

May 2021

**REQUEST FOR PROPOSAL**  
For the Provision of a Paddlesport Concession at  
Scenic Hudson's Long Dock Park

**Purpose**

The Scenic Hudson Land Trust, Inc. ("Scenic Hudson") is issuing a Request for Proposals ("RFP") to operate a paddlesport concession at Scenic Hudson's Long Dock Park ("LDP") in Beacon, Dutchess County. The successful party ("Licensee") will be responsible for concession operations in accordance with the terms and conditions set forth in this RFP and the License to be subsequently issued by Scenic Hudson.

**About Scenic Hudson**

Scenic Hudson uses our decades of expertise in preservation, land use, community-based advocacy and strategic planning to make the valley a better place for everyone to live, work and play. We preserve land and farms and create parks that connect people with the inspirational power of the Hudson River. And we bring people and organizations together to protect the natural resources at the heart of the region's health and prosperity. We're committed to ensuring that our work benefits all populations equitably.

Since our founding in 1963, Scenic Hudson has protected more than 45,000 acres in nine counties, and created or enhanced more than 60 parks, preserves and historic sites in the Hudson Valley. By using our parks as living classrooms, through instruction at local schools, park events, volunteer programming and other forums, Scenic Hudson engages current and future environmentalists and land stewards. For more information about Scenic Hudson: [www.scenichudson.org](http://www.scenichudson.org)

**About Scenic Hudson's Long Dock Park**

LDP and other Scenic Hudson parks are designed, constructed and operated in an environmentally sustainable manner minimizing the use of water for irrigation; planting with native vegetation; incorporating flood resiliency design techniques and addressing sea level rise; and using sustainable materials in construction.

LDP is the result of a transformation of post-industrial land. Because of a massive cleanup and reimagining, it's now a very popular place to launch non-motorized boats, stroll through rehabilitated wetlands and meadows, drop a fishing line, explore the intriguing Beacon Point sculpture by artist George Trakas, or just relax and admire the river. The park's restored 19th-century barn is Scenic Hudson's River Center, which hosts arts and environmental-education activities. For more information about the park: [www.scenichudson.org/parks/longdockpark](http://www.scenichudson.org/parks/longdockpark).

LDP offers exciting opportunities for access to the Hudson River. There is a gravel boat launch for use by the general public as well as by commercial kayak operators. The park has a pavilion for storing kayaks, paddleboards and canoes. The pavilion has a small office space with internet service. The pavilion has been built to accommodate those who rent space to store their craft through an annual lottery system run by Scenic Hudson. The pavilion can accommodate up to 45 kayaks and 10 canoes. Twelve bays are reserved for the paddlesport operator, provided they are used regularly.

Located in the lively riverfront community of Beacon, the park is within walking distance of Main Street and other amenities such as shops and restaurants, art galleries, heritage sites and other recreational opportunities. LDP is a short walk from the Beacon train station and is easily accessible from Interstate 84.

### **Terms of the License**

The term of the license to be issued to the successful proposer by Scenic Hudson shall begin on or about July 1, 2021 at LDP and shall conclude not later than November 1, 2021. The term of the license may be extended up to two (2) additional years upon written amendment to the license and subject to the approval of Scenic Hudson. The license is non-exclusive and the launch will be available to other paddlesport operators who can use the launch area but not the pavilion.

### **RFP Timetable**

The following timetable is subject to change by Scenic Hudson and all such changes will be made through the issuance of written addenda to this RFP.

- June 9, 2021 at 9 a.m. or 10:30 a.m.: mandatory pre-bid meeting at LDP. Advance sign-up is mandatory. Please note due to COVID-19, Scenic Hudson does not allow more than 10 people per meeting, which includes two Scenic Hudson representatives. Please send advance notification of who is attending from your party to Jessica Estores at [jestores@scenichudson.org](mailto:jestores@scenichudson.org).
- June 14, 2021: Last date to submit questions regarding the RFP. Submit questions to Jessica Estores at [jestores@scenichudson.org](mailto:jestores@scenichudson.org).
- June 17, 2021: Scenic Hudson will send responses via email to questions to all bidders by this date.
- June 22, 2021: Proposals due 12:00 p.m. Submit to Jessica Estores at [jestores@scenichudson.org](mailto:jestores@scenichudson.org).
- June 25, 2021: Notification of selected paddlesport concessionaire

### **Summary of Requirements of the Licensee**

- License fee of \$600 per month for the season, due on the first (1<sup>st</sup>) of each month beginning on July 1, 2021.
- All costs for the provision of specified insurance.
- At a minimum, must operate from the kayak pavilion on all weekends during the peak paddling season.
- Leave no trace, use eco-friendly practices and materials where feasible. Dispose of all refuse left by Licensee's personnel and patrons on the licensed premises and/or on river trips. Licensee must remove refuse left by Licensee's personnel and patrons from the park every day when Licensee's concession is operating.
- Maintain the kayak pavilion, check that all doors are closed at the end of each day and the Licensee's office space is locked.
- Maintain the kayak pavilion deck and surrounding area including the beach area in front of the pavilion, discarding flotsam and litter, raking out the beach when necessary.

- Report inappropriate, unsafe or illegal behavior immediately to Scenic Hudson and the Beacon Police.
- Provide adequate instruction to patrons/paddlers in advance of tours and rentals.

### **Details of Operation**

Hours of operation for LDP are dawn to dusk. Boats are to be out of the water 15 minutes before sunset daily. All operations are permitted seven days a week. Tour/rental operations before sunrise or after sunset are permitted only through Scenic Hudson's special event permit application process, [www.scenichudson.org/explore-the-valley/our-parks/visitor-guide/](http://www.scenichudson.org/explore-the-valley/our-parks/visitor-guide/).

### **Insurance**

Licensee shall procure at its sole cost and expense insurance providing coverage to Licensee. Scenic Hudson, Inc., The Scenic Hudson Land Trust, Inc., and Beacon Waterfront, LLC shall be named as additional insured for claims of damage to property and personal injury, including death, which may arise from the conduct of Licensee and/or the performance of the services described in this RFP.

Such insurance shall include the following coverages:

- a. Comprehensive General Liability or Commercial General Liability Insurance covering all operations;
- b. Automobile Liability Insurance, including coverage for all owned, hired and non-owned automobiles, if any; and
- c. Worker's Compensation Insurance at statutory limits.

Coverage for General Liability insurance specified above shall not be less than \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate.

### **Criteria for Selection**

Parties should carefully review the requirements of this RFP. All parties who submit a conforming written proposal may be asked to further describe their qualifications and experience, The Licensee will be selected based on the following criteria:

1. Understanding of Scenic Hudson's organizational mission ([www.scenichudson.org/about-us/](http://www.scenichudson.org/about-us/)), including our goal to make the outdoors more inclusive for everyone. Willingness to inform patrons and the public about Scenic Hudson and participating in occasional events at the park. (Scenic Hudson will provide selected party with guidelines.)
2. Financial capability including evidence of credit, financial strength and stability.
3. Certifications: NYS Certified First Responders (CFR), American Red Cross Emergency Responders, or Emergency Medical Technicians; appropriately licensed by NYS Department of Environmental Conservation; guides must be a minimum of 18 years of age.
4. Background and past performance on similar ventures and other projects.
5. Direct involvement in providing Hudson River experiences to diverse groups including BIPOC and people with limited mobility.

6. Proposal for development of the concession including staffing plan.
7. Planned frequency of programming and staffing. Include maximum tour group size and frequency that intend to achieve. Note: For the 2021 season, due to the COVID-19 pandemic and Scenic Hudson's precaution protocols, group sizes must be kept to 25 people maximum, which includes guides, instructors and other personnel. Scenic Hudson reserves the right to make changes to the tour schedule and/or the number of individual kayak or canoe rentals based on operational and safety considerations. Such changes could happen at any time or during the term of the license.
8. Qualifications and experience of all personnel.
9. Safety record for the at least three consecutive years of operation.
10. Promotional plans for the concession. (Scenic Hudson will provide selected party with guidelines.)
11. References from three clients or client groups.
12. Compliance with required insurance information.
13. Scenic Hudson encourages MWBE businesses to submit a proposal.

### **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.
- ☐ Description of Concessionaire's Plan to Promote Scenic Hudson's Mission and Goals
- ☐ Description of Proposed Operations: include seasonal schedule, days and hours of operation, number of personnel, number of boats, and proposed number of tours from the park location.
- ☐ Resume/Summary of Proposer's Experience: include background, training and past performance or experience on similar ventures and other projects; recent year's tour schedule; resume of owner and summary of employees' qualifications.
- ☐ Description of Safety Record
- ☐ Emergency Response Plan: includes safety guidelines and emergency procedures, record of insurance claims
- ☐ Documentation of Certifications and Sample Insurance

- ☐ Description of Promotional Materials: brochures, website pages, advertising, and/or other means of promoting operations at LDP.
- ☐ References: no fewer than three (3) references from recent client or client groups
- ☐ Community Service: describe any programs you have operated in support of the local or regional community.
- ☐ Planned frequency of programming and staffing. See Criteria for Selection, number 7 above.
- ☐ This cover page must be signed.
- ☐ 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

Company \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

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

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

Business Address \_\_\_\_\_

City \_\_\_\_\_

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

Phone number(s) \_\_\_\_\_

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

Date \_\_\_\_\_