

**Scenic Hudson, Inc.**

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**REQUEST FOR PROPOSALS**  
**For the Provision of Food Truck Vendors Concession at**  
**Scenic Hudson’s Long Dock Park, Beacon, NY**  
**June 2016**

**Purpose.** The Scenic Hudson Land Trust, Inc. (“Scenic Hudson”) is issuing a Request for Proposals (“RFP”) for commercially operated food truck vendors at Scenic Hudson’s Long Dock Park (“Park”) in Beacon, Dutchess County. The successful party/parties (“Food Truck Vendors”) will be responsible for concession operations in accordance with the terms and conditions set forth in this RFP and a Food Truck License Agreement made subsequently between Scenic Hudson and the successful Food Truck Vendors (“Agreement”)

**About Scenic Hudson.** Scenic Hudson works to protect and restore the Hudson River and its majestic landscape as an irreplaceable national treasure and a vital resource for residents and visitors. A crusader for the valley since 1963, we are credited with saving fabled Storm King Mountain from a destructive industrial project and launching the modern grass-roots environmental movement. Today with more than 25,000 ardent supporters, we are the largest environmental group focused on the Hudson River Valley. Our team of experts combines land acquisition, support for agriculture, citizen-based advocacy and sophisticated planning tools to create environmentally healthy communities, champion smart economic growth, open up riverfronts to the public and preserve the valley’s inspiring beauty and natural resources. To date Scenic Hudson has created or enhanced more than 65 parks, preserves and historic sites up and down the Hudson River and conserved more than 38,000 acres. [www.scenichudson.org](http://www.scenichudson.org).

**About Long Dock Park.** Once a contaminated post-industrial site, this man-made peninsula has been transformed into a 14-acre public park offering exciting opportunities to connect with the Hudson River. The Park has received a number of national awards for its landscape design and modern architecture. It also has been recognized by the Sustainable Sites Initiative for its sustainable design, construction and maintenance. The park includes *Beacon Point* (an environmental artwork by renowned sculptor George Trakas), ADA-accessible paths, meadows and wetlands, an outdoor environmental learning center, a kayak launch and pavilion, and Scenic Hudson’s River Center for indoor education and community events.

Long Dock Park is within walking distance of the Beacon Metro-North train station and easily accessible from major roads. It is located in the City of Beacon, a lively river community, and within walking distance of Main Street and other tourist attractions such as Dia:Beacon, art galleries, heritage sites and other recreational opportunities.

**Goals.** The goals of permitting food vendor concession privileges at the park are: to offer high quality, value-based menu items to visitors; to create a casual, engaging dining experience; to complement the other park amenities and activities; to attract new visitors to the park; to support Hudson Valley food

businesses and providers. Healthy, locally sourced food options and use of compostable, recyclable serving materials are a plus.

**Terms of the Service Contract.** The term of the Contract(s) with the successful Food Truck Vendor(s) shall begin on or about July 1, 2016, and shall conclude no later than November 1, 2016, unless terminated sooner by Scenic Hudson. (“Term”). During the Term, the Food Truck Vendor’s right to possession of the Food Truck Vendor Space could be Monday-Sunday during normal Park hours, which are \_\_\_\_\_ to \_\_\_\_\_, unless limited by Scenic Hudson.

**Payment.** Food Truck Vendors must pay Scenic Hudson a fee of \$20 per half-day (less than three hours), and \$30 per full-day (three to eight hours), for use of the Food Truck Vendor Space. Scenic Hudson shall issue an invoice to Food Truck Vendors reflecting such charges via email at the end of each month. Food Truck Vendors shall mail payment in the form of a check made to The Scenic Hudson Land Trust, Inc. within 30 days of receiving such invoice.

**Security Deposit.** If selected, each Food Truck Vendor must provide Scenic Hudson a security deposit in the amount of \$500.00 (“Security Deposit”) as security for compliance with the terms and conditions of the Agreement. Upon the occurrence of any damage to the Park caused by the Food Truck Vendor and/or its employees, agents, contractors, invitees, customers, clients, family members or guests, Scenic Hudson may, in its sole discretion, without prejudice to any other remedy, use and apply the Security Deposit toward any damage, injury, expense or liability incurred by the Food Truck Vendor. After the Term, and provided the Food Truck Vendor has complied with the terms and conditions of this Agreement, Scenic Hudson shall return the Security Deposit or any remaining amount thereof to the Food Truck Vendor, without interest, within fifteen (15) days from the end of the Term.

**Obligations.**

- As per City of Beacon Site Plan Approval for the Park, no more than two Food Truck Vendors are allowed at the Park at a given time and they must use the designated Food Truck Vendor Space location.
- No alcohol or music is allowed.
- Food Truck Vendors must keep the Food Truck Vendor Space and adjacent areas in the Park clean and in orderly condition and must provide a 30-gallon trash can and a 30-gallon recycling container that Food Truck Vendors must remove with its contents and any other associated trash at the end of each day.
- Food trucks shall be no longer than 20 feet in length and 10 feet wide.
- The Food Truck shall only use the designated Food Truck Vendor Space, which shall be identified by a representative of Scenic Hudson prior to the first vending session. Food Truck Vendors agree to vacate the Food Truck Vendor Space, leaving it clean and in good condition, at the end of each day.
- Food Truck Vendors must comply with Park rules: [www.scenichudson.org/sites/default/files/ldb-park-rules.pdf](http://www.scenichudson.org/sites/default/files/ldb-park-rules.pdf)

**Insurance.** Food Truck Vendors, at their own cost, shall maintain public liability and property damage insurance with a single combined liability limit of \$1,000,000.00 and an aggregate limit of \$2,000,000.00 and an umbrella policy of not less than \$2,000,000.00 insuring against all liability of Food Truck Vendors

and their authorized representatives arising out of and in connection with Food Truck Vendor's use or occupancy of the Food Truck Vendor Space and the . Food Truck Vendors shall notify the insurance carrier that food sales will occur on the Property. Food Truck Vendors shall designate Licensor, Scenic Hudson Inc., The Scenic Hudson Land Trust Inc., Beacon Waterfront, LLC and their members, directors, officers, employees, agents and volunteers as insureds on said policies. Food Truck Vendors shall provide Scenic Hudson with a certificate of insurance demonstrating the above required coverage prior to taking possession of the Food Truck Vendor Space.

**RFP Timetable.** The following timetable is established for this RFP. This schedule is subject to change by Scenic Hudson and all such changes will be made through the issuance of Addenda to this RFP.

June 1, 2016: Last date to submit questions regarding the RFP. Please submit questions by email to Anthony Coneski at [aconeski@scenichudson.org](mailto:aconeski@scenichudson.org).

June 6, 2016: Scenic Hudson will respond via email to questions to all bidders.

June 10, 2016: Proposals due by 4 p.m. Submit three (3) full sets in a sealed envelope to:  
Anthony Coneski, Parks Event and Volunteer Coordinator  
Scenic Hudson, Inc.  
One Civic Center Plaza, Suite 200  
Poughkeepsie, NY 12601

June 17, 2016: Notification of selected Food Truck Vendors

**Criteria of Selection.** Parties should carefully review the requirements of this RFP. Any party who submits a conforming written proposal may be asked to make an oral presentation of their qualifications and experience, and elaborate on their proposal. Food Truck Vendors will be selected based on the following criteria:

- Understanding of Scenic Hudson's mission and goals for the site and willingness to help Scenic Hudson advance its mission through various means, including but not limited to: communicating with the public, prominent recognition of our website, providing a link on Food Truck Vendor's website, distributing the organization's printed material and participating in selected events at the Park.
- Background and past performance on similar ventures and other projects.
- Personnel qualifications and experience. The Food Truck Vendor and all of its employees should be legally authorized to work in the United States. Comparable information for sub-licensee, if relevant.
- Promotional plans for the concession.
- Compliance with required insurance information

**Submission Checklist.** The following items are required in the submission:

Letter of Transmittal: include detailed description of the entity, names and roles of its principals, and key personnel.

Promotional Materials: brochures, website pages, advertising, and/or other means of promoting operations

Food and drink menu (no alcohol)

Photos of the food truck—exterior front, back, sides and interior

Description of Food Truck Vendor’s plan to promote Scenic Hudson’s mission and goals

Documentation of certifications and sample insurance

Community service: describe programs or activities that the Food Truck Vendor has initiated and/or participated in support of their local or regional community

Proposal must be submitted on or before the closing date and time. Proposal received after the closing date and time will not be considered.

Please print or type and sign below with an original signature.

Company \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Federal Tax I.D. No. \_\_\_\_\_

Business License #: \_\_\_\_\_

Signature \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date \_\_\_\_\_

Phone number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email address \_\_\_\_\_