

Addendum #2

TO: All Prospective Proposers

FROM: Emily Krell, Vice President of Visitor Experience and Business Development

SUBJECT: Addendum to the Request for Proposals for the Recreational Programming Operator and Food & Beverage Operator at the Samuel J. and Ethel LeFrak Center in Prospect Park

DATE: Jan 23, 2025

This addendum is being issued to the above referenced Request for Proposals (RFP) released by the Prospect Park Alliance to include additional and clarifying information pertaining to the RFPs.

1. Clarification of site square footage:

- a. "Party rooms and storage" (divisible in 3): 1600 sf
- b. Interior cafe (public space, not including back of house): 1300 sf
- c. Cafe kitchen (not including food storage): 1100 sf

2. Additional Q&A: Questions and answers submitted during the on-site tours or received directly have been answered and are attached to this addendum.

3. Proposed space delegation: Please refer to attached site map. This map is preliminary and negotiation of actual space use will happen at the contract stage.

4. Interviews: PPA will interview select proposers on February 13, 2025 from 9:30am-3:30pm, and on February 14, 2025 from 9:00-11:00am. These interviews will be held in person at a location TBC in Prospect Park.

All other terms and conditions of the RFPs are unchanged by this addendum and shall remain in full force and effect. An addendum from PPA is the only official form of communication regarding additional or clarifying information pertaining to the RFPs.

Please contact me with any questions you may have. I can be contacted via email at ekrell@prospectpark.org.

Thank you.

1/23/2025

Proposer Q&A Responses

Below is a list of questions received during the site tours as well as additional questions sent to PPA via email. Some questions regarding the same topic have been consolidated or combined.

1. Who is in charge of snow removal? (Sitewide, F&B, etc.)
PPA is responsible for snow removal.
2. Can the operator work with sponsors?
Yes but prior written approval must be obtained from Parks and PPA, prior to entering into any marketing or sponsorship agreements.
3. Is it possible to remodel the space? Does the Park or PPA have an architect to use?
It is possible to remodel the space and proposals should include a detailed description of plans for renovations. Proposers would need to provide their own architect.
4. Does F&B pay for water?
The City/Parks pays for water and other utilities site-wide. The F&B Operator will be responsible for gas and electricity related to the operation of the Cafe.
5. Is it required to always have an EMT on site?
The RPO should ensure staff are trained in first aid and how to manage emergency situations. Proposals should include a detailed safety plan that includes EMT coverage. Sublicensee's staff members shall be trained to work in a recreational outdoor environment and in first aid and emergency situations.
6. Whose responsibility is it to replace/move floor mats between seasons?
PPA would like to work with the future RPO to decide on a rubber matting solution. If it is agreed that the matting best suited for the site is not permanent, the RPO will be responsible for the annual installation, removal, and storage of the matting.
7. Who is responsible for cleaning / removing garbage out of the locker area? Who is responsible for cleaning picnic tables/outdoor seating areas?
As per the RFP, PPA will provide cleaning and general maintenance of all spaces other than the spaces specifically allocated to the Recreational Programming Operator such as the skate rental room and to the F&B Operator such as the restaurant/cafe area and picnic tables.
8. How will the locker system/contract work for the new Operator?
The revenue derived from locker rentals and bag checks will belong to the Recreational Programming Operator. The current lockers are the property of Best Lockers and the Recreational Programming Operator can make arrangements with Best Lockers or propose an alternative approach.

9. Party questions: How much is current pricing? Capacity of each party room? How will this collaboration work if there are two Operators?
Each party room has a capacity of 30; all three party rooms plus the cafe (with its current setup) have a capacity of 395. A collaborative framework for parties will be established by PPA along with the new Operator(s) and must be approved in advance by Parks.
10. What is the seating capacity for indoors/outdoors at the cafe?
There is no specified "seating" limitation for the indoor or outdoor area. Per the FDNY Place of Assembly permit, there is a maximum capacity of 202 persons inside the cafe area. Please note that the outdoor picnic tables are fixed in place.
11. Are overnight deliveries to the site possible, and what time is trash picked up? Will there be separate trash bins/systems if there are two site operators?
Yes, overnight deliveries are possible. We will clarify more about trash operations at a later date.
12. What inventory is included in F&B?
In the kitchen there is a walk-in refrigerator and freezer as well as cooking equipment that comes with the facility, and the picnic tables outdoors. The F&B Operator will be able to use the currently installed, fixed-in-place kitchen equipment. A final list of equipment will be clarified during contract negotiations.
13. Can you clarify a list of responsibilities for the F&B Operator?
Operate an F&B establishment as described in the RFP, including providing event catering in partnership with the RPO. The terraces on the roofs of the facility are also available for food service.
14. Would PPA consider replacing rollerskating in the covered rink during the non-ice season?
For now, we do need roller skating to remain a key offering as written in the RFP, however we are open to proposals that illustrate a creative shared use of the space.
15. Would the PPA be open to a 5+5 lease, or any type of pre-negotiated extension of the lease? We would be open to something even if it's tied to hitting certain performance goals.
We have to keep the term as written in the RFP.
16. Is the current pricing at the vending at LeFrak considered aligned with what the PPA is expecting as a neighborhood friendly menu?
It's hard to comment on specific prices but in general we would like to see a variety of price points including some affordable options.
17. What impact will the Lakeshore Restoration Project have on operations at LeFrak Center?
There are many ongoing and upcoming projects planned for Prospect Park - PPA plans this work with the goals of both sustaining the park and improving the experience for park visitors. For the Lakeshore Restoration Project, construction is expected to begin in 2026, and areas will be fenced off just west of the rustic Summer House, all in the lawn and shoreline. No paths will be taken up with construction staging. PPA does not expect this project to have a direct impact on operations at the LeFrak Center.