



ADDENDUM ONE

FIRST ADDENDUM TO THE REQUEST FOR PROPOSALS (RFP) FOR THE OPERATION, MANAGEMENT, AND MAINTENANCE OF OUTDOOR FOOD AND BEVERAGE CONCESSIONS ON SAINT ANDREW'S PLAZA AND THE SOUTH PLAZA BOTH ADJACENT TO THE MUNICIPAL BUILDING AT 1 CENTRE STREET IN THE BOROUGH OF MANHATTAN

Solicitation #84116MNBR956

To: All Prospective Proposers
From: Brandon Budelman, Project Manager
Subject: First Addendum to RFP (Solicitation #84116MNBR956)
Date: August 4, 2016

Thank you for expressing interest in the New York City Department of Transportation (DOT) Request for Proposals (RFP) for the Operation, Management, and Maintenance of Outdoor Food and Beverage Concessions on Saint Andrew's Plaza and the South Plaza both adjacent to the Municipal Building at 1 Centre Street 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 Friday, July 29, 2016 at 11 a.m. as well as additional questions that were asked of 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 Brandon Budelman, Project Manager, at 212-839-9625 or concessions@dot.nyc.gov, if you have any questions regarding the RFP or this addendum.



CHANGES TO THE RFP TIMETABLE

The following schedule adjustments have been made to this RFP:

Additional Proposer Meeting and Site Tour: Wednesday, August 10, 2016 at 11:00 AM

Due to technical difficulties, the interior of one Kiosk (#4) in the South Plaza was unavailable for viewing at the previous site tour. This second site tour is recommended for any Proposers who would like to view the interior of this Kiosk as well as any Proposers who were unable to attend the previous site tour.

New Proposal Deadline: Wednesday, August 31, 2016

Please note that the deadline for responses to this RFP has been extended.

QUESTIONS FROM THE PROPOSER SITE VISIT

Q1: What utilities are available?

A1: All Kiosks have electricity, water and sewer service. However, only Kiosks 2 and 4 (those on the East side of each Plaza) have telephone service.

Q2: Can telecom service be added?

A2: If possible, telecom and/or any other utility services can be added to any Kiosk. It will be up to the Concessionaire to pay for and install any upgraded utility services. As-built utility diagrams are available if requested as per RFP section B.33.

Q3: How much electricity service is in each Kiosk?

A3: As designed, the Kiosks in St. Andrew's Plaza were each served with a 200 Amp line; the Kiosks in the South Plaza were each served with a 150 Amp line.

Q4: Are the Kiosks heated?

A4: All four Kiosks were originally equipped with 30 Amp Electric Heaters. They are provided in as-is condition.

Q5: Can the color of the Kiosks be changes and can canopies or awnings be added?

A5: Painting the Kiosk a different color from the existing paint color and/or adding non-permanent elements such as canopies and awnings will be permitted subject to DOT's written approval and should be included in the responses to the RFP. Any permanent changes to the Kiosks should also be included in the responses to the RFP and will be subject to DOT's written approval as well as approvals from other City agencies.

Q6: Can additional signage be added?

A6: Yes, subject to DOT's written approval.



Q7: Are tables and chairs part of the Kiosks?

A7: On St. Andrew's Plaza the existing moveable tables and chairs may be used by the concessionaires of the Kiosks on that side. On the South Plaza, there are no existing tables but there is existing fixed bench seating within the Kiosk areas. Proposers may propose to eliminate, add, or enhance seating within either of the plazas and/or provide improvements to the existing seating, for example adding umbrellas.

Q8: Can additional tables and chairs or umbrellas be added?

A8: Yes. Proposers should include any proposed additions to the Plaza furniture in their Proposal. The design and quantity of any furniture added is subject to DOT's written approval.

Q9: Can additional plantings be added?

A9: Yes. The DOT encourages beautification of the Licensed Premises. Due to subsurface constraints, proposed plantings should be either in existing planting beds or in new above-ground planters. All proposed plantings are subject to written approval by DOT.

Q10: Where is the area for trash?

A10: During the operation of this concession all trash must be stored at the Municipal Building's trash area located south-east of the Municipal Building near the South Plaza. The Concessionaire(s) will be required to provide their own trash receptacles and carting service and will be required to coordinate the operations with the Department of Citywide Administrative Services (DCAS). DOT will help facilitate the coordination with DCAS to ensure that carting services can gain access to this area.

Q11: When can deliveries occur?

A11: Deliveries will need to be pre-arranged with DCAS Police, who maintain security in the Plaza. DOT will assist with coordination with DCAS.

Q12: Can liquor be served or just beer and wine?

A12: Just beer and wine. Proposers must keep in mind that any proposal including serving alcoholic beverages should have a seating plan including a cordoned-off area for consumption, and that alcohol should be encouraged only as an accompaniment to the cuisine. Proposers will be required to obtain all necessary permits to serve beer and wine on the premises.

Q13: Can any kiosk be proposed for alcohol service?

A13: Yes, alcoholic beverage service may be proposed for any Kiosk.



Q14: Is the market in this area primarily for a “lunch crowd”?

A14: Due to the high number of civic buildings in the area lunch is certainly a busy time for the kiosks, however due to the proximity to many tourist destinations, particularly the Brooklyn Bridge there is expected to be some weekend and after work business as well. DOT encourages proposers to consider weekend as well as after work markets as well.

Q15: Are there any revenue numbers available?

A15: As the contract with the previous Concessionaire did not require reporting of revenue, the DOT does not have this data available. The fees paid by the previous concessionaire for all 4 Kiosks can be seen starting on the bottom of page 2 of the RFP.

Q16: Who was the previous Concessionaire?

Q16: Plaza Food Connection Corp.

Q17: Are there drawings available for the Kiosks?

A17: Yes, drawings can be provided by the Project Manager. Please refer to page 1 of this addendum or the RFP for the Project Manager’s contact information.