

REQUEST FOR QUALIFICATIONS (“RFQ”)
DEVELOPMENT, OPERATION, AND MAINTENANCE
RYE TOWN PARK



Issued by:

RYE TOWN PARK COMMISSION

95 Dearborn Avenue

Rye, New York 10580

Release Date: January 20, 2016

Site Tour: 11am on February 4, 2016

Submission Deadline: 4pm, March 18, 2016

Address Submissions to: Rye Town Clerk Hope Vespia, 222 Grace Church Street – Suite 303,
Port Chester, NY 10573

SUMMARY

Rye Town Park is a 62 acre public park located in Rye, New York.

(<http://www.townofryeny.com/rye-town-park--beach-home-page.html>)

It 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



RTP is governed by the 6-person, Rye Town Park Commission (“Commission”) whose members are appointed by 4 jurisdictions:

- Town of Rye (2 members)
- Village of Port Chester (1 member)
- Village of Rye Brook (1 member)
- City of Rye (2 members)

The Park is currently managed by the Town of Rye.

The restaurant and concession stands are operated by a private company whose license with the Commission expires on 12/31/2016.

The annual budgets and audits for the Park can be found at:

<http://www.townofryeny.com/park-operations--financial-reports.html>

The Commission has issued this RFQ to obtain qualifications from those interested in managing and developing Rye Town Park for the next 20 years.

In general, respondents to this RFQ must provide:

1. Evidence of successfully managing and/or directly operating/maintaining the following:
 - a. Public parks
 - b. Restaurants and snack bars
 - c. Public beach operations including life guards, security, maintenance and parking lots
2. Details regarding their approach to managing the RTP for the next 20 years.
3. Address Submissions to: Hope Vestpia, Town Clerk Email: HVespia@TownofRyeNY.com
4. Questions and serious expressions of interest should be labeled “RTP RFQ” in the reference line and directed to: Debbie Reisner at: dreisner@townofryeny.com or at Town of Rye, 222 Grace Church Street, Port Chester, NY 10573.

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

SITE DETAILS

RTP 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 RFQ to respect the original design and purpose of Rye Town Park when proposing any changes to the buildings and structures listed on the National Register of Historic Places.

Administration Building

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



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.



Restaurant (currently "Seaside Johnnies")

Like the Administration Building, this building was not built for year-round use; it is currently used from only May to October.

The Pond

A great deal of thought and resources have gone into creating a duck pond with marsh plantings. The pond has been designated a Wildlife Habitat by the National Wildlife Federation. The pond and plantings also serve to filter run-off from the roads and park before the waters flow out to the Long Island Sound.

Bath House - Restroom Building

Parking Lot

There is 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. In the summer months, the parking area is filled to capacity on many days; however, under current agreements, the RTPC allows overflow parking on a 30,000 square foot area of lawn adjacent to the paved area. The parking area is protected within a series of low garden walls on the west and south edges and by tall retaining walls on the north and east edges. These site features will be required to remain and their rehabilitation integrated into the proposals.



SITE CONSIDERATIONS

The Commission is seeking proposals that maximize the particular advantages of the existing grounds and site features. The selective restoration of important elements such as the beach wall at the tunnel entrances and the south retaining wall must be coordinated with the Department of Environmental Protection (DEP) and the State Historic Preservation Office (SHPO), as well as other work. All site related issues must be coordinated with the Department of Environmental Conservation.

Access to the site is an important issue. As there will be a variety of users arriving at the site using different modes of transportation - car, bus/van, bike, walking - this issue must be studied

so that clear traffic patterns are established for each use group.

Parking is an issue which must be considered from a variety of viewpoints. There must be adequate parking for visitors; it must be accessible to the handicapped; it should not negatively impact the park; and it must be designed to be easily accessible both from the existing roads and the buildings. Applicants are free to determine whether a parking fee will be charged for other users of the building during the summer months. Valet parking would be permitted during special events or functions at Rye Town Park.

The Administration Building currently has a usable gross square footage of approximately 4,100 square feet on the first and second floors. Expansion possibilities may exist to increase the overall footprint of the building on one or two floors (to the west only) to create more useable program space. As mentioned above, rehabilitation of the building will require new utilities and additional accommodations to meet current fire prevention and building code-mandated requirements. Proposals should contain plans for rehabilitation of the building.

Rye Town Park is listed on the register of Historic Places at the New York State and National level. The Commission invites adaptive reuse of existing facilities, such that any changes, removal, or replacement of structures are consistent with historic integrity. When the Commission accepted grant monies to replace the roof of the Main Administration Building, it required that any changes to the exterior of any of the Building must be previously approved by State Historic Preservation Office. Any new purpose should be in keeping with the context of the park and surrounding community and should honor the historic, architectural and social significance of the building and site.

OPERATIONAL CONSIDERATIONS

Year-Round

Occupancy

An objective of the Commission is to promote year-round use of the Park in order to establish a consistent level of operation and ensure protection of the historic structure and its building systems. Proposals should contain plans for such use.

Community

Impact

The proposal should take into consideration its effect on the community at large, staff of the park/beach, Friends of Rye Town Park and new user groups of the restored facility.

Seaside Johnnies

The "Seaside Johnnies" restaurant facility is operated pursuant to a license agreement with the Commission. Proposals could contain plans for operation of the restaurant and snack bar

facilities after the expiration or early termination of the license term.

Parking

Parking is an especially important consideration for this proposal. Currently, there are two parking areas on site – the permanent parking lot is a paved area located directly west of the Main Administration Building; there is also an overflow parking area further to the west that is located on the grass. Currently, the overflow parking area is only used during the peak summer season. The Commission is open to proposals that consider creative solutions to balance beach parking with parking for new uses of park facilities. However, it is unlikely that additional parking would be approved by the Commission.

Facility Rentals

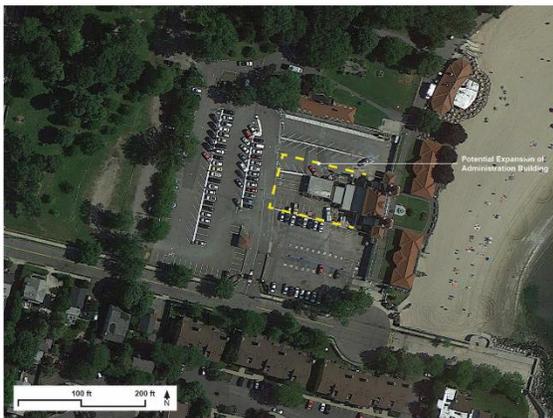
Currently, facility rentals make up a portion of revenue generated by the Park. Proposals should consider the impact that ongoing facility rentals will have on new uses.

Restriction on Residential

The Commission encourages proposals that include multiple uses of the Park, however no residential uses are permitted on the site, with the exception of the possibility of a groundskeeper/caretaker accommodation.

Building Additions

Building additions are permitted that are in keeping with the historical character of the site. Most notably, a building addition to the Administration Building can fill the approximate footprint shown on the following aerial map. The area of the footprint for a potential building addition to the Main Administration Building is approximately 12,000 square feet, which offers a buildable area of approximately 24,000 square feet for a two-story build out.



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.

BUSINESS TERMS

1. License Agreement

The selected proposal will be eligible to operate pursuant to a license agreement with the Commission. This agreement will be for a minimum of 20 years, however longer terms are open to negotiation. Successful proposals will include plans for operations and maintenance for the entire term of the license agreement. Naming rights to the area are negotiable.

2. Revenues and Expenses

All revenues generated by operations of Rye Town Park will be claimed by the applicant and all expenses incurred due to construction, operations, and maintenance of Rye Town Park will be paid by the applicant. Responses to this RFQ should demonstrate that development and operations of Rye Town Park will be revenue neutral for the Commission.

3. Renovation and/or Expansion of Existing Buildings on Site

As noted above, the Administration Building may be expanded to the west of its current location. Additionally, the buildings on the Rye Town Park complex with less historical value may be renovated or replaced as needed.

SUBMISSION REQUIREMENTS

Responses to this RFQ must be submitted in the following format & sequence: six (6) original copies must be submitted in a sealed opaque envelope with respondent's name, address and telephone number clearly marked.

Title Page

Include respondent's name and address, date of submission, telephone number and a contact person.

Table of Contents

Include a table of contents with page numbers.

Tab 1 -Letter of Interest

Statement of respondent's interest in this project signed by the person who will have contract authority over this project and stating that the contents of the submittal are true and accurate.

Tab 2 - Concept Plan

Describe your concept for developing and managing the Park including the reuse of historical structures, activities to be conducted on site, incorporation of existing facilities into new uses, and the impact of new uses on beach access, neighborhood impacts, and parking. Describe the basics of the financial plan supporting the concept plan.

Tab 3 - Respondent Description

- A. Describe respondent's experience in public-private projects
- B. Describe respondent's experience in managing and developing projects similar to Rye Town Park
- C. Identify the qualifications of each of the principals of the respondent and any partners who will be involved on this.
- D. List at least three (3) of the most recent and/or similar contracts in which the firm has

Tab 4 - Partners

Identify major sub-consultants/sub-contractors/partners that will carry out any part of the concept plan.

Tab 5 - Client References

Include at least three (3) client references. References are to be on signed company or agency letterhead with the contact name, address and telephone number clearly shown.

SELECTION CRITERIA

The Commission will use the following criteria to review submissions and, if appropriate, select a proposal:

1. Respondent's demonstrated experience to carry out the proposal.
2. Respondent's financial strength.
3. The level of detail and financial credibility of the proposal.
4. Respondent's clear understanding of all necessary approvals required to carry out the proposal.
5. Respondent's creativity in maximizing Rye Town Park as a public park.

Preferred Bidder Status

The responses judged the most qualified will be asked to make presentations to the Rye Town Park Commission. The response selected by the Park Commission will receive Preferred Bidder status. Following this designation and contract negotiations, a formal written contract will be prepared by counsel for the Park Commission and will not be binding until all necessary legal approvals (see: "Governmental Approvals" below) have been obtained and the contract has been signed by all parties.

The Commission will select the firm or individual found to be best suited to accomplish the project.

There is no obligation on the part of the Commission to select any response or to make an award any submitting anyone submitting a response. No work is guaranteed under this request for proposal.

Proposed Timeline

RFQ Issued	January 20, 2016
Information meeting and site visit: Rye Town Park, Administration Building 95 Dearborn Avenue Rye, New York 10580	February 4, 2016, 11am
Deadline for submission of written questions:	March 4, 2016
Date written questions will be answered:	March 11, 2016
RFQ Submission Deadline	March 18, 2016, 4pm
Top responses selected	April 19, 2016
Presentations by top proposers	May 17, 2016
Selection of Top Proposal	June 21, 2016

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 respondent, 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 respondents 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 respondents 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 respondent 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 2014 _____, 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 2014, 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.
