



## **ADDENDUM #1**

### **First Addendum to the Request for Proposals for the Development, Operation, and Maintenance of a Food, Beverage and/or Merchandise Concession at Café Building and Kiosk 2 and the Request for Proposals for the Development, Operation and Maintenance of a Food, Beverage and/or Merchandise Concession at Kiosk 3 at Fordham Plaza in the Borough of the Bronx**

#### **Café Building and Kiosk 2 Solicitation #84125BXAD680 Kiosk 3 Solicitation #84125BXAD679**

**To:** All Prospective Proposers

**From:** Will Godovski, Project Manager

**Subject:** First Addendum to Request For Proposals (Solicitations #84125BXAD680 and #84125BXAD679)

**Date:** \_\_\_\_\_ April 3, 2025

---

Thank you for expressing interest in the New York City Department of Transportation (“DOT”) Request for Proposals for the Development, Operation, and Maintenance of a Food, Beverage and/or Merchandise Concession at Café Building and Kiosk 2 at Fordham Plaza in the Borough of the Bronx (the “Café Building and Kiosk 2 RFP”) and/or the Request for Proposals for the Development, Operation, and Maintenance of a Food, Beverage and/or Merchandise Concession at Kiosk 3 at Fordham Plaza in the Borough of the Bronx (the “Kiosk 3 RFP”; collectively the “RFPs”).

This addendum is being issued to provide a written response to questions that were raised during the proposer onsite meeting that occurred on Wednesday, March 12, 2025, and during virtual meetings that occurred on Thursday, March 13, 2025, and Tuesday, March 18, 2025. Capitalized terms used in this addendum but not defined herein shall have the meanings ascribed to them in the RFPs.

In addition, **the proposal due date has now been extended to Friday, April 25, 2025, at 2 PM**, as further described below.

**Proposers shall acknowledge the receipt of this addendum and any additional addenda that may be issued by DOT for this solicitation in their proposal submissions.**

Proposers should note that any additional information not included in this addendum and/or any further changes to the RFPs 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 RFPs. All other terms and conditions of the RFPs are unchanged by this addendum and shall remain in full force and effect.

Please contact Will Godovskiy, Project Manager, at 212-839-6550 or [vgodovskiy@dot.nyc.gov](mailto:vgodovskiy@dot.nyc.gov) if you have any questions regarding the RFPs or this addendum.

### **EXTENSION ON DUE DATE FOR PROPOSAL SUBMISSIONS**

The due date for both RFPs has been extended from Friday, April 11, 2025, at 2 PM to **Friday, April 25, 2025, at 2 PM.**

As stated in the RFPs, all proposals must be received by the submission deadline and hand delivered to 55 Water Street. The Selection Committee may decide to contact certain proposers through a virtual meeting. As a result of the due date extension, such potential meetings may occur during the week of May 5, 2025.

### **RESPONSES TO QUESTIONS ABOUT THE RFPs:**

#### **Q1: Is the outdoor space 'available' seven (7) days a week?**

- A1. The outdoor areas that are part of both RFP Licensed Premises are generally available seven (7) days a week, however, please note sections B(32) and B(33) of the RFPs. The selected concessionaire will be expected to plan accordingly and accommodate the City for its own special events or for special events by others that the City authorizes.

#### **Q2: Would we get access to the space for contractors to do an estimate?**

- A2. No. If your proposal is selected to proceed with the concession, DOT will allow access to the space. However, proposers can reach out to the Project Manager, Vilyam Godovskiy at [vgodovskiy@dot.nyc.gov](mailto:vgodovskiy@dot.nyc.gov) or call (212) 839-6550, for access to the plans of both RFP Licensed Premises.

#### **Q3: The agreement would be for ten years and then two five-year renewals for a total of twenty years, right?**

- A3. Yes. Please refer to the Term section on page 5 of the Café Building and Kiosk 2 RFP and page 4 of the Kiosk 3 RFP.

#### **Q4: Are there drains and water connections?**

- A4. Please refer to section B(22) and Exhibit B of the RFPs. Exhibit B (the Concessionaire's Manual) of the Café Building and Kiosk 2 RFP, includes a Utility Chart in section 3, which provides the status of the utility connections for the Café Building. Exhibit B (the Concessionaire's Manual) of the Kiosk 3 RFP includes a Utility Chart in section 3, which provides the status of the utility connections for Kiosk 3.

Please refer to Attachment A of this Addendum for the Concessionaire's Manual for Kiosk 2, which includes information regarding utility connections in section 3.



**Q5: Does the inside part need to be remodeled by the concessionaire?**

- A5. Yes. The interiors are in an unfinished state and DOT advises proposers that improvements are required in order for a concession to operate. Please refer to section B(2) of the RFPs regarding capital improvements.

**Q6: Has there been any sort of pedestrian count or survey of passersby?**

- A6. For pedestrian counts on the nearby adjacent commercial corridor, please see: <https://data.cityofnewyork.us/Transportation/Bi-Annual-Pedestrian-Counts/2de2-6x2h>

**Q7: What happened with the previous RFPs? Was the space previously occupied?**

- A7. The Café Building, Kiosk 2, and Kiosk 3 have not been used for a prior concession.

DOT released four Request for Proposals in 2019 for each of the available concession structures at Fordham Plaza: Kiosk 1, Kiosk 2, Kiosk 3 and Café Building. Ultimately, DOT entered into two concession agreements with the same concessionaire for the Café Building and Kiosk 2. The concessionaire never commenced business operations due to the COVID-19 Pandemic and associated supply chain issues. As a result, DOT terminated these concession agreements. The selected concessionaire for Kiosk 1 and Kiosk 3 decided to not move forward with a concession agreement.

In 2021, DOT re-issued a Request for Proposals for Kiosk 3. The selected concessionaire never commenced business operations, and the concession agreement was terminated by DOT in early 2024 due to lack of activity.

In 2022, DOT released a Request for Proposals for an Outdoor Market and Kiosk 1. There is an active concession agreement for an outdoor market concession and Kiosk 1 concession at Fordham Plaza.

**Q8: What is the maintenance fee?**

- A8. There is no maintenance fee, however, as compensation to the City, in lieu of a fee for the use of the Licensed Premises, the concessionaire shall invest the revenue generated from the Concession into the maintenance (including repair) of the Licensed Premises. Please refer to section B(11) of the RFPs for more information.

**Q9: Can I apply for both RFPs?**

- A9. Yes. DOT welcomes proposers to apply for both concession opportunities currently available at Fordham Plaza.

**Q10: May a proposer be a person or company not based in NY or the US, that is, outside the US, in this case, the Dominican Republic?**



- A10. Yes, but the legal entity that will enter into a concession agreement with DOT must be registered and authorized to do business in New York State.

**Q11: Can experience validation and references be based on experience outside the US?**

- A11. Yes, experience validation and references can be based on experience outside of the United States.

**Q12: Do we include the concession space for rent?**

- A12. There is no rent for the available structures. In lieu of a concession fee for the use of the Licensed Premises, as compensation to the City, the concessionaire shall invest the revenue generated from the Concession into the maintenance (including repair) of the Licensed Premises. Please refer to section B(11) of the RFPs.

**Q13: Are proposals submitted in person?**

- A13. Yes. Proposals must be submitted in person at the DOT Bid Window located at 55 Water Street, Concourse Level, New York, NY 10041. The entrance to the Bid Window is located on the southeast corner of 55 Water Street facing the NYC Vietnam Veterans Memorial Plaza.

**Q14: Do you have a guide or proposals? Are there specific guidelines?**

- A14. Yes. Please refer to Sections D, E, F and Exhibit B of the RFPs for guidance on the RFP Process/Proposal Procedure, Proposal Content Guidelines and to access the Concessionaire's Manual in the RFP and Attachment A of this Addendum for Kiosk 2.

**Q15: Is it possible to request a debrief or feedback on a proposal if not selected?**

- A15. Yes. DOT can work with a proposer to provide feedback upon request.

**RESPONSES TO QUESTIONS ABOUT THE CAFÉ BUILDING AND KIOSK 2 RFP:**

**Q16: Which kiosk is Kiosk 2?**

- A16. Kiosk 2 is situated between two kiosks at Fordham Plaza. Please refer to the map in Exhibit A of the Café Building and Kiosk 2 RFP, which identifies the location of Kiosk 2 and the adjacent outdoor area in Fordham Plaza.

**Q17: Is maintenance for the Café Building area or the whole Fordham Plaza?**

- A17. The selected concessionaire will be responsible for the maintenance of Licensed Premises as identified in Exhibit A of the Café Building and Kiosk 2 RFP, which is only a certain portion of Fordham Plaza.

**Q18: Can you drop the ceilings of the Café Building?**



- A18. Yes, proposals are welcome to include a plan to drop the ceiling of the Café Building as an improvement to the interior space. Please review section B(2) of the Café Building and Kiosk 2 RFP for a list of capital improvements to the Café Building and Kiosk 2 at the Licensed Premises that DOT is seeking.

**Q19: Is the roof at the Café Building the responsibility of the vendors? Is there a list of issues or cost estimates to be provided?**

- A19. Yes, DOT expects that the selected concessionaire will, at their sole cost and expense, make a substantial investment to the Licensed Premises, including capital improvements in order for a concession to operate in the Café Building and Kiosk 2. Additionally, the selected concessionaire will be responsible for maintaining the Licensed Premises. Please refer to section (2) of the Café Building and Kiosk 2 RFP, which provides, amongst other things, that successful proposers must plan to “Repair or replace the existing roof including the roof drainage system where necessary”. DOT cannot provide a cost estimate.

**Q20: Is there a basement at the Café Building?**

- A20. There is no basement for either the Café Building or Kiosk 2.

**Q21: Do you envision a franchise occupying the Café Building space?**

- A21. Proposals from franchise establishments are welcome.

**Q22: Is it possible to have more than one business sharing the Café Building?**

- A22. Yes. While the concession agreement will only be entered into by one entity, the concession agreement will allow for that entity to sublicense to a different entity. Refer to section B(5) of the Café Building and Kiosk 2 RFP which indicates that all sublicensing agreements and operations are subject to DOT’s prior written approval. Creative proposals for the Café Building and Kiosk 2 are welcome.

**Q23: Can the Café Building and Kiosk 2 be something like a convenience store or does it have to be just coffee?**

- A23. Yes. Refer to section B(1) of the Café Building and Kiosk 2 RFP. DOT is seeking proposals for a concessionaire to develop, operate, and maintain a food, beverage, and/or merchandise concession.

**Q24: Can the Concession at the Café Building be a business related to medicine, like a medical imaging/x-ray office, given the number of healthcare workers nearby?**

- A24. No. Refer to section B(1) of the Café Building and Kiosk 2 RFP. DOT is seeking proposals for a concessionaire to develop, operate, and maintain a food, beverage, and/or merchandise concession.

**Q25: Do the facilities in the Café Building and Kiosk 2 only have a basic build out?**



- A25. Refer to section B(2) of the Café Building and Kiosk 2 RFP. Both the Café Building and Kiosk 2 have not been used for a prior concession. The interiors are in an unfinished state and DOT advises proposers that improvements are required in order for a concession to operate in the Café Building and Kiosk 2.

**Q26: What is the square footage of the kiosk?**

- A26. Kiosk 2 is approximately 125 square feet.

**Q27: Is the 15,000 square feet for both Kiosk 2 and the Café Building?**

- A27. 15,500 square feet refers to the portion of the Licensed Premises associated with the Café Building. Please refer to Exhibit A in the Café Building and Kiosk 2 RFP.

**Q28: What is the square footage for the Café Building and Kiosk 2?**

- A28.
  - Café Building:
    - Interior: approximately 2,370 square feet
    - Interior and Exterior: approximately 15,500 square feet
  - Kiosk 2:
    - Interior: approximately 125 square feet
    - Interior and Exterior: approximately 1,200 square feet

**Q29: What does year to year maintenance of the Café Building and Kiosk 2 look like?**

- A29. Refer to section B(8) of the Café Building and Kiosk 2 RFP. The concessionaire will be required, at its sole cost and expense (or through arrangements with third parties) to maintain the Licensed Premises in good and clean condition in accordance with industry standards. Additionally, please refer to the Exhibit B: Concessionaire's Manual, in the RFP and Attachment A of this Addendum, for Selected Maintenance Guidance.

**Q30: I don't see the net income or NOI amount that would be paid to the DOT for the use of the Café Building and Kiosk 2, or if it's just the investment in maintenance.**

- A30. As compensation to the City, in lieu of a fee for the use of the Licensed Premises, the concessionaire must invest the revenue generated from the Concession into the maintenance (including repair) of the Licensed Premises. Please refer to section B(11) of the Café Building and Kiosk 2 RFP.

**Q31: How many chairs and tables should be available and how many would be reserved exclusively for the operation of the Café Building and Kiosk 2?**

- A31. Please include proposed chairs and tables in the operation plan of your proposal. DOT will work with the selected Concessionaire to determine the appropriate number of chairs and tables for operation of the Café Building and Kiosk 2.



Please refer to section B(7) of the RFP regarding exclusive seating. Subject to section 4-16 of Title 34 of the Rules of the City of New York and DOT's prior written approval, the concessionaire may designate a portion of the available seating within the Licensed Premises for exclusive use by the concessionaire's customers or patrons. The design, color, style, type, and layout of all exclusive tables and chairs will be subject to DOT's prior written approval.

**Q32: Should the proposal include the plans and design for the Café Building and Kiosk 2 finishes?**

- A32. Yes. Proposers must include a capital improvement design proposal in their response to the RFP. See section B(2) of the Café Building and Kiosk 2 RFP. Also, please refer to Exhibit B: Concessionaire's Manual of the RFP and Attachment A of this Addendum for further guidance. DOT can also provide technical drawings of the Café Building by request.

**Q33: Is there an estimated value of the Café Building and Kiosk 2 for insurance estimates?**

- A33. For informational purposes only, the estimated cost of construction of the Café Building was \$5,130,000 and the approximate cost of construction of Kiosk 2 was \$250,000. Refer to section C(5) of the Café Building and Kiosk 2 RFP for information regarding required insurance. The selected concessionaire should work with their insurance broker or agent to procure the required insurance.

**Q34: Is there a copy of the assessment of potential damages of the Café Building and Kiosk 2 observed onsite, or alternatively a list of them as for the interventions needed. For instance, damaged roof or hypothetical presence of moisture infiltration. Is there any inherent assessment?**

- A34. No, DOT does not have a formal assessment. A technical review will be required to assess the full scope of capital improvements. Please review section B(2) of the Café Building and Kiosk 2 RFP for a list of capital improvements to the Café Building and Kiosk 2 at the Licensed Premises that DOT is seeking.

**Q35: Can you submit a proposal for the Café Building and not Kiosk 2?**

- A35. No. Proposals in response to the Café Building and Kiosk 2 RFP must include both the Café Building and Kiosk 2. DOT expects activation of both spaces by a sole concessionaire pursuant to a single concession agreement.

**RESPONSES TO QUESTIONS ABOUT THE KIOSK 3 RFP:**

**Q36: Does Kiosk 3 have to be coffee?**

- A36. No. Refer to section B(1) of the Kiosk 3 RFP. DOT is seeking proposals for a concessionaire to develop, operate, and maintain a food, beverage, and/or merchandise concession.



**Q37: Do you have interior photos of Kiosk 3?**

- A37. Yes. Photos are available by request. Proposers can reach out to the Project Manager, Vilyam Godovskiy at [vgodovskiy@dot.nyc.gov](mailto:vgodovskiy@dot.nyc.gov) or call (212) 839-6550, for access.

**Q38: Is Kiosk 3 9,500 square feet?**

- A38. No, Kiosk 3 is not 9,500 square feet. The interior space of Kiosk 3 is approximately 95 square feet. The concessionaire would be responsible for maintenance of approximately 3,105 square feet of exterior space that would also be part of the Licensed Premises under the concession agreement. Refer to Exhibit A of the Kiosk 3 RFP for a map of the Licensed Premises.

**Q39: Can Kiosk 3 be vented for cooking?**

- A39. Yes. While Kiosk 3 is not currently vented for cooking, DOT welcomes proposals that include a plan to provide ventilation at Kiosk 3 to allow for cooking. Please note that concessionaires must also comply with regulations from the Department of Health and Mental Hygiene (DOHMH) and any other oversight for structures and food establishments.





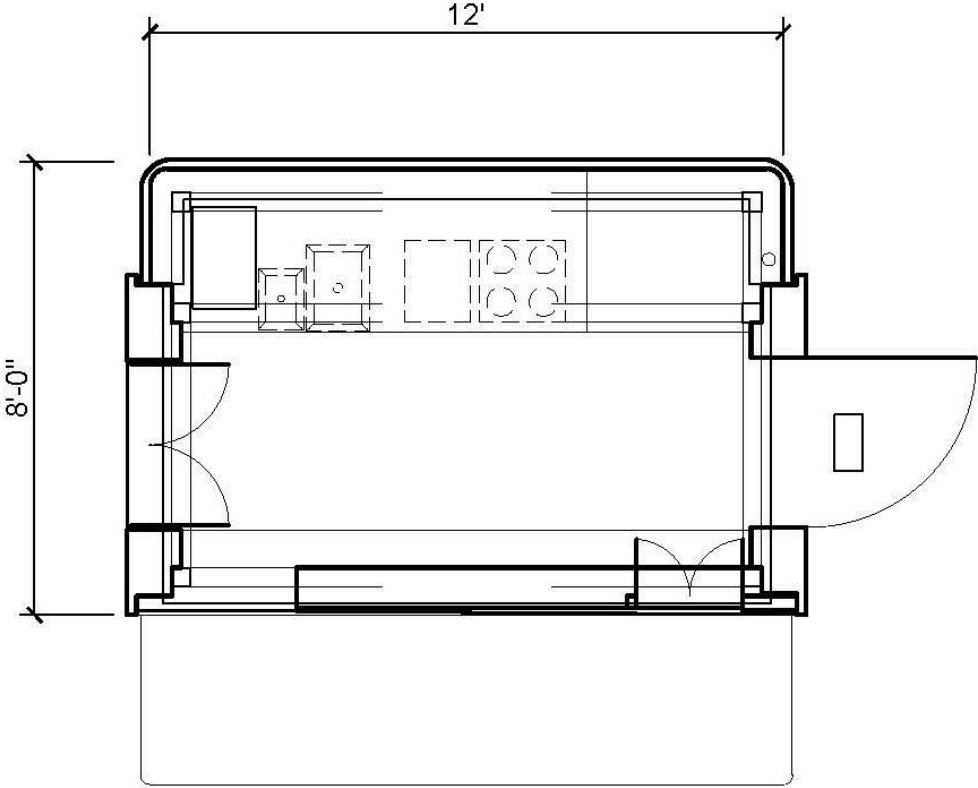
**Attachment A**

Kiosk 2 Concessionaire's Manual

1. Kiosk Building Plan
2. Amenity List
3. Utility Chart
4. Signage Guidelines
5. Selected Maintenance Guidance

Appendix I – Plans

# 1. Kiosk Building Plan



## 2. Amenity List

Licensed Premises amenities include but are not limited to the following, all quantities are approximations.

### Plaza Paving

- DOT standard concrete paving, exposed aggregate (1,905 SF)

### Small Kiosk Exterior

- Access door with small window, stainless steel (1)
- Awning (33 SF)
- Fritted window with menu board space, 3' x 5' (1)
- Glass panel on side, for signage, 5' x 4' (1)
- Glass window, small, 1' x 2' (1)
- Glass windows, sliding, 3' x 5' (3)
- Glazing panel, laminated (25 SF)
- Glazing panel with light box for signage, 12' x 2'6" (25 SF)
- Lighting fixture above door (1)
- Metal louvers (24 SF)
- Stainless steel wall panels (120 SF)
- Stainless steel roof panels (75 SF)

### Small Kiosk Interior (95 SF)

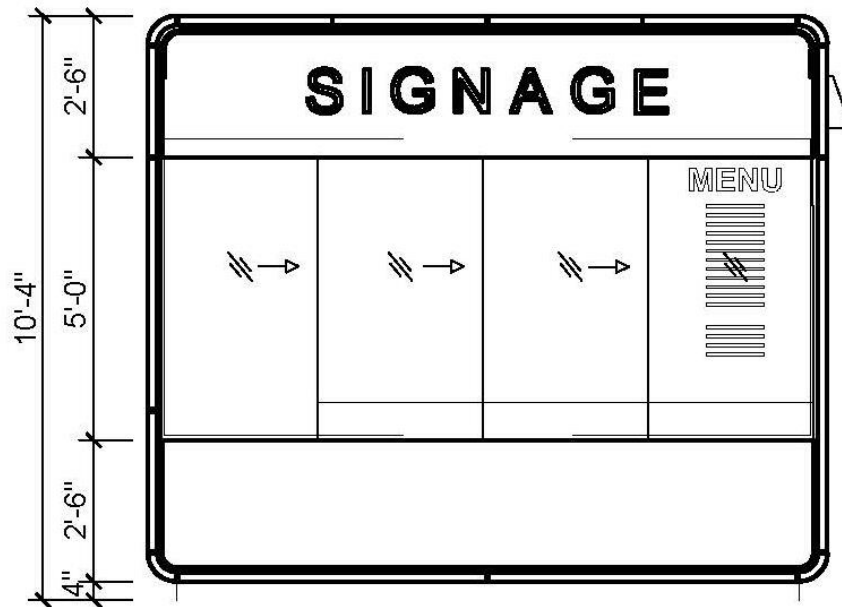
- Customer counter (11.5 LF)
- Staff counter (11.5 LF)
- Lighting fixtures (1)
- RPZ (1)

### 3. Utility Chart

The kiosk contains utility connections including electricity, gas, water, sewage, and telecommunications.

SERVICE	STATUS	CONNECTION
Electric Service	ConEd - Account established	200 Amps
Gas Service	ConEd – Concessionaire to open account	¾" Connection
Water Service	DEP - Concessionaire to open account	2" pipe
Data/Telecom Provision	TBD--Concessionaire to make connection and open account	3" Empty Conduit

## 4. Signage Guidelines



**All proposed signage requires DOT approval.**

- The signage and menu board shall be provided as part of the fit-out work.
- Refer to drawings A220 and A330 for signage and menu board mounting details.
- The signage may be back-lit.
- Flashing, revolving, or strobe lighting or signage is prohibited.
- The wording of all exterior signs shall be limited to the announcement of store names, a DOT-approved logo, or a generic inscription (e.g., "BOOKSTORE", "NEWSSTAND", or the like), unless otherwise approved by the DOT.
- Advertising (other than in a form identifying the Concessionaire with approval from DOT) is strictly prohibited.
- No signage will be permitted outside the Licensed Premises onto the Plaza. Additionally, if the Concessionaire contemplates placing any signs off-site that advertise the Concession, such as on nearby streets, it shall be the Concessionaire's responsibility to obtain any necessary approvals or permits from any governmental agency having jurisdiction over such locations.

## 5. Selected Maintenance Guidance

### Stainless Steel Surfaces

Stainless Steel's chromium film is responsible for its resistance to rust and tarnish, and with proper care this film can provide protection for many years. The integrity of the film can be damaged by dirt and other contaminants so clean often and do not let contaminants build up on larger objects. The more frequently you clean, the easier cleaning will be and the less chance you will have of contaminants damaging the stainless steel's protective film.

1. Attend to stains as quickly as possible. Stainless steel does not hold stains easily, but it's best to clean up spills and marks as quickly as possible. While it will probably be possible to remove a stain after it sets, it will require more work and potentially damaging or scratching cleaners.
2. Fill a sink or bucket with warm, soapy water or a weak ammonia and water solution. Stainless steel is durable, but can be sensitive to harsh cleaners, so for routine cleaning, use a gentle detergent, such as dish soap. Dilute the detergent with very warm water. It is better to have too little detergent than too much.
3. Wet a soft towel or dish cloth in the soapy water. Avoid using an abrasive cloth on stainless steel. Instead, get a soft cloth or nylon sponge, dip it in the water-detergent solution, and wring it out thoroughly. If you prefer to use a cleaning brush, choose one with soft bristles.
4. Scrub the stainless steel. Take your cloth and softly scrub the surface. It is typically not necessary to press very hard. If the stainless steel has a directional polished finish, scrub with the finish, not against it, and avoid scrubbing with a circular motion. Rinse and wring out your cloth frequently to keep it damp and to avoid smearing potentially abrasive contaminants over the surface of the steel.
5. Rinse thoroughly with warm, clean water. Using a clean cloth or sponge, wet and wipe down the stainless. Be sure to remove all the detergent residue - it can leave streaks and a rainbow-colored discoloration.
6. Repeat if necessary. The gentle cleaning should take care of most dirt and contaminants, but if stains persist, repeat the process. Be patient - persistent scrubbing will usually win out over even the toughest stains.
7. Apply a mild abrasive cleaner. Only apply an abrasive product after you've exhausted your patience (and your arms) scrubbing. Start by trying a paste of water and sodium bicarbonate (baking soda). Rub the paste onto the stainless with a soft cloth. Again, exercise patience, scrub well and rinse thoroughly.
8. If the combination of soaking, detergent and a mild abrasive didn't work, apply a more caustic abrasive cleaner such as the commercial brands of "Ajax" or "Comet" or their equivalent. To do this, wet a cloth or sponge with hot water, put the abrasive on one side and, moving in the direction of the stainless grain, apply the abrasive side of the cloth to the stainless.
9. Flip the towel over to the side without the abrasive, and remove the cleaner you just applied (again in the direction of the grain). Keep this towel hot and damp, but not dripping wet.

10. Rinse thoroughly and dry. Immediately after wiping off the abrasive cleaner, rinse well using clean, warm water. Dry the stainless using a second cloth, again rubbing with the grain.

11. A 3M or its equivalent Stainless Steel Cleaner can then be used to prevent future contamination. See attached Spec Sheet on the Stainless Steel Cleaner in the Appendix.

12. The only and last way to get the material off of the stainless steel would be to apply the 3M or its equivalent Stainless Steel Cleaner with a WHITE Scotch Brite Pad 3M 7445 or its equivalent. Again moving in the direction of the stainless grain ONLY.

Warnings:

- Be careful when mixing any types of cleaners. Don't mix commercial cleaners, such as "Bar Keepers Friend" or its equivalent, with vinegar or with other brands.
- Do not apply bleach to stainless steel. Stainless is sensitive to chlorine, and contact with bleach will result in staining and damage to the protective film.

### **Power Washing**

- Use less than 1500 PSI as to not damage the plaza paving
- Use a fan type sprayer
- Avoid spraying directly on any joints

### **Rodent & Pest Control**

- Eliminate food waste on site by promptly removing full or near full trash cans and picking up litter daily from plaza and landscape areas.
- Closes inactive burrows that might be found within planting beds.
- On Rodent Baiting and how to choose a pest control company, refer to 'Preventing Rats on Your Property' from the Department of Health:  
[http://www1.nyc.gov/assets/doh/downloads/pdf/pest/rodent\\_control.pdf](http://www1.nyc.gov/assets/doh/downloads/pdf/pest/rodent_control.pdf)