



**NATIONAL  
WILDLIFE  
REFUGE SYSTEM**

## **Arthur R. Marshall Loxahatchee National Wildlife Refuge**

10216 Lee Road

Boynton Beach, FL 33473

Contact: Park Ranger Veronica Kelly, 561-523-1466

### **Proposal Process for Rental Operations**

The Arthur R. Marshall Loxahatchee National Wildlife Refuge (Refuge) is seeking proposals for canoe, kayak, and bike rental business operations at our Headquarters and Hillsboro Area entrances. The cost of the permit if awarded is \$500 per year. If the Permittee abides by the requirements of the permit, the permit will automatically renew each year for up to five consecutive years. The permit fee of \$500 applies for each year.

The Refuge has the right to issue other special use permits for other recreational uses, such as guided pontoon boat tours, and additional rental operations for canoes, kayaks, and bicycles.

Interested parties can submit proposals by email to [ARMLoxahatchee@fws.gov](mailto:ARMLoxahatchee@fws.gov) during September 1-30, 2023.

### **Proposal Options**

- A. Apply to run a rental operation from the Headquarters entrance located at 10216 Lee Road, Boynton Beach, FL 33473.
- B. Apply to run a rental operation from the Hillsboro Area entrance (southern entrance) at the western termination of State Highway 827 in Parkland, FL.
- C. Apply to run a rental operation at both entrances, combining options A and B.

### **Requirements**

#### **Insurance**

- A. If selected, the permittee agrees to purchase and provide proof of insurance (General Liability, \$300,000 per occurrence).

#### **Inventory**

- A. Minimum 5 canoes
- B. Minimum 5 kayaks
- C. Minimum 2 bikes

- D. OPTIONAL: Boats equipped with factory-manufactured-water-cooled gas or electric outboard motors up to 25 horsepower and a maximum of 16-foot in length.

### **Safety**

- A. Personal flotation devices (PFDs) must be provided for each participant. Vessels 16 feet in length or longer must have at least one USCG-approved throwable Type IV PFD that is immediately available in case of a fall overboard.
- B. Paddles and all associated US Coast Guard (USCG) and Florida Fish and Wildlife Conservation Commission (FWC) required safety equipment for each rented vessel. All paddles must be neutral colors as not to disturb wildlife. White paddles are unacceptable.
- C. All boats operating in the Refuge Interior, outside of the perimeter canal, are required to display a 10-inches by 12-inches (25 cm x 30 cm) orange flag 10-feet (3 meters) above the vessel's waterline so that others may see you.
- D. The Permittee is responsible for the safety of their customers and recovering equipment
- E. Vessels are limited to a maximum length of 16 feet.

### **Operation Days and Hours**

- A. Minimum days of operation will be Saturday and Sunday year-round and federal holidays falling on Fridays or Mondays.
- B. Minimum hours of operation are 8:00 am to 4:00 pm.
- C. The Refuge Manager has the right to close access to the Permittee due to special events, low water levels, prescribed fire, or other management activities. Additional emergency closures may be implemented at the Refuge Manager's discretion.

### **Reports**

- A. The permittee will submit a quarterly summary report to the Refuge that will include the number of participants, fees assessed, and rental type for the period covered by the permit.

### **Training**

- A. Permittee will make sure staff maintain current First Aid, CPR, and American Canoe Association certifications.
- B. Permittee holder and their staff will be required to take an annual orientation training to the Arthur R. Marshall Loxahatchee National Wildlife Refuge.
- C. The permittee and their staff agree to give accurate information to their customers by regularly reading the Refuge's website for the most up to date safety information about the Refuge. Refuge staff will provide the Permittee with timely communication about safety alerts on the Refuge.

### **Structures**

- A. Permittee may use a temporary structure such as a trailer or container.
- B. Permittee may choose to not use a temporary structure and trailer in vessels and bikes during hours of operation.

- C. If permittee wants to build a structure, at their own expense, they will have to apply for permits through the Army Corps of Engineers and the South Florida Water Management District.
- D. Permittee must maintain and pay expenses for all the facilities assigned to them including (approved) structures, a storage building, or other facilities.

### **Special Events**

- A. The permittee is required to hold one fee-based special event per quarter such as a grand opening event, guided canoe tour, guided bike tour, or similar.

## **Evaluation of Proposals**

Proposals will be evaluated using the following criteria:

### **Business Plan Including**

- A. Fee structure for rentals

### **Staff Experience Levels**

- A. Staff training certifications (First Aid, CPR, American Canoe Association, etc.)

### **Hours of Operation**

- A. Will you exceed the minimum requirements?

### **Capacity**

- A. How many vessels will you have available to rent?
- B. Range of rental options
- C. Quality of rental equipment

### **Proven Record**

- A. Experience running a recreational access rental operation

### **Offering Tours**

- A. Will you offer guided canoe/kayak/bike tours in addition to the minimum amount required?
- B. Tour frequency

### **Operation Location**

- A. Did you apply to operate a rental business in one or both locations?