



Rye Town Park
95 Dearborn Ave.
Rye, NY 10580
914 967-0965

RYE TOWN PARK COMMISSION **MEETING AGENDA & PACKET**

Commission Members

Julie Killian – Commissioner
Dennis Pilla, Mayor-Village of Port Chester
Joseph Sack, Mayor-City of Rye
Benedict Salanitro, Commissioner
Paul Rosenberg, Mayor-Village of Rye Brook
Gary Zuckerman - President

DATE: TUESDAY, JUNE 21, 2016

TIME: 6:00 P.M.

**PLACE: RYE NECK SCHOOLS - COMMUNITY ROOM
300 HORNIDGE ROAD
MAMARONECK, NEW YORK**

PURPOSE: MONTHLY MEETING

1. Pledge of Allegiance
2. Roll Call
3. Adoption of Minutes: 5/17/2016
4. Public Comment
5. Park Management Report
6. Cope Sculpture Proposal
7. Resolution to Engage Judie Eisenberg, Grant Writer
8. Discussion of Information Technology
9. Seaside Johnnies Request to Engage a Disc Jockey for July 4th Celebration
10. Beach Ramp Report
11. Approval of Restaurant RFP
12. New Business

UPCOMING MEETINGS:

JULY 19 - PORT CHESTER COURTHOUSE, 350 NORTH MAIN STREET, PORT CHESTER
AUGUST 16 - RYE BROOK VILLAGE HALL, 938 KING STREET, RYE BROOK



RYE TOWN PARK COMMISSION MINUTES
MEETING HELD MAY 17, 2016

A regular monthly meeting of the Rye Town Park Commission was held on Tuesday, May 17, 2016 at 6:00 P.M. at the Village of Rye Brook Village Hall, 938 King Street, Rye Brook, New York in the Main Conference Room with Commission President Gary J. Zuckerman presiding. A video and an audio recorder were in use during the proceedings.

PRESENT: in addition to Commissioner Zuckerman were Commissioners Julie Killian, Dennis Pilla, Joseph Sack, Benedict Salanitro, and Paul Rosenberg.

ALSO

PRESENT: were Town Attorney Paul Noto, Park Director Terry Fanelli and Assistant Park Director-Development William Lawyer.

ABSENT: Commission Secretary Deborah Reisner

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1. PLEDGE OF ALLEGIANCE

William Lawyer led those present in the Pledge of Allegiance.

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2. ROLL CALL

Commissioner Zuckerman called the meeting to order and asked Town Clerk Hope Vespia to call the roll.

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3. ADOPTION OF MINUTES

On motion of Commissioner Rosenberg, seconded by Commissioner Salanitro, the minutes for the meetings held March 30, 2016, April 19, 2016 and May 1, 2016 were unanimously approved as submitted.

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4. PUBLIC COMMENT

Commissioner Zuckerman suggested that public comments made at this time to not reflect the Requests for Qualifications discussion and the public would be afforded time for comments at the RFQ Workshop mentioned on the agenda. There were no comments.

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5. CONSIDERING SCULPTURE INSTALLATION PROPOSAL

Meg Rodriguez, Executive Director of the Rye Arts Center located in the City of Rye and Bob Clyatt, a sculptor living in Rye at 189 Milton Road were present to support and introduce a proposed temporary installation of a sculpture at Rye Town Park. Meg Rodriguez expressed that the sculpture in Rye Town Park would bring cultural recognition, enjoyment and inspiration to residents and visitors. The League and sculptor have agreed to lend “Cope” to Rye Town Park at no cost for up to one year and were seeking the approval from the Commission. The Rye Arts Center’s Public Art Committee coordinated numerous public installations in Rye and agreed to coordinate the installation and raise funds through their membership and donor base to cover out-of-pocket transportation, installation and de-installation costs. In addition to seeking approval from the Commission, they hoped to be provided with municipal assistance and staff with masonry skills to provide the groundwork to install an 11 foot circular concrete pad onto which the piece could be secure.

Commissioner Zuckerman suggested that a list of specifications needed, such as tools, manpower and materials to be submitted to the Commission and the timeframe and location where the sculpture would be displayed be determined. Commissioner Sack advised William Lawyer to work with Meg Rodriguez and Bob Clyatt to get a memo to Deborah Reisner and Marcus Serrano and they will determine what resources would be available.

Commissioner Zuckerman agreed that Commission members were in favor with this project, but concerns regarding site selection to avoid interfering with the Westchester Triathlon rout should be addressed.

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6. PARK MANAGEMENT REPORT

Terry Fanelli came to the podium to present the Park Management report. Commissioner Zuckerman congratulated Terry on her appointment as Park Director as this was her first official meeting holding her new title. Park Director Fanelli gave a detailed report.

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7. CONSIDERING APPROVAL OF RESTAURANT MENU & UNIFORM

Seaside Johnnies’ menu and a photo of uniformed staff workers were available for the Commission members. Town Attorney Noto mentioned that, according to the agreement, the commission has the authority to approve both the menu and the uniforms for Seaside Johnnies and some requirements in the pricing. John Ambrose was present to answer questions prompted by the Commission. Mr. Ambrose stated that he buys top of the line seafood which costs have skyrocketed due to conservation attempts, yet the prices have not been increased in years. Commissioner Salanitro asked if there were any charges, specials or reduced prices that are not on the menu. Mr. Ambrose mentioned that occasionally they have specials during the week to hopefully encourage traffic and indicated that he will not be raising the menu prices this year.

Commissioner Sack acknowledged that the Commission appreciated that Mr. Ambrose agreed to suspend the “Tiki Shuttle” service but he had heard unconfirmed reports that it is continuing anyway. He emphasized that transporting materials or people via golf cart should no

longer be conducted at all. Commissioner Rosenberg added that his main concern was the going back and forth with passengers on carts at night or times when the park was full of people. He understood an occasional need to transport equipment or food to and from the two locations. Commissioner Pilla was concerned with insurance liability and said he would prefer that Mr. Ambrose drive the equipment to the “Tiki Bar” via roads rather than use the carts via the park paths. Commissioner Salanitro listened to the community at large who expressed their concerns, and as a response to the community, felt that there should be no tolerance to allow this to continue and personally felt it should cease.

Park Director Fanelli asked if Mr. Ambrose would be able to continue to use the cart to transport food to the snack bar on the north end and trash from the restaurant to the dumpsters. Commissioner Zuckerman asked Mr. Ambrose to prepare a proposal that he would use the cart for such a time and for what purpose. Commissioner Rosenberg felt that Mr. Ambrose should not have to wait for next month’s meeting and all agreed that he should be allowed to use the cart for intra-park uses. Commissioner Sack felt that the intra-park uses that Terry raised are significantly different than the inter-park uses that were discussed. Commissioner Zuckerman agreed to allow Mr. Ambrose to continue the use of the cart and prepare something on paper for the next meeting, the many different uses within the park.

Commissioner Pilla mentioned that if the Board was so inclined, that the operations be delegated to the Park Director, subject to the Attorney’s review. Commissioner Sack felt in fairness to Terry who requested direction and as per Mayor Pilla, that under the circumstances to delegate Terry as manager of the park, the ability to make preliminary determination as to cart usage intra-park for the snack bar and garbage and establish with Mr. Ambrose appropriate protocols that she thinks are sufficient. Commissioner Zuckerman asked Terry to let Debbie know what the proposed guidelines would be.

On motion of Commissioner Salanitro, seconded by Commissioner Sack and unanimously approved to accept the menu and uniforms as presented by Seaside Johnnies.

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8. BEACH RAMP REPORT

Commissioner Zuckerman asked Commissioner Salanitro to give a brief update of the beach ramp. Since Commissioner Salanitro had served as the point person on an earlier project to reconfigure the ramp, he is taking the lead in this instance, as well. Commissioner Salanitro reported that he had met with Engineer Dolph Rotfeld on-site to look for alternative ideas to fix the beach ramp. He solicited from Dolph Rotfeld Engineering Services plans, specifications and costs estimates to be used in moving the project forward. The firm is currently working with the Town of Rye and the City of Rye rehabilitation of the sea walls and is familiar with the Park. Mr. Rotfeld was asked to come to the podium to discuss ideas on cost.

On motion of Commissioner Rosenberg, seconded by Commissioner Sack, the following Resolution was adopted:

WHEREAS, the access ramp at the main entrance to Oakland Beach is in need of repair, and

WHEREAS, the Rye Town Park Commission has solicited proposals to repair said ramp, and

WHEREAS, after reviewing different proposals to repair the ramp, the Rye Town Park Commission has determined that the proposals submitted were not satisfactory:

NOW THEREFORE, BE IT RESOLVED that the Rye Town Park Commission retains the services of Dolph Rotfeld Engineering PC, 200 White Plains Road, Tarrytown, New York 10591 to undertake the design for the repair or replacement of the ramp pursuant to the proposal attached hereto dated May 13, 2016, and

BE IT FURTHER RESOLVED that Dolph Rotfeld Engineering, PC is authorized to commence a preliminary design phase and cost estimates for a cost not to exceed twelve thousand dollars (\$12,000.00) without prior approval of the Rye Town Park Commission.

ROLL CALL

AYES: Commissioners Zuckerman, Rosenberg and Sack

NOES: None

ABSENT: Commissioners Killian and Pilla

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9. OPERATIONS RFQ WORKSHOP

Commissioner Zuckerman thanked everyone who attended the “Community Conversation” at the beach on Sunday, May 22, 2016. He said that park staff members were terrific and the comments were very good and constructive.

Commissioner Zuckerman took the opportunity, before the RFQs would be discussed, to give a bit of history from reading minutes and other documents. He then stated that the current RFQ process resulted in five applications to manage the entire park and one application which was Seaside Johnnies to continue to operate the Restaurant. Commissioner Zuckerman believed, as other members do, that they have a duty to review those applications, but it is apparent from comments of the Commissioners and the public over several meetings that there is little appetite or mandate to turn the management of the park over to a private entity.

Commissioner Sack said he hoped that discussions regarding the City of Rye managing the park would continue. Commissioner Zuckerman said it was not necessary to have an RFQ for the City of Rye to offer a proposal to manage the park. The City of Rye, as a constituent of the park in which it is located with two Rye City Council members sitting on the Commission have every right to suggest a proposal for the city to manage the park.

Commissioner Rosenberg agreed, as he had made his position very clear several times. He mentioned that Commissioner Pilla had to leave to attend another meeting and asked him to convey a note left read that he is not interested in any of the RFQs, but is interested in considering the City of Rye's interest to share services in park maintenance as a first step.

On motion of Commissioner Sack, seconded by Commissioner Rosenberg, the following Resolution was adopted:

WHEREAS, the Rye Town Park Commission published a Request for Qualifications (RFQ) for development, operation and maintenance of Rye Town Park in 2014, and

WHEREAS, in response to that (RFQ), the Commission only received one (1) response and after reviewing the response, decided not to pursue further conversations with that one (1) respondent, and

WHEREAS, in November 2015, the Rye Town Park Commission agreed to reissue the RFQ with submissions due to the Commission in March 2016, and

WHEREAS, the Rye Town Park Commission received six (6) submissions that were reviewed and evaluated by the Members of the Commission, and

WHEREAS, the License Agreement with Seaside Johnnies, the current operator of the restaurant at Rye Town Park, terminates on December 31, 2016:

NOW, THEREFORE, BE IT RESOLVED, that the Rye Town Park Commission shall not pursue the RFQ process for the development, operation and maintenance of Rye Town Park at the present time and will advise each respondent to the December 2015 RFQ that the Commission will take no further action on these submissions at the present time, and

BE IT FURTHER RESOLVED, that the Rye Town Park Commission shall issue a Request for Proposals ("RFP") to operate a restaurant at Rye Town Park, and

BE IT FURTHER RESOLVED, that the RFP for a restaurant shall be issued in or about June 2016 with the understanding that the Commission hopes to have a new License Agreement in place in time for the 2017 season.

ROLL CALL

AYES: Commissioners Salanitra, Rosenberg and President Zuckerman

NOES: None

ABSENT: Commissioners Killian and Pilla

* * * * *

May 17, 2016

There being no further business, on motion of Commissioner Salanitro, seconded by Commissioner Sack and unanimously approved, the meeting was adjourned at 7:50 P.M.

Respectfully submitted,

Debbie Reisner

Rye Town Park - Management Report

Period From: - May 12 To: June 16; Next RTPC Meeting: 6/21/16

Overview -

Other than minor complaints and 1 complaint regarding the music at parties held, the staff has handled the pavilions to be reported and all.

Complaints regarding the music levels at parties are being handled by constant monitoring of the level of music to be cognizant of the surrounding neighbors and people on the beach. Upon arrival, the DJ or Band are spoken to and told about the facility not being a club and if after 2 warnings to lower music levels, we will be shutting them down. Rye City Ordinance is music is to be shut down at 10PM and this is being adhered to.

Preparations for the upcoming Fourth of July weekend are in place, all schedules set, and supplies needed have been obtained and are in place.

Pavilion rentals continued to be booked, and for the month of July there are very few dates still available.

To date, all departments are on point and all are with the mindset of maintaining and keeping the park a safe, clean and enjoyable place for people to come and enjoy.

Maintenance -

We received the 2016 tree maintenance proposals from Bartlett on 5/14/16. These are divided into 4 parts. The FRTP have agreed to split the \$7,110 cost 50-50 - \$3,555 each for the first two parts. These are lower than last year (see chart).

The Pond-Lake Company got the aerators and waterfall working, but they discovered some problems with the circulator. it was repaired and re-installed 6/16. They carried out biological treatments 6/2 and 6/16.

The park's landscaper has agreed to repair the damage done by snow removal to the flowerbed at the corner of Forest and Dearborn. He said it would be done by 6/17.

In addition to the regular maintenance, the staff has repaired plumbing, carried out painting and structural repairs, painted new barrels blue for recycling cans and bottles, exterminated rodents and wasps, installed speed bumps, and repaired the stonework on the Forest Ave. pedestrian entrances.

Much of the regular maintenance is to be sure that the park is clean and in full working order when it opens at 9 a.m. This includes collecting beach and park litter, raking the beach, and cleaning up in the afternoon when needed.

We have received many positive comments about the conditions of the grounds, trees and planting beds.

Parking, Security and Safety -

On 5-19/16 the maintenance staff installed eight 18 x 24 inch smoke free zone signs at the various entrances to the park and beach. Larry Miano reports that the staff hiring is complete and all the personnel information collected. New uniforms, vests and other safety equipment have been received. He also reports that we need an additional golf cart for safe park/beach management.

We had 4 incidents reported - stolen car/controlled substance, dog attacked by another dog, person fainted in SSJ restaurant and an infant was locked in a car.

8 Rangers and senior staff have been certified in CPR/First-aid/AED and Oxygen administration.

We now have a lockout kit for patrons who accidentally lock their keys in the car. We have used it twice already (pregnant woman/senior citizen).

Beach Operations - The sand was delivered and distributed along the south end of the beach, where most of the gravel accumulates. Only a few minor injuries were reported. Staffing is up to full operational level. For safety, the lifeguards are on duty from 9-6 weekdays and 9 to 7 weekends. All personnel are certified, and they are upgrading their skills. They have painted and improved their buildings.

We got some complaints about seaweed in the water. Water quality is good.

Finances -

Luke Glockenberg reports that despite the late opening of beach season, we're doing well with permits, parking and beach admission. This is largely due to some great weekend weather in between a few rainy days. He also reports that the cashier staff is doing very good work. There were only a few complaints by non-residents about the increased fees.

Personnel - We received the RTP stainless steel water bottles 5/16 -- with plenty of time to get name labels and water jug system set up. We held the staff orientation on Sunday, May 22nd. RTPC President Gary Zuckerman and Chief-of- Staff Debbie Reisner were on hand along with the senior staff. Terry says she is very pleased with the way all the staff is working together to make operations go smoothly. A senior staff meeting was held on 6/8/16.

Programs, Permits and Fees -

All the paperwork has been completed for the 7 concerts, magic show, and outdoor movie. We will be carrying out the work for the Shakespeare production in the weeks ahead. We have already received the \$1,000 sponsorship to cover the cost.

Bill Lawyer is preparing and distributing media releases about all the events.

The NAMI and Angelman Foundation walks were held 5/21 and 5/22. All went smoothly and the weather cooperated.

The HPTC continued to hold its Monday after school training sessions. Their final session was 6/6/16. At Terry Fanelli's suggestion, we are working with a DJ to provide a Fireworks Night Disco Inferno program at the park on Friday 7/22 from 6 to 9:30 pm, weather permitting.

Park Development -

We had a good turnout for the RTP Community Conversation on 5 /14/16. As a result, we are getting much feed-back from residents regarding park issues, including overflow parking, pavilion event noise, fund-raising and tree care. The following week local residents set up a "members only" Facebook site - "Rye Town Park Alliance" - to share their ideas and information about the park.

Rye Town Park staff set up an information and permit sales booth from noon to 3:30 at the Rye Brook 34th birthday party 6/11 at Crawford Park. We got two permits and had a number of conversations with people about the park. Debbie introduced Bill to Jerry Morano, a free-lance communications consultant who lives in Rye Brook. Bill reached out to him to help promote RTP among Rye Brook residents.

Bill Lawyer, along with Debbie Reisner and Gary Zuckerman, met with Helen Gates 5/26 regarding possible capital projects and sources of funds to pay for them. One possible funding was to get a "capstone" grant to help with the RTP management issue.

Bill Lawyer and cashier supervisor Luke Glockenberg worked with Google Business to improve access to information about RTP through Google's search engine. This allows people to leave comments - all of which have been positive so far. It also provides a link to our web site home page and a link to get directions. FYI - It takes 14 minutes to get from RTP to 222 Grace Church St. by bike.

We have five memorial benches waiting to be assembled and installed at Rye Town Park.

The decorative fountain restoration project is moving along. Donor JoAnn Leon has agreed to the park's recommendation for the fountain design and plaque. We approved the plaque design/wording 6/14 and the restoration design details. The total cost will be \$2,205.

Rye artist Bob Clyatt made a presentation to the RTPC at their May meeting regarding a proposed sculpture. They were told to present a detailed request of what was needed, to see if the RTPC could provide in-kind services to cover the setup of the 12' diameter base. That information was prepared and submitted to the RTPC for discussion at the June meeting. We met /6/16 with the sculptor, members of the Rye Arts Center and RTP Alliance to determine the best location for the roughly 12 diameter/high footprint. A site was selected -- by the beach path between the north entrance and the first aid station.

Bill Lawyer and Gary Zuckerman attended a luncheon honoring the Friends of Rye Town Park at Wainwright House 5/19/16. Posters, flyers, and press releases were prepared and distributed, focusing on the many events to be held at RTP starting in June.

RTP got very good Journal News articles with photos about the park's Memorial Day weekend, and upcoming concerts.

To: Rye Town Park Commission,
Cc: Bill Lawyer

Fr: Meg Rodriguez, Bob Clyatt

Dt: May 26, 2016

RE: Details on Concrete Sculpture Pad being requested in kind assistance for installation of Cope sculpture in Rye Town Park

As requested at the last meeting, here are specifications / materials list for the requested concrete pad we are seeking municipal assistance to pour. As a reminder, our own team, with funding raised through Rye Arts Center, will do the actual installation of the sculpture – we are only requesting assistance from the Municipal entities for the masonry work of preparing the ground and pouring the concrete slab.

Specifications:

Circular concrete slab, 4-5" thick, 12 foot in diameter.

5 x 1 foot diameter tubular supports to give structural strength and anchor against frost heaving.

Rebar mesh in slab.

Flexible form staked to define edge during pour.

Materials:

55 cubic feet (2 cubic yards) of concrete (quickcrete or similar with gravel mixed in)

4 8x4 feet panels of rebar mesh, (or similar) to cover 113 square feet of the slab

5 Sono Tubes or similar, 1' diameter, 4 feet long

Flexible wood or plastic form, stakes.

Labor:

Estimated labor if concrete is delivered pre-mixed to site:

2 workers for up to one day

If concrete is brought in 80 lb bags and mixed on site:

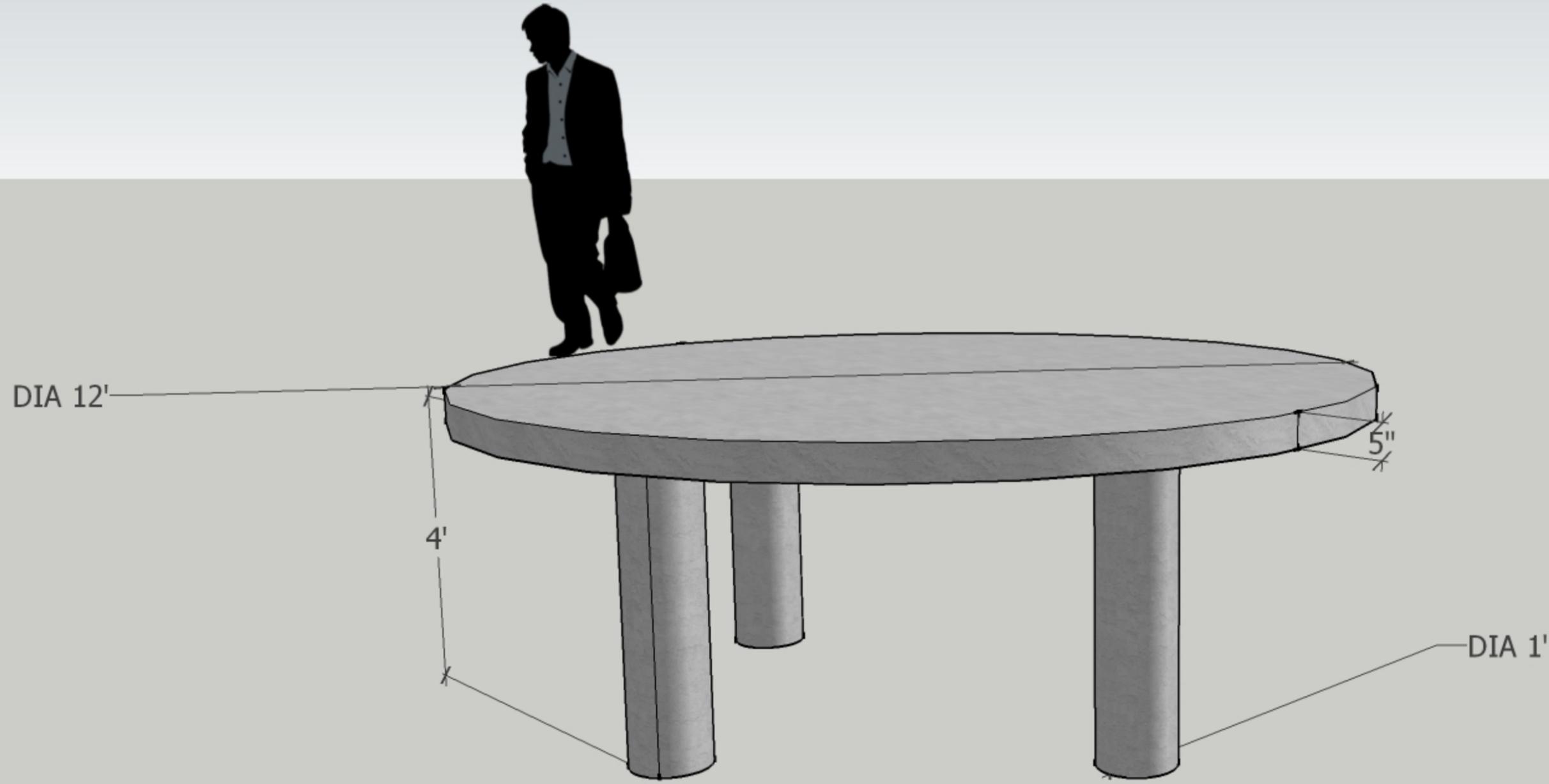
2 additional workers for up to one day

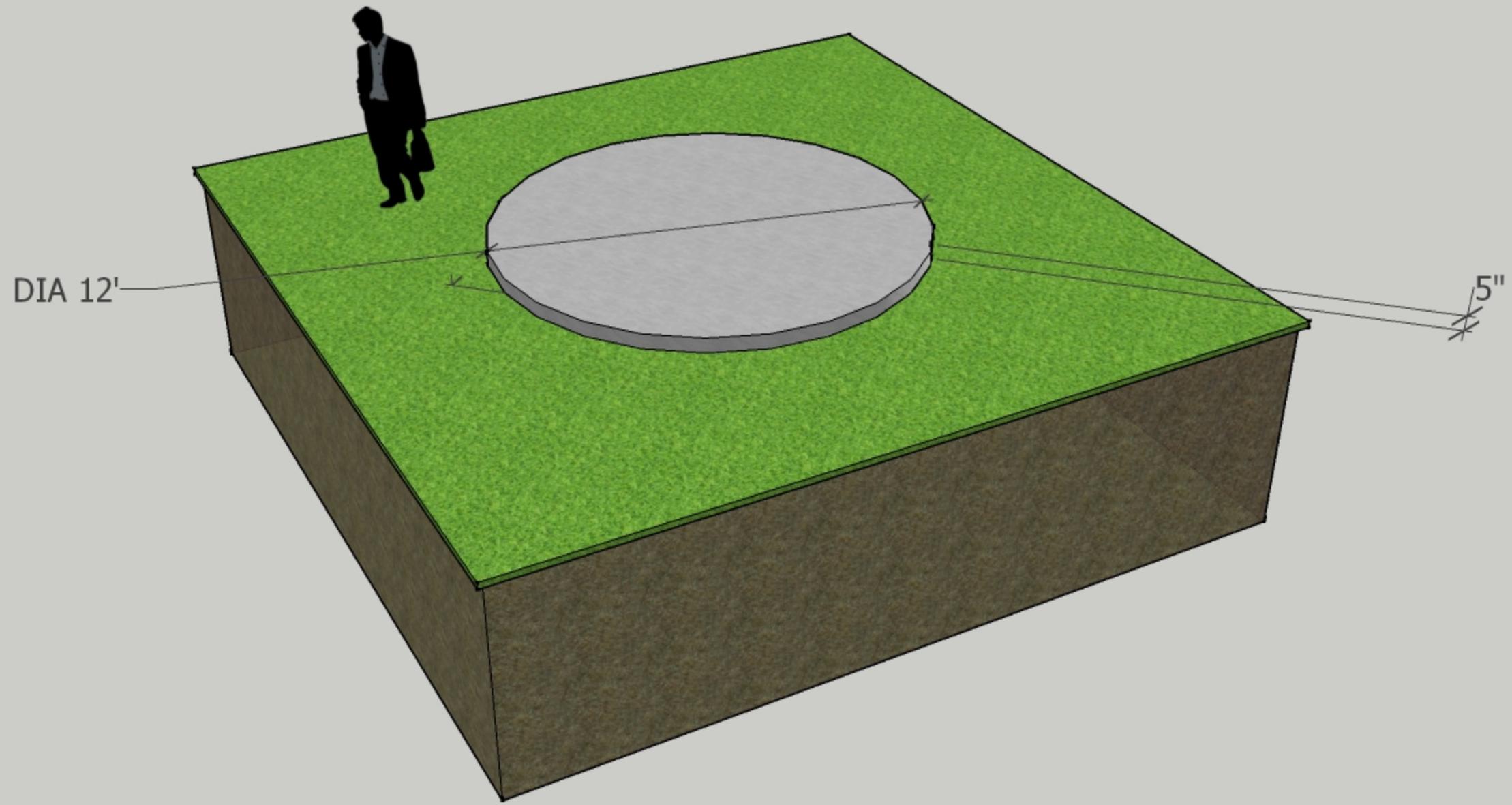
We will have the sculptor or his representative on site during the work, if requested, and will provide any additional drawings or detail etc to facilitate the project's smooth execution.

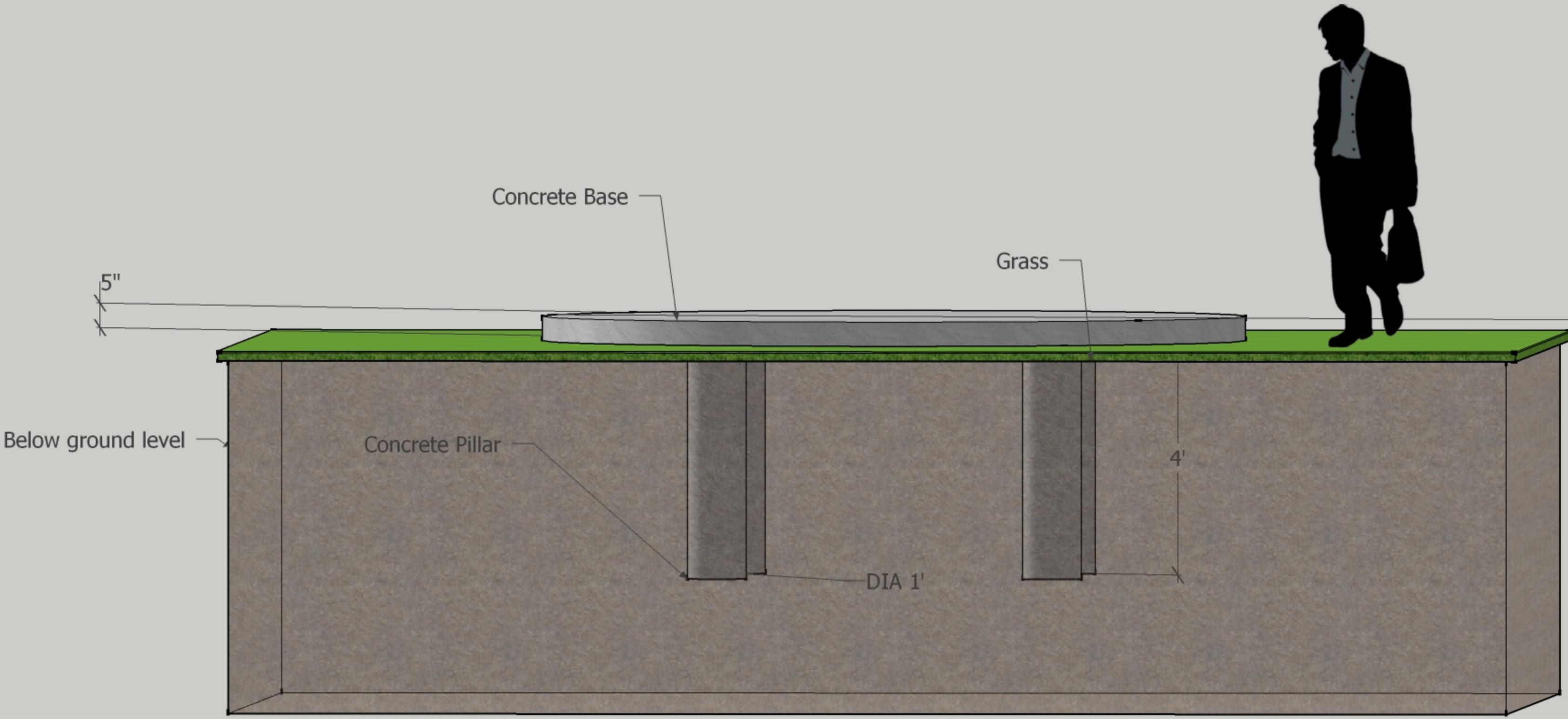
De-commissioning: Sculptor and his team will un-install sculpture at the end of the exhibit period (late Fall 2016; loan extendable up to one year at the request of Rye Town Park) Again, this budget being raised by Rye Arts Center, at no cost to

the Park. Rye Town Park may at that point wish to keep the platform in place for future use either for another sculpture or other purposes. If and when they wish to remove we would also request municipal participation for the jackhammering/removal of the concrete. Estimated labor: up to 2 workers for one day.

Please let us know if there is any further information needed. Thank you.







One-Page Briefing on Proposed Consolidated Funding Application (2016)

Project Title:	Rye Town Park, Bathing Complex & Oakland Beach Feasibility Study
Grant Due:	Friday, July 29, 2016 at 4 p.m.
Applicant:	Rye Town Park Commission
Amount:	Up to \$500,000, 50% (\$ for \$) reimbursable matching grant (e.g., up to \$1mm project), Up to 12 months to secure match funding (e.g., bonding)
Description:	<p><u>A feasibility study to include:</u></p> <p>(a) A study of the conditions, costs and approaches to the preservation of structures in the Rye Town Park & Oakland Beach historic site, resulting in the creation of specifications and construction documents as well as recommendations on the use of green materials and elements and energy conservation in the park.</p> <p>(b) A visioning activity to engage the community in planning and decision-making regarding preservation-sensitive usage and public access to the historic Administration Building, resulting in recommendations for future actions.</p> <p>(c) Complying with ADA law and state and local requirements by building an accessible ramp from the boardwalk to the beach, and for both men's and women's restrooms. (Note: To be funded, this should be a small portion of the grant)</p>
Need:	<ul style="list-style-type: none"> • Study of conditions last conducted in 2003; costs updated in 2011. • Feasibility study focused in the Bathing Pavilion, not all the structures in the park. • Repairs have been long deterred, and structures are seriously deteriorated. • Facility not in compliance with ADA and other local access requirements. • Redevelopment has proceeded on historic structures elsewhere on the campus, at both Playland Amusement Park and the Children's Museum , but Rye Town Park has not kept pace. • The park, with its access to the waterfront and as a venue for public events, is critical to the life and vitality of the Town and City, and its continued safety and sustainability must be ensured.
Social Benefits to be Considered:	<ul style="list-style-type: none"> • Connecting with the county workforce development system to allow for the placement of at-risk youth and other hard-to-place workers in up to 100 seasonal jobs at the park. • Community engagement in the visioning process for the Administration Building. • Aligning Park planning and programming to other community / economic development initiatives, including connecting downtown Rye to the waterfront.
Funding Requirements:	<ul style="list-style-type: none"> • Other parties with ownership interest must be made aware of the application • If the application is successful, those parties must agree to (a) allow full access to the property as needed for the project, (b) sign the project agreement, (c) execute documents, such as a Conservation Easement, Preservation Covenant or Public Access Covenant, establishing long-term protections for the property, (d) be subject to State Alienation Law, and (e) execute documents subordinating their interest in the property.
Next Steps:	<ul style="list-style-type: none"> • Rye Town Park Commission to pass authorizing resolution • 2-3 estimates for each part of the proposed planning process • Need architect's assistance in planning the scope and budget for this project

Judie Eisenberg, Grant Professional Certified (GPC)

My passion is to connect smart, savvy professionals with the resources they need to solve critical problems for those they serve.

I came to grant writing and program planning after career turns in journalism, Government affairs and business. While I didn't set out to be a grant writer, in the end I could not have prepared myself better for what I do today. In finding effective approaches, speaking the language of Government, and planning programs that contain the seeds for future growth, I help my nonprofit and Government clients become effective problem-solvers and solution-providers.

I've worked for Government agencies, including Westchester County Department of Social Services, Westchester County Workforce Investment Board, NYC Department of Education, NYS Department of Sanitation, and ServeMinnesota, and for leading nonprofits, including the YMCA of Greater New York, YWCA-NYC, United Ways across the country, and community action programs.

Experience

1995-Present

President, Proposal Pro, Inc.

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GRANT WRITING (recent highlights)

\$9.9 million from the U.S. Department of Labor (DOL) to the County of Westchester, NY, to train long-term unemployed persons for jobs in the Hudson Valley's high-growth health care industry. The proposal, written for the USDOL *Ready to Work* solicitation, has been implemented as "Jobs Waiting."

\$3.9 million over three years from the U.S. Corporation of National and Community Service to the ServeMinnesota Action Network. With this funding, 330 Reading Corps tutors will work to improve the literacy skills of nearly 5,000 children age 3 to grade 3.

\$7 million over four years from the U.S. Department of Veterans Affairs to the Westchester Community Opportunity Corps (WestCOP), to provide Supportive Services for Veterans' Families who are low-income and at-risk of homelessness in the Hudson Valley.

\$2.2 million from the NYC Department of Education to Bronx House, a community center in the northeast Bronx, to fund full-day Universal PreK in two locations.

\$1.1 million from the U.S. Department of Labor to the YMCA of Greater New York to implement YouthBuild, a program that provides educational and vocational training and job placement for youth who are neither employed nor in school. This Queens-based program was the only YouthBuild program funded in NYS in that funding cycle.

\$1.15 million for a NYS Career Pathways II grant from NYS Office of Temporary and Disability Assistance (OTDA). Grantee WestCOP is using the funds to provide job training and placement to low-income individuals throughout the Hudson Valley.

\$1 million for a NYS Wage Subsidies grant from NYS OTDA. Grantee WestCOP is using the funds to incentivize employers to hire hard-to-employ workers.

\$829,046 from the USDOL to launch a YouthBuild program in Westchester County. This program assisted youth in Mount Vernon and Peekskill who were neither in school nor working to complete their secondary degree, receive training and work experience leading to certification in construction skills, and be placed in college and / or employment.

\$359,460 over three years from the U.S. Corporation for National and Community Service to Minnesota Opportunity Corps. This funding will support the placement of 30 Employment Navigators in disadvantaged communities in the Twin Cities, where they will deliver a proven program of assessments, career coaching, referrals, and placement in training and employment to over 2,000 participants.

\$525,000 from the NYS Department of State to client Neighbors Link over three years to provide ESOL classes and supplemental instruction, entrepreneurial workshops, legal consultation, naturalization application assistance, financial literacy workshops and computer literacy trainings to New Americans across Westchester County. This is the organization's first competitive state contract award.

\$250,000 from Target Corporation to a consortium of United Ways (i.e., Greater Twin Cities, Central Maryland, and National Capital Area) under the inaugural Youth Wellness Grant competition. These United Ways will replicate the *Fun, Fly, Fit* program in three states. As a result, more than 150 youth in Title I schools will improve what they eat, how they exercise, and what they know about wellness. The grant has an optional 2-year renewal.

\$239,715 from the U.S. Corporation of National and Community Service to ServeMinnesota for a Volunteer Generation Fund to expand the Service Enterprise Initiative across Minnesota, thus building statewide capacity to engage and retain high-skilled volunteers.

CONSULTING

Designing RFPs & Rubrics

- Developed *The Creation of Evidence-Based Medical Standards RFP* for the NYC Department of Sanitation, Health Care Facility (2015-2016).
- Advised Greater Twin Cities United Way in re-conceptualizing their \$30 million Safety Net funding portfolio to improve the coordination and community impact of funded programs and services (2015).
- Designed Greater Twin Cities United Way's first RFP to support the acceleration of Culturally-Specific Organizations in Minnesota (2015).

- Advised Greater Twin Cities United Way in redesigning the RFP process for their \$50 million Education portfolio to better reflect their goals and improve the quality of the applications received (2014).
- Advised ServeMinnesota, the agency that administers Federal AmeriCorps funding in the state, in redesigning their RFP process (2014).

Coaching Grant Writers

- Coached two staff members of the ServeMinnesota Development Department and led weekly team copy editing meetings for six months.

Pre-Submission Proposal Reviews

PREVIOUS EMPLOYMENT

1995-1997

Reporter, Gannett Westchester (NY) Newspapers

Developed story ideas and contacts. Met daily deadlines covering education, police, municipal and general assignment work. Awarded Gannett's "Mighty Pen" distinction for writing.

1988-1995

Communications Director, K. Zamechansky & Associates

Created and implemented communications and Government / community relations campaigns for real estate developers, construction firms and small business clients. Provided technical assistance and minority certification under a grant from the New York State Urban Development Corporation (now the Empire State Development Corporation). Created lobbying briefings, white papers, proposals, presentations and other communications to the Government.

1987-1988

Account Executive, Paul Buiar Associates, Inc.

Researched and implemented lobbying, advocacy and public affairs programs for Philip Morris (now Altria), Tuscan Dairy and Consolidated Edison of New York.

1985-1987

Features Editor, The (Hudson County, N.J.) Dispatch

Led the team that launched a daily features section as part of the Dispatch's redesign.

1983-1985

Associate Editor, Hagedorn Communications

Reported and edited articles. Covered community, Government, police and education news for the weekly *Bronx News*.

Education

Present	John Jay College of Criminal Justice, CUNY M.A., Criminal Justice (Expected 2018)
1983	State University of New York at Albany B.A. English, Magna Cum Laude

Professional Development

2014	Results Based Accountability Mark Friedman, Fiscal Policy Studies Institute
2014	Questionnaire Design for Social Surveys Drs. Frederick Conrad and Frauke Kreuter, University of Michigan via Coursera
2013	Leading Strategic Innovation in Organizations Dr. David Owens, Vanderbilt University via Coursera

Licenses & Certifications

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WBE, County of Westchester

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Grant Professionals Certification Institute (GPCI), Member, Screening Committee
Association for Strategic Planning, Member, Nonprofit Community of Practice
Association of Development Officers, Associate Member

Date: November 25, 2013

Name: Judie Eisenberg

Address: Pelham, NY

Grant Professionals Certification Institute (GPCI)

1333 Meadowlark Lane, Suite 105

Kansas City, KS 66102

**CERTIFICATION OF THE COMPLETION OF THE
GRANT PROFESSIONAL CERTIFICATION (GPC)**

ID #: 594408 Issued: 11/1/2013

The person named herein has successfully completed the Grant Professional Certification and has met the requirement of Grant Professionals Certification Institute.

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Enclosed is a framed certificate should you wish to display acknowledgement of your achievement. You are encouraged to use the initials "GPC" after your name, for example, Lisa Smith, GPC. Once again, congratulations on this wonderful accomplishment.

Sincerely,



Amanda Day

President

Grant Professionals Certification Institute



Division of Economic and Financial (DEFO)
Minority and Women-owned Business (M/WBE) Program

**CONTINUING CERTIFICATION
AFFIRMATION**

INSTRUCTIONS: Please read carefully before completing the form below:

ALL INFORMATION WILL BE KEPT CONFIDENTIAL. YOU MUST PROVIDE PROPER DOCUMENTATION FOR ANY CHANGE.

- I. For Questions 1-12, AND 14: Please confirm that your company information printed is correct. If incorrect, please update the information in the white space provided.
- II. For Question 2: Please provide Federal Tax Id.
- III. For Question 13: Please provide a legible HAND or TYPE-WRITTEN response
- IV. For Question 15: Please indicate whether there have been any **MATERIAL CHANGES** in your company by checking the appropriate box

Certification Date: 08/24/2012		Expiration Date: 08/31/2017	
1. FMS Vendor ID#: 0001914042		2. Federal Tax ID/SSN #: xx-xxx7820 134197820	
3. Business Name: Proposal Pro, Inc.			
4. B.A ("Doing Business As") Name:			
5. Business Address:		409 Sixth Avenue Pelham, NY 10803-1252	
6. Mailing Address:		409 Sixth Avenue Pelham, NY 10803-1252	
7. Business Phone: (914) 633-3352		8. Business Fax: (888) 88-1-1061 881	9. Business Website: http://www.proposalpro.com
10. Name/Title of Authorized Company Contact: Judie Eisenberg, President			
11. Contact Phone Number: (914) 633-3352		12. Contact Email Address: judie@proposalpro.com	
13. Gross Receipts for <u>your</u> last fiscal year, excluding current fiscal year: Fiscal Year Ending: 2013 \$202,252.35/1XX		14. Number of Employees: (if necessary, average over the past year) Permanent: ① Full-Time 1 Part-Time 0 Temporary: ② Full-Time 0 Part-Time 0	
15. Please check one below:			
<input checked="" type="checkbox"/> There have been NO changes in firm's ownership, operations, and/or management and NO material change in the information provided in the Standard Application package.			
<input type="checkbox"/> There have been changes in firm's ownership, operations, management, or other material change(s) in the information provided in the Standard Application package. (Please explain the change(s) on an attached sheet of company letterhead and provide supporting document(s) for each change.)			
CERTIFICATION RULES REQUIRE ANNUAL VERIFICATION OF COMPANY INFORMATION IN ORDER FOR THE BUSINESS TO REMAIN CERTIFIED			
The undersigned (eligible owner) affirms that the preceding statements are true to the best of his or her knowledge.			
Name/Title: JUDIE EISENBERG		Signature: <i>Judith Eisenberg</i>	Date: 7-25-14
Please submit the completed form and any required documents to: NYC Department of Small Business Services, Division of Economic and Financial (DEFO), 110 William Street, New York, NY 10038 or email to mwbe@sbs.nyc.gov .			
Questions ? Call the Certification Helpline at 212-513-6311 or email mwbe@sbs.nyc.gov			

Memo To: Rye Town Park Commissioners
Re: Needs Assessment based on Initial Review of Rye Town Park
Date: June 16, 2016

In mid-May Terry Fanelli realized that Michael Lazarus, the park's long-time and dependable Point-of-Sale computer system vendor and his company All-Points, were undergoing a major change in personnel and operations. Mike has been the primary IT specialist who set up, provided both hardware and software support for the park's computers. He is now legally unable to provide any contact with the park. All-Points is providing remote software support only which covers only a portion of the park's operational needs.

Other IT issues we are encountering at RTP:

1. Because the internet connection is configured only for the point-of-sale system, no connection is available for networking the staff's computers
2. Staff computers cannot be networked
3. The new staff computers have viruses and there is no IT support for them
4. Internet connection and Wifi is unavailable for staff to use for connecting automated payroll system, as planned. The old timeclock and punch cards are being used while this issue is being addressed
5. The car counter is not working and without Mike Lazarus, there is nobody to trouble shoot the problem

Initial Review of Rye Town Park

On Thursday 6/2, Glenn Sullivan of Sullivan Data, the Town of Rye's IT vendor spent approximately 2 hours doing an initial review of the point of sale system at the Rye Town Park. The time spend did not allow for a detailed inspection of the system, but he was able to get an overview of the system as it is currently installed and operating, which I have provide below. He has submitted the following preliminary assessment, recommendations and budget:

System Overview

The point of sale system at Rye Town Park consists of a central server which hosts Microsoft Retail Management System (RMS) 2.0 connected to 7 point of sale stations located in various areas throughout the park. These remote stations are connected to the server through a series of Ethernet switches placed throughout the network. The northern-most station is connected to the server via a dedicated point to point wireless system.

Network Server

The network server is a Dell PowerEdge T310 that was purchased in April of 2014. The server is still under warranty but that will expire next April and should be extended. Considering the 7 day per week mission critical role this machine plays, it should have been purchased with a redundant power supply and a hot spare drive. A power supply or drive failure during a busy summer weekend would bring the system down completely (power supply), or slow the system by 50% (drive failure). During my time onsite I was not able to confirm that the server had operational anti-virus software or was being fully backed up, these are both concerns that should be addressed as ASAP.

Network Infrastructure

The network infrastructure consists of a home office style firewall and multiple switches connecting the server to the workstations. There are some networking issues that were observed during my visit that will need to be resolved as well as a cleanup of some of the cabling which was haphazardly installed and may be causing some of the problems. Some of the switches installed are older Fast Ethernet models as opposed to the current Gigabit Ethernet, these are limiting system performance and throughput. As stated above, the northern-most station is connected via point to point wireless which should be reconfigured / realigned to improve connectivity and connection speed to that station.

Point Of Sale Stations

The point-of-sale stations themselves are Dell Optiplex 3020's purchased at various times in 2015 and are still under warranty. Each station is equipped with a bar code scanner, a receipt printer and a cash drawer. Since there are 7 of these stations in operation, I would suggest that some spare components be acquired to prevent downtime when hardware failures occur.

Initial Suggestions For Improvement

Recommended Priorities

- 1 Determine if there is Anti-Virus Software installed on server and all workstations. If not get cost to purchase licenses for same.
- 2 Determine if there are daily backup configured / operating on server. If exist, test and confirm restore capability. If not, provide cost to put on SDM select plan.
- 3 Determine what is wrong with internal firewall & wireless and if the problem can be resolved with configuration changes.
- 4 Get a price from the security / cabling person to run a cable to the office across the way to connect second notebook.
- 5 Get the details of the "in the road" car counter and try to determine why it is not operating during documentation phase.
- 6 Have maintenance person remove plywood blocking antenna for wireless bridge to north gate for inspection and realignment. Get all details at same time.
- 7 Get costs from Dell for a second (redundant) power supply and a spare 300GB SAS 10K drive for the T310 server.
- 8 Get costs from Dell to extend server warranty to 6 years.
- 9 Determine what, if any spares the Park have on site. Would be looking to have 1 CC reader, 1 touch screen, 1 receipt printer and 1 scanner.
- 10 Consider replacement of 10/100 switches to improve system speed.

DRAFT
REQUEST FOR PROPOSALS (“RFP”)
RESTAURANT
RYE TOWN PARK



Issued by:
RYE TOWN PARK COMMISSION
95 Dearborn Avenue
Rye, New York 10580

Release Date: June 21, 2016
Site Tour (Optional): July 6, 2016 at 9:00 AM
Submission Deadline: noon, August 8, 2016



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Sealed proposals to license and operate the Restaurant, Snack Bar and North Gate Concession of the Rye Town Park will be received by the Rye Town Park Commission, 222 Grace Church Street, Port Chester, New York 10573, no later than noon on Wednesday, August 8, 2016 and immediately thereafter said proposals will be publicly opened and the identities of the firms/individuals submitting proposals noted for the record.

The project consists of entering into a ten (10) with a mutual option for two five year extensions, to renovate and operate a Restaurant, Snack Bar and Concession at Rye Town Park.

An optional site visit for the project has been scheduled for Wednesday, July 6th between the hours of 9:00 - 11:00 AM.

Proposals shall be delivered as follows: 8 copies and one digital copy contained on a flash drive enclosed in a sealed envelope bearing the name and address of the Responder, addressed to the Rye Town Park Commission, 222 Grace Church Street, Suite 302, Port Chester, New York 10573 and endorsed "Rye Town Park Restaurant Proposal."

The Rye Town Park Commission reserves the right to reject any and all proposals, to waive any informality, and to award the Lease Agreement to other than the highest proposed lease amount if deemed in the best interest of the Town.

I. Project Objectives:

In order to provide food and beverage services for patrons of Rye Town Park (the "Park"), the Rye Town Park Commission (the "Commission") is seeking a qualified firm or individual to enter into a ten (10) year license agreement with two five year extensions to renovate and operate the Commission-owned restaurant and two snack concessions located at the Park. These facilities are currently operated by a private company whose license agreement with the Commission expires on 12/31/2016.

The facility consists of a restaurant, a beachside snack bar and a concession stand located at the north gate of the beach. Dates of operation (the "Season") have been during the months of April through October. However, if the structure is renovated for cold weather use, the restaurant may be operated year round. Any extension of the Season after the license agreement has been executed shall be subject to the prior and express written permission of the Commission and additional rent payments will be determined by the Commission or their designee.

Detailed instructions about the information to be included in responses to this RFQ are contained below.

II. Background Information:

Rye Town Park (<http://www.townofryeny.com/rye-town-park--beach-home-page.html>). was created in 1907 by Act of the New York State Legislature.

It is currently governed by the 6-person Commission whose members are appointed by 4 municipal jurisdictions:

- The Supervisor of the Town of Rye and his/her appointee (2 members)
- The Mayor of City of Rye and his/her appointee (2 members)
- The Mayor of the Village of Port Chester (1 member)
- The Mayor of the Village of Rye Brook (1 member)

The Commission meets once a month.

On behalf of the Commission, the Park has historically been managed by the Town of Rye which currently employs 10 full time, 30 part-time staff, and approximately 100 seasonal employees from the local community.

Rye Town Park is physically located within the City of Rye. The residents of both the Town (encompasses the Villages of Port Chester, Rye Brook and the Rye Neck portion of the Village of Mamaroneck) and City of Rye enjoy discounted fees for parking and access, but, the Park is open to the general public without limitation. As a result, the Park's constituent population measures more than 60,000 people. Westchester County has an overall population of approximately 950,000.

As one of the first sites ever to be set aside for public use at the dawn of the 20th Century, Rye Town Park is listed on the National Register of Historic Places. The park is well known for its breathtaking views of the Long Island Sound. Its

pastoral setting and Spanish Mission Style buildings attract visitors from throughout Westchester County and the New York metropolitan area

SITE DETAILS

Rye Town Park consists of 28 acres of beach and 34 acres of parkland:

1. Lawn
2. Pond (#9 below)
3. Beach
4. Gazebo (#10 below)
5. Restrooms and showers (#8 and #11 below)
6. 70-seat restaurant (#6 below)
7. Two beach concession stands (#4)
8. Two covered pavilions (#12 below)
9. Maintenance building (#13 below)
10. An administration building (#14 below)
11. 75,000 square feet paved parking area



As one of the first sites on the Eastern seaboard set aside for public use at the dawn of the 20th Century, Rye Town Park is known for its breathtaking views of the Long Island Sound. The Park's pastoral setting and Spanish Mission Style buildings attract visitors from throughout Westchester County and the New York metropolitan area.

Rye Town Park is listed on the National Register of Historic Places as follows:

“Rye Town Park-Bathing Complex and Oakland Beach is a historic park and public beach located on Long Island Sound at Rye, Westchester County, New York. It is located next to the separately listed Playland Amusement Park. It was designed in 1909 by architects Upjohn & Conable (Hobart Upjohn and George W. Conable) and landscape architects Brinley & Holbrook. There are six historically significant buildings and structures; they are the Mission Revival style Bathing Complex. This includes the Bathing Pavilion and two shelters, a restaurant (1910), the Spring House, and the Women’s Bath House (1925).”



The Commission expects all responses to this RFP to respect the original design and purpose of Rye Town Park and the neighborhood in which it is located when proposing any changes to the building listed on the National Register of Historic Places

Location

The Rye Town Park, Bathing Complex and Oakland Beach, was designed in 1909 by architects Upjohn & Conable and landscape architects Brinley & Holbrook. It is situated on 28.1 acres of rolling terrain along the shore of the Long Island Sound. The park is bounded to the north by Rye Beach Avenue, to the south by Dearborn Avenue, to the west by Forest Avenue and to the east by the publicly accessible 34.5 acre Oakland Beach, stretching 1200’ in length. Adjacent to the east is the beach area of Playland Amusement Park (National Historic Landmark). The boundaries of the park remain true to the original design and layout.

The park sits approximately 15 feet above the beach level, grounded securely by a rubble stone foundation/retaining wall on the eastern side. Character defining landscape features of the park include stone walls, a terrace overlook, a stone bridge, light fixtures, staircases and ramps, pathways, trees, plantings, lawns, a small lake and Oakland Beach. There are 17 structures within the park. Of these, six are historically significant and contribute to the architectural integrity of the site and are exemplary of a recreation facility designed at the turn of the 20th century. This cohesive collection of buildings, designed in the Spanish Mission Style, define the character and identity of the recreational Bathing Complex.

Under the currently expiring license agreement, a waterfront restaurant is open seasonally providing both indoor dining and beachside snacks. During the summer a program of, concerts, open-air theater performances, and public art exhibitions are organized by the park staff. Dog owners and their pets enjoy off leash opportunities every morning, year round from 6 am -9 am. Residents enjoy the passive park and beach for walks, sunning, sledding and other informal recreational activities.

The Town’s mission with regard to Rye Town Park, is to steward this singular and historic open space for its residents and future generations. The primary obligation of the Commission is to represent its community residents, optimize access and enjoyment of the park for the public, and provide oversight to the park’s operations.

The Park is easily accessible via Interstate 95, Interstate 287 Cross Westchester Expressway, and Metro North railroad.

Restaurant

Currently operating under the tradename *Seaside Johnnies*, the restaurant seats 70 people and was last renovated in 1999. The restaurant structure has no heating or central ventilation system, minimal plumbing, and basic electric services. It is currently operated only during warm weather months.



Proposers have the option of presenting a seasonal operating plan or they may propose a year round plan. The Commission seeks proposals which present a plan for facilities rehabilitation and upgrades which demonstrate a willingness to invest in capital improvements to the restaurant and concession building. Proposals must be accompanied by a plan for the requisite renovation.

Any new designs or alterations should be in keeping with the context of the park and surrounding neighborhood. They should be consistent with the historic, architectural and social significance of the building and site.

Pavilions

Two large, open-air pavilions overlook the beach to the east of the Administration Building. They have electricity and are currently open to the public except when rented for private gatherings. The Pavilions are available to the public for rental through the park staff. They are also available to be reserved for special events by the restaurant licensee for a fee.



Administration Building

The most notable building in the Park is the Administration Building, a two-story Spanish Mission style stucco building with a red tile roof, flanked by two towers. It was designed to be the focal point of the Park and provide a grand recreational experience for visitors coming to use the park and beach. The Administration Building was designed to be used three months out of the year. It has no heating or central ventilation system, minimal plumbing, and basic electric services.



Parking Lot

The main parking area is located behind the Administration building; it is accessed from Dearborn Street. This area is paved and contains approximately 75,000 square feet. Restaurant patrons can walk to the restaurant through an archway opening onto the beachscape through a white stucco wall or by walking around the bathhouse. In the summer months, the parking area is filled to capacity on many days; however, under current agreements, the Commission allows overflow parking on a 30,000 square foot area of lawn adjacent to the paved area.

Facility Description

The restaurant comprises approximately 1,260 square feet plus a bar of 1,581 square feet and 3,176 square foot outdoor terrace. There are two outdoor concessions that serve as snack bars that service patrons of Oakland Beach.

Kitchen - The facility is served by a main kitchen on the first floor and a prep kitchen located on the lower level.

- Main Kitchen: 110 SF
- Prep Kitchen: 117 SF
- SUB TOTAL 227 SF

Dining Room

- Interior Room: 1,260 SF

Bars - A beautiful hand crafted bar with two televisions is accessible from the promenade and also wraps around to serve as a bar with tables for restaurant patrons.

- Bar Area off the Promenade : 645 SF
- Bar Area in the restaurant w Tables: 936 SF

TOTAL INTERIOR 1,581 SF

Terrace

The restaurant has an outdoor terrace accessible both from the Dining room and the promenade.

- Terrace: 3,176 SF

RESTAURANT GRAND TOTAL 8,706 SF

Snack Bar - The outdoor café/snack bar services the beach and recreation area. This area shares a prep area with the restaurant

- Snack Bar 1,890 SF

North Gate Concession

- Concession 572 SF

Note that the measurements above are approximate and are not warranted by the Commission. Responders must complete due diligence and verify as needed.

III. **Request For Proposal Process and Format**

Scope of Project

This RFP is soliciting proposals to license Rye Town Park’s Restaurant, Snack Bar and North Gate Concession to a qualified food and beverage operator.

The selected firm will be responsible to:

- A. **Utilities** - All utility costs associated with operating the Restaurant and concessions shall be the responsibility of the Licensee.

- B. **Community Impact**
The proposal should take into consideration its effect on the constituent community at large, neighbors, employees of the park/beach, Friends of Rye Town Park and the range of stakeholders who use the Park.

- C. **Design** - develop full floor plan drawings, renderings and specifications for the improvement of the building, together with a detailed cost estimate (or contractor’s written proposal) for review and approval by the Commission. (Note: below is a list of anticipated needed improvements). The firm will receive feedback and direction from the Commission, a stakeholder advisory committee and park staff. The selected firm will be responsible for securing all approvals and permits necessary to renovate the building. Any new designs or alterations should be in keeping with the context of the park and its surrounding neighborhood. They should be consistent with the historic, architectural and social significance of the building and site.

- D. **Operation** - provide a business plan and schedule for the operation of the Restaurant, Snack Bar and North Gate Concession which demonstrates that the business will be open for lunch and dinner during most if not all weekdays and weekends during the Summer Season and national holidays. Proposals that allow for longer hours and year round operation are welcome. Some reduction in hours of operation during the winter season will be considered. The Commission will have access to the building for purposes of conducting official oversight, and also for security and park maintenance purposes.

- E. **License Agreement Terms** - the triple net license will provide for a ten year term with a mutual option for two five year extensions, with a minimum notice period of one year for each such extension. Maintenance of the interior as well as certain exterior sections will be the responsibility of the licensee. It is anticipated that the firm’s proposal may include a request to provide outside seating for the Beach Snack Bar. Said exterior usage will be defined and negotiated as part of the proposal review process.

- F. **Insurance** - \$1,000,000 per occurrence, \$2,000,000 aggregate for general liability; \$5,000,000 umbrella liability; if liquor will be served, \$1,000,000 liability per occurrence. Building coverage in the amount of \$500,000. The coverage must be with an A rated or better admitted carrier. The policy must name the Commission, the Town of Rye and the City of Rye as an additional named insured on a primary and non-contributory basis.

- G. **Property Improvements**- upon execution of the license agreement with the Commission the licensee will be required to undertake and complete the needed renovations within a reasonable timeframe, herein estimated to

be approximately six months. The licensee shall be responsible, at its sole cost and expense, for the completion of all improvements as detailed in the firm's proposal which shall include at a minimum the items as listed below:

1. Floor plan
 2. Insulation
 3. Improve indoor and outdoor lighting. The use of energy-efficient lighting, such as compact fluorescent light bulbs or LED's is required. LEED certification is highly encouraged.
 4. All necessary repairs, upgrades to the interior/exterior including but not limited to plumbing, electrical, structure, roof, HVAC, Windows, lighting, utility repairs/upgrades, sub metering, painting. Proper permits, inspections and CO's must be placed through the City of Rye Building Department.
 5. Replace exterior doors and install ramps compliant with ADA and appropriate for the historic character of the building-all as approved by the Commission.
 6. Windows
 7. Restrooms must be upgraded and repaired to be ADA compliant in a manner that is approved by the Commission and the City of Rye. The relocation of one or more of the restrooms will be given consideration by the Commission.
 8. Heat and hot water.
 9. Repair and maintain the deck in a state of good repair.
 10. Waste drainage, backflow preventer, plumbing fixtures, water supply and drainage- piping, plumbing equipment and grease separator must be compliant with New York State code and cleaned as needed. Direct waste lines for food-related fixtures must be replaced by indirect lines.
 11. Any proposed signage shall be reviewed and approved by the Commission and approved by the City of Rye Board of Architectural Review.
 12. Updating of full and/or partial kitchens within the restaurant will require full building code and health department compliance regarding all aspects of the improvements, including plumbing, fire suppression, electrical work and venting through the City of Rye departments.
 13. The Operator shall be responsible for all permits, including, but not limited to, health, sanitation and recycling.
- H. **Maintenance** - the licensed property must be maintained in good and serviceable condition and repaired/replaced as necessary during the term of the lease. Licensed property including any trash enclosures must be kept clean and free of obnoxious odors. Lessee will be responsible for the upkeep and cleanliness of the area immediately around the restaurant building. The exterior building lighting and nighttime security lighting within the building must be maintained at the sole cost and expense of licensee. Licensee will be responsible to replace/upgrade and maintain existing security alarm system. Failure to properly maintain the lease premises shall be grounds for termination of the license.

- I. **Parking** – The Park’s current parking arrangement with the Restaurant is as follows:
- Customers will pay parking at the full rate in effect at time of their arrival.
 - Seaside Johnnies credits any parking fees over \$5.00 to the customer on their dining check.
 - Seaside Johnnies submits to Rye Town Park matched up copies of Parking and Dining receipts on a monthly basis.
 - Rye Town Park refunds Seaside Johnnies any excess **credits** over \$5.00, to a maximum of \$5.00 per parking check submitted.
 - Multiple parking receipts for the same dining check will be similarly refunded to Seaside Johnnies.
 - Rye Town Park will issue a check to Seaside Johnnies at the end of the season, after auditing the receipts provided.
- J. **Alcohol Consumption and Liquor Licensing** - Subject to the approval of the Commission, the licensee is responsible at the licensee’s expense to obtain and display a New York State liquor license.
- K. **Licenses** - The licensee is responsible for applying for and receiving all licenses required for serving and selling of alcohol.
- L. **Indemnification** – In addition to the insurance requirements above, the Licensee shall be required to defend, indemnify and hold the Commission, the Town of Rye and City of Rye harmless from any and all claims, costs, losses and expenses in connection with operation of the Restaurant. Subject to review and approval by the Commission’s insurer.
- M. **Security Deposit** - Minimum two months’ rent.
- N. **Personal Guaranty** - The licensee shall personally guarantee the license for a minimum of five (5) years.
- O. **Security** - Licensee is required to supply, install and maintain a security system as approved by the Commission. Copies of the security recordings and access must be granted to commission and local police department for any investigations.
- P. **Taxes** - Licensee shall be responsible for any and all taxes and fees levied against the property or the business.
- Q. **Waste Removal** - All garbage is to be contained and dumpster area kept clean of all waste. Waste removal will be the responsibility of the licensee.
- R. **Menus** - The Rye Town Park Commission shall approve the menus, pricing and staff uniforms each year in advance of the season.

IV. Timeline

The following are the dates the Commission plans to follow throughout the selection and negotiation process. All dates are subject to change at the discretion of the Commission.

- | | |
|---|----------------------------------|
| ▪ RFP Issued | June 21, 2016 |
| ▪ Pre-proposal Meeting & Facility Tour | July 6, 2016 (at 9:00 AM) |
| ▪ Deadline for submission of written questions: | July 11, 2016 |
| ▪ Proposals due on or before | August 8, 2016 (by noon) |
| ▪ Finalists Present to Park Commission | August 16, 2016 |
| ▪ Negotiation and Final Award | September 20, 2016 (On or About) |
| ▪ Startup | May 1, 2017 |

V. Pre-Proposal Meeting and Facility Tour

A pre-proposal meeting will be held at the restaurant located at 95 Dearborn Avenue, Rye, NY 10580. Responders, or their designees, must attend on July 6, 2016 at 9:00 AM. A tour of the facilities will be provided, specifications and other proposal documents will be explained, and questions will be answered. The Commission reserves the right to add another pre-proposal meeting and facility tour as needed.

Please send the names of attendees to Debbie Reisner, Chief-of-Staff to the Supervisor of the Town of Rye by email DReisner@TownofRyeNY.com by noon on September 15, 2016. Reservations in advance are appreciated to enable pre-planning.

Pre-Proposal Meeting Location: Beachside Pavilion (adjacent to the Administration Building)
Rye Town Park
95 Dearborn Avenue
Rye, NY 10580

VI. RFP Requirements

The checklist below identifies the requirements, which each Responder must address in their proposal. Any errors or omissions do not relieve the Responder from the responsibility to complete and submit all required documents in this RFP.

- CV containing demonstrated experience to carry out the proposal,
- List of relevant other operating locations
- references
- Business Plan)
- Conflict of Interest Form (Appendix B)

The Responder must provide one (1) original and eight (8) copies of the complete proposal plus an electronic PDF file (via email to DReisner@TownofRyeNY.com or a flash or jump drive) with all documentation to:

Debbie Reisner, Chief-of-Staff to the Supervisor,
Town of Rye
222 Grace Church Street
Port Chester, NY 10573

Evaluation of Proposals

The selection of the operator shall be at the sole discretion of the Rye Town Park Commission. A duly designated committee will perform a detailed and objective evaluation. The committee will consist of:

- Members of the Rye Town Park Commission
- Secretary to the Commission, Park Director and Commission Legal Counsel
- City Manager of Rye
- Representatives from the Friends of Rye Town Park
- Representatives from the Rye Town Park Alliance

The Commission intends to award a contract to the operator whose proposal, in the sole judgment of the Commission, is most advantageous to the Park and its patrons. The Rye Town Park Commission reserves the right to accept or to reject any or all proposals, and to waive any of the requirements of the proposal selection procedures explained in this document.

The criteria used to evaluate the proposals will consider:

- Terms of the license, including but not limited to financial considerations
- Responder's financial and organizational strength
- Responder's demonstrated experience to carry out the proposal, including relevant other operating locations and references
- Level of detail and credibility of the proposed business plan
- Compatibility with the Rye Town Park mission and constituent communities of the Park

Final Selection

After evaluation of the proposals and determination of the most qualified Responder(s), the Rye Town Park Commission may authorize its representative to enter into final discussion with 1-2 selected finalists with the intent to finalize the lease and management agreement. The final discussion period is not expected to exceed 60 days.

Questions and Inquiries

All communications regarding this solicitation must be submitted by email and responses will be posted for viewing by all interested parties. All submissions should be and directed to:

Debbie Reisner,
Chief-of-Staff to the Supervisor &
Secretary to the Rye Town Park Commission
Town of Rye
Email: dreisner@townofryeny.com

ENVIRONMENTAL IMPACTS

Rye Town Park is bordered on three sides by residential properties, including both single family homes and a large condominium complex. Any proposed changes to the Park must take into consideration the following potential neighborhood impacts: sound, air and water quality, lighting, traffic generation, aesthetics, and public life safety.

Any plan should be carefully examined for potential adverse environmental impact and will be required to undergo an environmental review process in accordance with the NY Environmental Conservation Law as implemented by 6 NYCRR Part 617 (SEQRA).

It is the desire of the Commission to protect the natural elements of the park, such as the lawns, shrubs and mature tree specimens. Sanitary sewage and solid waste are to be responsibly managed and consistent with the Clean Water Act. The integrity of the beach ecosystem and Long Island Sound waters should not be negatively impacted.

MISCELLANEOUS

1. Governmental Approvals

The contract between the Park Commission and the Preferred Bidder will be contingent upon and require the Preferred Bidder to obtain all licenses, permits (including building, demolition, alteration, use and special permits), consents, approvals, certificates (including temporary and permanent certificates of occupancy), rulings, authorizations, variances, or amendments to any of the foregoing as shall be necessary or appropriate under any law, to commence, perform, or complete any construction, or for the zoning, rezoning (to the extent that this contract allows), use, occupancy, maintenance, or operation of the Park in accordance with the Preferred Bidder's plan ("Governmental Approvals"). All costs associated with obtaining the Governmental Approvals shall be the contractual responsibility of the Preferred Bidder. The Park Commission will cooperate with the Preferred Bidder to the extent possible to obtain the Governmental Approvals.

2. Non-Collusion

The Responder, by signing the proposal, warrants and represents that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of New York, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any Town of Rye, City of Rye, Village of Rye Brook, Village of Mamaroneck or Village of Port Chester employee, officer or official.

3. Conflict Of Interest

The award of a contract is subject to provisions of all Federal, State and local laws. All Responders must disclose with their proposals the name of any officer, director or agent who is also an employee of the Town of Rye, City of Rye, Village of Rye Brook, Village of Mamaroneck or Village of Port Chester. Further, all Responders must disclose the name of any Town of Rye, City of Rye, Village of Rye Brook, Village of Mamaroneck or Village of Port Chester officer, employee, or elected official who owns, directly or indirectly, an interest of ten percent or more in the Responder or any of its subsidiaries or affiliates.

4. No Lobbying

All contractors, firms or individuals are hereby placed on notice that any communication, whether written or oral, directly or indirectly through third party intermediaries with the Town of Rye, City of Rye, Village of Rye Brook, Village of Mamaroneck or Village of Port Chester elected officials or any members of the Rye Town Park Commission or any other staff or employee of the Town of Rye or working with or for the Rye Town Park Commission in respect to this request (with the exception of the personnel designated to receive requests for interpretation or corrections) is prohibited. These persons shall not be lobbied, either individually or collectively, regarding any request for bid, proposal, qualifications and/or any other solicitations released by the Rye Town Park Commission. To do so shall be grounds for immediate disqualification from the selection process. All contractors, firms or individuals must submit the attached No Lobbying Affidavit with their submittal response stating that they and their subcontractor, sub-contractor, sub consultants and agents agree to abide by the no lobbying restrictions in order to be considered for this request.

Any contractor, firm or individual that does not submit the required No Lobbying Affidavit shall be automatically disqualified from further consideration.

NO LOBBYING AFFIDAVIT

STATE OF NEW YORK
COUNTY OF

This day of 2016 _____, being first duly sworn, deposes and says that he or she is the authorized representative of (Name of the contractor, firm or individual), maker of the attached request for bid, proposal, qualifications and/or any other solicitation released by the Rye Town Park Commission, and that the bidder and any of its agents agrees to abide by the Rye Town Park Commission's no lobbying restrictions in regards to this solicitation.

Acknowledgement

On the day of in the year 2016, before me, the undersigned, personally appeared , personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.