



ADDENDUM ONE

First Addendum to the Request for Proposals (RFP) for the Development, Operation, and Maintenance of an Outdoor Stall Concession at Corona Plaza in the Borough of Queens

Solicitation #84124QUAD616

To: All Prospective Proposers

From: Rachel Frumin, Project Manager

Subject: First Addendum to RFP (Solicitation #84124QUAD616)

Date: March 5, 2024

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 Stall Concession at Corona Plaza in the Borough of Queens

This addendum is being issued to provide a written response, starting on page 2 of this addendum, to questions that were raised during the proposer meeting on site that occurred on February 28, 2024.

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 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.

Please contact Rachel Frumin, Project Manager, at 212-839-6550 or concessions@dot.nyc.gov, if you have any questions regarding the RFP or this addendum.



RESPONSES TO QUESTIONS ABOUT THE RFP:

Q1. Is there any previous revenue information for this operation at Corona Plaza that can be provided?

A1. No. This potential concession will be the first time DOT will one have at Corona Plaza.

Q2. Can I sign up without documentation?

A2. You do not need to provide any kind documentation including immigration status, to apply the RFP, however, DOT is looking for a concessionaire to develop, operate and maintain an outdoor stall concession at Corona Plaza. DOT is not looking for individual vendors to apply directly to the RFP.

Q3. Do I have to register as a vendor to be able to vend in the outdoor stall concession?

A3. No. DOT is looking for a concessionaire to develop, operate and maintain an outdoor stall concession at Corona Plaza. DOT is not looking for individual vendors to apply directly to the RFP. The selected concessionaire will be directly managing the stall subconcessionaires.

Q4. Do vendors have to re-apply after the 3-year period mentioned in the RFP?

A4. DOT is looking for a concessionaire to develop, operate and maintain an outdoor stall concession at Corona Plaza. DOT is not looking for individual vendors to apply directly to the RFP.

Q5. After the 03/18 deadline, what happens next? How long until a decision is made?

A5. Once DOT reviews the proposals for compliance with the submission requirements, proposals will be evaluated by a Selection Committee. More details are found on page 22 of the RFP. If a proposal has been selected, DOT will offer the concession to the proposer and then DOT will start the process of drafting the concession agreement.

Q6. Will a new concession agreement allow for an expansion in the number of tents allowed and extended hours of operation?

A6. The RFP is flexible regarding the number of tents and hours of operations, both of which will need DOT's approval. The agreement will depend on the details of the selected proposal in response to the RFP.



Q7. Is the outdoor stall concession manager responsible for sanitation and maintenance at all times or only during the hours of operation?

A7. The concessionaire will be responsible for the sanitation and maintenance during hours of operations.

Q8. Can we work with other private and/or public sector entities (companies, agencies) to supplement revenue from the concession?

A8. While not explicitly contemplated in the RFP, the concessionaire may work with other entities to receive supplemental funding. However, if the supplemental funding is specific to the maintenance and operation of the Outdoor Stall Concession, DOT will require prior approval and all relevant supporting documentation.

Q9. How can we work with the private sector to co-sponsor the plaza? (How will advertising look?)

A9. Advertising is not allowed on DOT's plazas, including Corona Plaza. DOT may consider sponsorships, but DOT will not guarantee the opportunity for sponsorships.

Q10. How much is DOT spending on waste removal/sanitation?

A10. DOT spends approximately \$8,000 monthly for the Citi Bin service. DSNY collects waste from any baskets at the plaza.

Q11. What is meant by 'internal controls'?

A11. Details are found on page 9-10 of the RFP including the requirement for the concessionaire to maintain a revenue control system to ensure accurate and complete recording of all revenues to run a concession. An example of this may be bookkeeping software.

Q12. How do we control sound levels? What can be done?

A12. As per the Music and Sound Levels section of the RFP on page 9, the sound control is only applicable within the stall concession area. Sound control for external sounds that are taking place outside of the Licensed Premises are not the responsibility of the concessionaire.

Q13. What is the vision for what this plaza should be?

A13. DOT laid out its vision by listing favorable conditions under the operational plan found on pages 20 to 21 in the RFP.



Q14. Is the DOT open to semi-permanent structures in the plaza? (Storage, kiosks, brought up Times Square example)

A14. DOT will not allow any kind of permanent structure on the Licensed Premises. DOT does not allow for storage on the plaza. However, DOT may allow the use of the storage column to be shared with other DOT partners.

Q15. Who will be responsible for enforcement against un-licensed vending?

A15. The enforcement will be an interagency effort of several city agencies including DSNY, DOHMH, FDNY and NYPD.

Q16. What are the boundaries of the outdoor stall concession? Does it include the sidewalk?

A16. The boundaries of the Licensed Premises are on Roosevelt Ave between National Street and 104th Street. See Exhibit A of the RFP. The Licensed Premises do not include sidewalks on National, Roosevelt and 104th Streets.

Q17. What does 'other activations' refer to in the RFP? What is expected from the outdoor stall concession operator in aid DOT with this?

A17. The City reserves the right to use the Licensed Premises for its own plaza events or to authorize others to use the Licensed Premises for their own plaza events. The concessionaire and all participating subconcessionaires will be required to cooperate with DOT and any other City agency during special or unforeseen events, such as filming and cultural events.

Q18. What is meant by 'security' of the plaza? Does this mean we have to hire security? Do we have to hire a sanitation worker/company?

A18. Pursuant to a plan approved in writing by DOT, the concessionaire, at its sole cost and expense, shall be responsible for all security at the Licensed Premises on the days of operation. Such security can include but not limited to ensuring an orderly operation that promotes cleanliness, public safety, and health.