ADDENDUM ONE

FIRST ADDENDUM TO THE REQUEST FOR PROPOSALS FOR THE DEVELOPMENT, OPERATION, AND MAINTENANCE OF AN OUTDOOR DECK CAFÉ AT THE WHITEHALL FERRY TERMINAL, IN THE BOROUGH OF MANHATTAN

Solicitation #84115MNAD887

To: All Prospective Proposers

From: Kevin Forma, Project Manager

Subject: First Addendum to RFP (Solicitation #84115MNAD887)

Date: February 24, 2015

Thank you for expressing interest in the New York City Department of Transportation (DOT) Request for Proposals (RFP) for the Development, Operation, and Maintenance of an outdoor deck café at the Whitehall Ferry Terminal, in the borough of Manhattan.

This addendum is being issued to provide a written response, starting on page 2 of this addendum, to questions that were raised during the site visit that occurred on Thursday, February 19, 2015, at 10 a.m. as well as additional questions that were sent in writing to DOT prior to the date of this addendum.

Proposers should note that any additional information not included in this addendum and/or any further changes to the RFP will be communicated in the form of a written addendum from DOT. An addendum from DOT is the only official form of communication regarding additional or clarifying information pertaining to the RFP. All other terms and conditions of the RFP are unchanged by this addendum and shall remain in full force and effect. Proposers are required to acknowledge receipt of all amendments and addenda in their proposal submissions.

Please contact Kevin Forma, Project Manager, at 212-839-6575 or kforma@dot.nyc.gov, if you have any questions regarding the RFP or this addendum.
Q1: Does the proposer need to make a capital investment?
A1: If the proposer includes items in their proposal that require a capital investment the proposer would be responsible for all capital investments included in their proposal.

Q2: Will the concessionaire be able to build a structure within the concession area?
A2: Yes. DOT will consider proposals with built semi-permanent structures.

Q3: What is the maximum size of the structure allowed?
A3: DOT will consider any reasonable sized structure being proposed provided that the proposer allows adequate space for pedestrian passage and public enjoyment of the space.

Q4: Will the concessionaire be required to take the structure down at the end of the day or season?
A4: No. The concessionaire may leave the structure up at the end of each day and between seasons, however the concessionaire will be responsible for securing and maintaining the structure during the off times. If the unit is a mobile unit and easily moved then the concessionaire will be required to store off site during the seasonal break.

Q5: Where can the structure be located within the licensed premises?
A5: The proposed structure can be located anywhere within the licensed premises provided that adequate room is left for pedestrian flow throughout the space and the structure does not impede access to and from the space.

Q6: Is it possible to bring in (connect) utilities to the licensed premises?
A6: Yes, the concessionaire will be able to bring in utilities at their own expense. Existing plans can be obtained by contacting the DOT representative listed on page 12 of the RFP.

Q7: Are there any utilities within the concession area?
A7: There is current 110V/15 amp service at one location within the concession area without the possibility of upgrade at this time. There is no sewer or sanitary connection; these would need to be provided by the concessionaire. Any upgrade or new installation of the utilities should be included in the proposal.

Q8: How will any concessionaire install a food service structure without water and sewer connections?
A8: A concessionaire may propose to install utilities, provide prepackaged items, propose mobile food vending options, or any other options that may be proposed provided they abide by all applicable laws and regulations.
Q9: Is there any storage on the site?
A9: There is currently no storage on-site any storage would be the responsibility of the concessionaire. DOT will consider proposals which include on-site storage options within the concession area.

Q10: If the concessionaire does not have any on-site storage and deliveries need to be made daily, is there an area for deliveries?
A10: Yes. The facility has a loading dock available between the hours of 7 a.m. and 5 p.m. for deliveries; however it will be necessary for at least one on-site employee to have a Transportation Worker Identity Card (TWIC) to access the secure areas of the facility including the loading dock and waste disposal area. Information on how to obtain a TWIC card can be found on page 8 of the RFP.

Q11: Is there space for a trash dumpster on-site?
A11: The concessionaire will not be required to provide their own dumpster; the facility is equipped with a compactor which will be made available for the concessionaire’s use, free of charge. However access to this area is limited to personnel in possession of a TWIC card as described above.

Q12: Would DOT consider allowing a small ice machine within the facility so the concessionaire has ice after the delivery period of 5pm?
A12: DOT will consider this as an option. The proposer should indicate the size and any utility requirements of the ice machine within their proposal.

Q13: What is the size of the concession area?
A13: As noted on page 20 of the RFP, the approximate square footage of the concession area is 6,400 square feet.

Q14: Who will be responsible for completing current work on the pavers within the licensed premises?
A14: DOT will complete the current work on the floating paver system

Q15: What is the load capacity of the floating paver system?
A15: As noted on page 3 of the RFP, each individual paver can hold approximately 1,750 pounds with a uniform live load capacity of between 50 and 100 pounds per square foot.

Q16: Are there bathrooms available for customers?
A16: Yes, customers can use the publically accessible bathrooms within the ferry terminal.
Q17: The Department of Mental Health and Hygiene (DOMH) requires all food service establishments to provide bathrooms for employees, will there be an issue with DOMH?
A17: DOT currently has a concession within the plaza located at the Municipal Building in lower Manhattan which utilizes bathrooms in the Municipal Building, so this should not be an issue. Should any issues arise, DOT will help to address any issues with DOMH.

Q18: How many entrances are there to the licensed premises?
A18: There are four entrances to the licensed premises:
1) The west side of the second floor of the terminal that leads directly to the licensed premises;
2) The east side of the second floor of the terminal that leads to a connecting portion of the deck that is not a part of the licensed area; and
3) Two exterior stairs adjacent to the west and east sides of the main terminal entrance that lead directly to the licensed premises.

Q19: Can signage be placed on the premises?
A19: Yes. DOT will consider signage placement. All proposed signage, including size and location, should be indicated in the RFP response.

Q20: Can tables and chairs and umbrellas be placed in the licensed premises?
A20: Yes. Proposers should include the quantity and location of any furniture they would like to propose within the licensed premises. All furniture will need to be secured by the concessionaire at the end of each day and between seasons. All umbrellas will need to be secured to prevent them from tipping or blowing away during windy weather.

Q21: Are the benches in the plaza staying?
A21: Yes

Q22: Can the benches be painted or relocated?
A22: Yes. DOT will consider all proposals to paint or relocate benches. Proposers should not any painting or relocation in their proposal.

Q23: Does the concessionaire need to obtain permits?
A23: Yes. The concessionaire will be required to obtain all necessary permits for any construction or food service operations.

Q24: Will the concessionaire have to apply for a restricted area permit for a mobile unit?
A24: All proposers will be required to apply for any necessary permits to operate within the license premises, including a restricted area permit if the proposer does not have a current mobile vending license.
Q25: Are generators/propane ok to use within the licensed premises?
A25: DOT would prefer utility connections due to safety concerns; however, DOT will consider all proposals that use propane or generators. Applicant would be responsible for obtaining all permits and permissions for use of propane or generators.

Q26: Will NYC Health Department inspections be necessary?
A26: The concessionaire will be responsible for obtaining all applicable permits for the proposed concession.

Q27: Can alcohol be served on the licensed premises?
A27: Yes, however the concessionaire will be responsible for obtaining all necessary permits.

Q28: Could a customer purchase a beer somewhere else and drink within the licensed premises?
A28: It is DOT’s desire to keep the area open and accessible to the public, however DOT may consider limiting the purchase and consumption of outside alcoholic beverages within the designated consumption area associated with the concessionaire’s valid permit.

Q29: Will the licensed premises be for the exclusive use of the concessionaire?
A29: The area would not be for the exclusive use of the concessionaire.

Q30: What are the hours of operation?
A30: The terminal is open 24 hours per day. Vendors can be open 24 hours, but must be open at least between 12pm and 9pm daily as stated on Page 7 of the RFP.

Q31: What is the term of the license?
A31: As noted on page 2 of the RFP the initial term will be for one 3 season term with two one season renewals, with each season running from May 1st through October 31st.

Q32: Is there any previous financial information for the space.
A32: No, this space is a new concession space, so we do not have any previous financial information on the space.

Q33. Is Parks involved with this concession?
A33: No.

Q34: When will a concessionaire be chosen?
A34: Depending upon how may proposals are received and if interviews will be necessary a proposer will likely be selected around the second or third week of April 2015.

Q35: When are bids due?
Q35: As noted on the cover sheet of the RFP, bids are due March 10, 2015
Q36: How important in the fee offer in the proposal?
A36: As indicated on page 17 of the RFP, the proposal will account for 30% of the evaluation.