM	5:00 PM

### HINGHAM TO BUMPKIN, GRAPE, PEDDOCKS, GEORGES AND LOVELLS ISLANDS LOOP

PURCHASE TICKETS AT THE HINGHAM INTERMODAL CENTER. BOSTON PASSENGERS TRANSFER AT GEORGES.  
READ THIS LOOP SCHEDULE FROM LEFT TO RIGHT. FERRY IS FIRST-COME, FIRST-SERVED WITH LIMITED CAPACITY.

FRIDAY, SATURDAY, SUNDAY AND LABOR DAY

DEPART HINGHAM	DEPART BUMPKIN	DEPART GRAPE	DEPART PEDDOCKS	DEPART GEORGES	DEPART LOVELLS	ARRIVE HINGHAM
8:45 AM	9:25 AM	10:00 AM	-	-	-	10:10 AM
10:20 AM	-	-	10:45 AM	11:10 AM	11:25 AM	-
-	-	-	-	11:45 AM	-	-
-	-	-	12:10 PM	12:35 PM	12:55 PM	-
-	-	-	1:25 PM	-	-	1:45 PM
2:05 PM	2:45 PM	3:20 PM	-	-	-	3:30 PM
3:40 PM	-	-	-	4:30 PM	4:50 PM	-
-	-	-	-	5:10 PM	-	-
-	-	-	5:35 PM	-	-	-
-	-	5:55 PM	-	-	-	6:05 PM

### OTHER ISLAND SERVICE

### BOSTON TO THOMPSON ISLAND

TRAVEL TIME: 25 MINUTES

TRAVEL TIP: LEAVES FROM EDIC PIER. CASH ONLY.

WEEKENDS ONLY MAY 25 - SEPTEMBER 1

DEPART BOSTON	DEPART THOMPSON
8:00 AM	11:30 AM
12:00 PM	2:00 PM*
2:30 PM*	4:30 PM

\* Saturdays only

### WINTHROP AND QUINCY TO SPECTACLE ISLAND

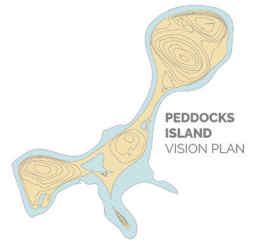
TRAVEL TIP: LEAVES FROM WINTHROP FERRY DOCK AND SQUAMTUM POINT PIER (QUINCY)

SATURDAYS ONLY

Visit [town.winthrop.ma.us/ferry](http://town.winthrop.ma.us/ferry) for schedules and trip planning information.

## APPENDIX D

### PARTNERSHIP, OWNERSHIP & MANAGEMENT



#### PARTNERSHIP

Eleven different agencies make up the Boston Harbor Islands Partnership, the federally legislated body that governs the Boston Harbor Islands National and State Park. The Boston Harbor Islands Partnership is part of what makes this park truly unique. Several members of the Partnership own and manage islands or portions of islands, while other agencies and non-profits support the park's activities through oversight, fundraising, programming, and planning.

#### OWNERSHIP & MANAGEMENT

Peddocks Island is owned and managed by the Massachusetts Department of Conservation and Recreation (DCR). Selected pilot project respondents will be under contract to Boston Harbor Now to provide services, but as the property owner, DCR has ultimate authority on all Peddocks Island operations. BHN, DCR and NPS will work jointly with the respondent to plan and manage services on Peddocks. Boston Harbor Now staff will be the primary contact for resolving day-to-day operational concerns and to ensure coordination and integration with the Boston Harbor Islands National and State Parks and the partnership.

Current DCR Regulations that are applicable to Peddocks Island include, but may not be limited to:

#### 302 CMR 12.06 Rules of Conduct – Beaches

- (2) all groups must obtain a recreation permit
- (3) no swimming outside designated swimming areas

#### 302 CMR 12.07 Rules of Conduct – Boating

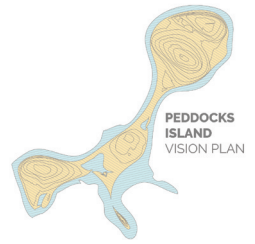
- (2) no launching or use of watercraft outside designated areas
- (16) no transport of aquatic species

#### 302 CMR 12.17 Permits

- (1)(b) no permit may have a duration greater than 5 years
- (1)(f) the permit does not confer any rights in the real property

## APPENDIX E

### PROPOSAL REQUIREMENT CHECKLIST



- ☐ One (1) original and three (3) hard copies of submission and one (1) digital submission emailed to BHN
- ☐ Name, phone number, and email address for the main point of contact
- ☐ Island Usage Plan
- ☐ Proposed Schedule
- ☐ Staffing Plan & Qualifications
- ☐ Equipment Transportation & Storage Plans (if applicable)
- ☐ Organization's Mission & Impact
- ☐ Fee Offer
- ☐ Additional Needs