

Request for Proposals (RFP)

Ice Cream Concession at Henry Gourdine Park Kiosk

Village of Ossining



ISSUE DATE: Tuesday, February 6, 2024

SUBMISSION DATE: Monday, March 4, 2024 by 10AM

Mayor Rika Levin

Deputy Mayor Omar Lopez

Trustee Robert M. Fritsche

Trustee Manuel R. Quezada

Trustee Dana White

www.villageofossining.org

INTRODUCTION

The Village of Ossining is a community of about 27,000+ residents in central Westchester County, roughly 40 miles north of downtown Manhattan. Incorporated in 1813, the Village of Ossining has a rich and storied history. Culturally and economically diverse, the Village of Ossining has a Median Household Income of \$85,538—largest employers include Open Door Family Medical Centers, the Ossining Union Free School District, and Sing Sing Correctional Facility. Ossining is an express stop on the Metro North Hudson Line, 46 minutes from Grand Central Terminal.

Henry Gourdine Park was built in 2016 as part of a mixed-use development on the Ossining waterfront. [Harbor Square](#), which is directly adjacent to Gourdine Park, includes a 188-unit luxury rental building and an upscale American restaurant, [3 Westerly Bar & Grill](#). Gourdine Park is comprised of open parkland with winding paths throughout connecting the Ossining Ferry to the Ossining Metro North Station, and a small playground. Gourdine Park abuts the Town of Ossining's Louis Engel Waterfront Park, one of Ossining's primary destinations, specifically during summer months. The Town-run Summer Concert Series & Food Truck Fridays draws weekly crowds of up to 1000 visitors to the Waterfront, and the Spray Deck is utilized daily between July 4th and Labor Day Weekend by hundreds of families from near and far looking to cool off. Louis Engel Park has fifteen parking spots, including two for electric car charging, that are for park use only and can be used to access Gourdine Park and its amenities. There is also metered parking at the train station and nearby street parking to supplement.

INVITATION TO PROPOSE

The Village of Ossining is seeking proposals from qualified firms for the management and operation of an amenity, specifically an ice cream concession, in Henry Gourdine Park, located in the Village of Ossining. The site at 1 Westerly Road is a well-trafficked area for commuters and park-goers alike, with unparalleled views of the Hudson River and the Palisades. The Village is seeking innovative proposals for a venture contained entirely within a Kiosk at the Park—configuration includes a service window, countertop with sink, chest freezer, commercial refrigerator, high-temp dishwasher, and ductless air conditioning unit. The Kiosk is for seasonal use only and is not heated or insulated for use during the winter months. Due to the close physical proximity to 3 Westerly Restaurant, it is of critical importance that the proposal be complimentary to the offerings of that establishment.

Firms are encouraged to propose a comprehensive offering (see “Proposal Requirements”) of which rent structure is only one component. However, the former tenant's agreement (Summer 2023) entailed a \$8,915 fee for the season, with a \$5,000 refundable deposit. The Village will only be considering proposals that contemplate a comparable rent structure, assuming a 2.5% CPI increase over the 2023 rate.

TERM OF AGREEMENT

The Village proposes to enter into a contract with one (1) vendor for a three (3) year period, with the option to extend for an additional three (3) years. No longer term will be considered.

GOALS & OBJECTIVES

The goals and objectives of this RFP is to award a lease to an operation who will enhance the park-going experience by the inclusion of a new amenity that also draws foot traffic to Harbor Square and Gourdine Park. Other expectations include working collaboratively with the Village of Ossining to ensure an optimal experience for all park goers, implementing a quality advertising campaign for the business that aligns with Village of Ossining messaging, and providing added value to the Downtown Ossining, Station Plaza, and Waterfront districts through synergies and a shared for better living, working and playing in Ossining.

PROPOSAL REQUIREMENTS

All interested parties must submit, at minimum, a written proposal addressing each of the following components:

Concept:

- Describe the amenity proposed for the Kiosk and how it will enhance living, working and playing at the Ossining Waterfront. Include preliminary drawings, diagrams or other visual aids to help demonstrate the concept.
- Include a proposed list of services or products to be offered, as well as name brands for physical goods and a suggested pricing structure for all goods or services sold.
- Propose a schedule of operations, including time of year and time of day. Note the building is for seasonal use only; a concession cannot be operated during winter except “pop-up” events preauthorized by the Village Manager or her designee.
- Describe the proposed rent structure including base rent and annual rate increases.
- Describe daily estimated staffing levels.
- Provide proof of ability to obtain the necessary insurance to conduct operations in a Village Park, including proof of insurance dated no earlier than 2 weeks prior to submission date. Westchester County Department of Health documentation will also be required.

Proposer Background:

- Provide a brief history of the entity submitting the proposal response.
- Provide detail on ownership structure, contact information for former owners/ partners, any DBA under which the business has operated since its inception.
- Provide a list and description of other related operations run or managed by requestor.

REQUEST FOR PROPOSALS TIMETABLE

The following schedule has been established for this Request for Proposal:

- RFP Release Date: Tuesday, February 6, 2024
- Mandatory Proposer Meeting & Site Tour: Tuesday, February 20, 2024 at 1PM
- Proposals Due: Monday, March 4, 2024 at 10AM via email to maddi@villageofossining.org--
only PDFs may be accepted!

The contract is anticipated to take effect in May 2024.

MANDATORY PROPOSER MEETING AND SITE TOUR

There will be an on-site visit to the park and Kiosk scheduled for Tuesday, February 20, 2024 at 1PM. We will meet at the entrance to the Henry Gourdine Playground. Attendance at this walkthrough is mandatory—please RSVP in advance to Assistant Village Manager Maddi Zachacz at maddi@villageofossining.org.

EVALUATION PROCESS AND SELECTION CRITERIA

The selection process will be conducted by the Village of Ossining. The Village reserves the right to reject any and all responses to this RFP, or, once a vendor is selected, to halt or terminate negotiations at any time. The Village also reserves the right to conduct follow up interviews with respondents, as well as share RFP results with Village of Ossining staff, boards and committees, and community partners as part of the deliberation process.

The selection of a qualified proposer will be based on the following:

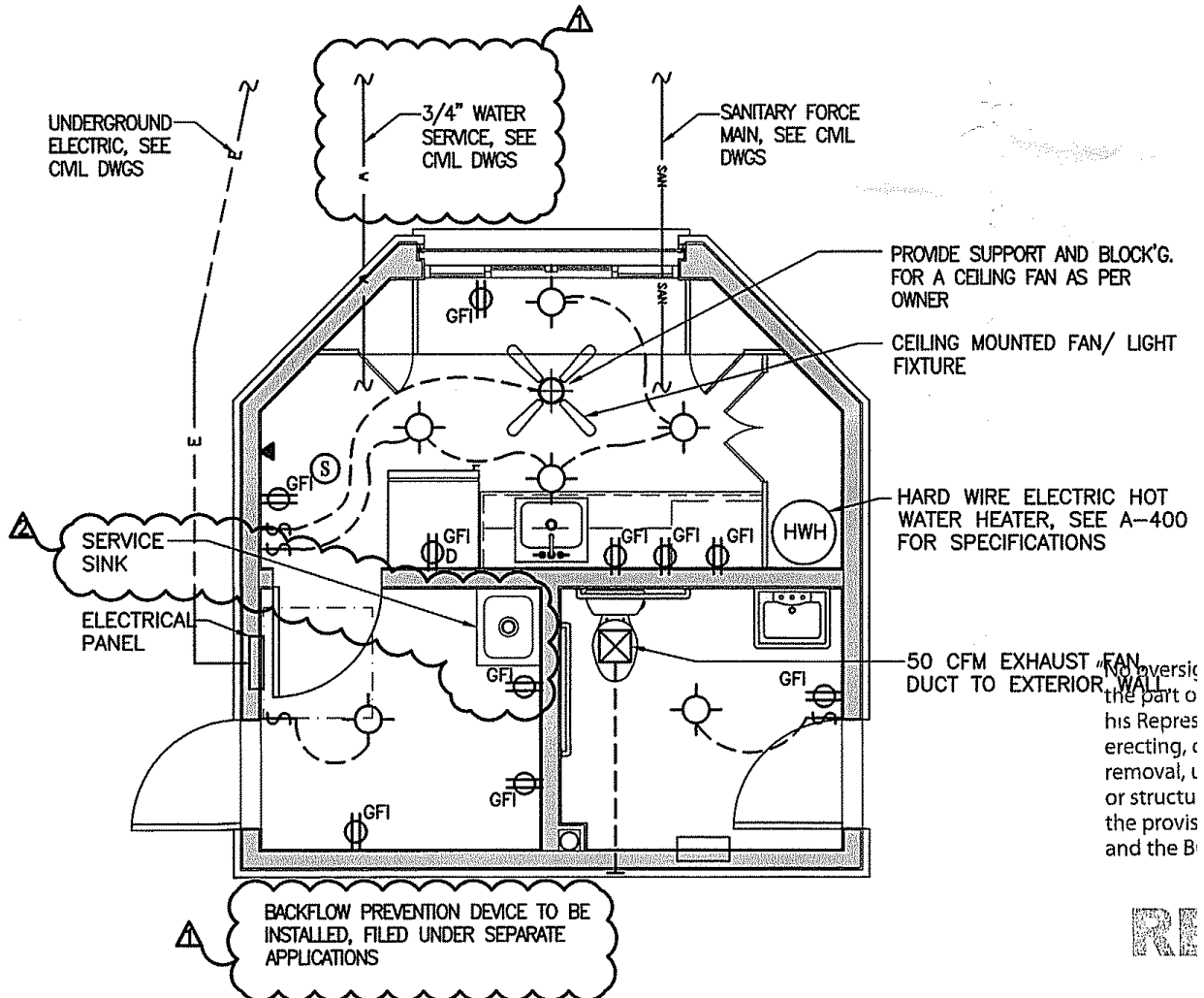
- Demonstration of similar management experience in similar locations
- Feasibility of proposal in terms of financial and insurance considerations
- Compatibility of concept with Village's development strategy

PROJECT MANAGER

The Project Manager for this concession will be Maddi Zachacz. All RFP questions and/or inquiries should be directed to her. She may be reached at:

- Phone: (914) 941-3554 ext. 113
- Email: Maddi@villageofossining.org

APPENDIX A: UTILITY AND ELECTRICAL PLAN



⑥ UTILITY & ELECTRICAL PLAN

1/4" = 1'-0"

RI

VILL
BUILD

NOTE:
FOR INTERIOR OF CONCESSION AND
STORAGE SPACE PROVIDE
SMOOTH FINISH TEXTURE 11
W/SEMI GLOSS PAINT TYP.

SERVICE WINDOW, SEE SCHEDULE

BUILD-OUT 2X6 WALL FOR WINDOW
& ROLL-UP COUNTER SHUTTER
CONFIGURATION, SEE DETAILS FOR
ADD'L INFO

INSULATION NOTE:
THIS OPERATION IS A SEASONAL
OPERATION AND WILL NOT BE
UTILIZED IN THE WINTER MONTHS.
THIS KIOSK WILL NOT BE INSULATED

SERVICE COUNTER ROLL-UP
SHUTTER, SEE SCHEDULES.
COORDINATE R.O. WITH
MANUFACTURE SPECIFICATIONS

LOCATION OF
3'x3' ATTIC
SCUTTLE ABOVE

17'-6"

4'-5 3/4"

8'-6 1/2"

7'-5" MIN. R.O.

EQ.

1 A-200

5 A-200

11"

7'-0"

CONCESSION

16'-1 1/4"

4"

3'-0"

7'-9 1/2"

5 1/2"

7'-2 3/4"

7'-10 1/4"

5 1/2"

7'-1 1/2"

HWH

UNISEX RESTROOM

STORAGE ROOM

6 A-200

3 A-200

2 A-200

4 A-200

17'-6"

4'-5 3/4"

8'-8 1/2"

13'-0 1/4"

3'-0"

1'-3 3/4"

17'-6"

13'-0 1/4"

8'-8 1/2"

4'-5 3/4"

1'-3 3/4"

17'-6"

2 FLOOR PLAN

1/4" = 1'-0"

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APPENDIX C: EXTERNAL PHOTOGRAPHS
GOURDINE KIOSK- TRACK FACING VIEW



GOURDINE KIOSK- RIVER FACING VIEW



APPENDIX D: INTERNAL PHOTOGRAPHS



INTERNAL PHOTOGRAPHS CONTINUED



INTERNAL PHOTOGRAPHS CONTINUED

