

May 1, 2011

Dear Prospective participant:

Thank you for your interest in the recent triple net lease offering of the Dobbs Ferry Train Station, 11 Station Plaza, Dobbs Ferry, NY 10522.

Enclosed is the Request for Proposal (“RFP”) package. The first section, entitled “Request for Proposals-Rules and Regulations,” contains information and regulations pertaining to the RFP. This section must be filled out in its entirety and it becomes the basis of analysis for each applicant’s proposal. Please note the two sections “Background” and “General Affidavit” require the applicant’s signature to be notarized.

Please take the time to read the instructions carefully. The “Rules and Regulations” booklet contains information to the RFP, including the Applicant Information Statement. Other relevant financial forms include the Proposed Compensation Form, the Proposed Item and Pricing Form, the IRS Form W-9 and the New York State Finance Law Sections 139-j and 139-k (“Lobbying Law”) – Schedule W. Together, this information will form the basis of your proposal and must be completed in its entirety, or your proposal may be disqualified. Please make sure you have all the items listed in the rules and regulations booklet to ensure that you have include all required form and information.

All contacts made with the Village of Dobbs Ferry relating to this RFP must be made through the designated Point(s) of Contact. The designated Points of Contact for this RFP are Jim Dunn and Marcus Serrano. Contracts with anyone else at the Village of Dobbs Ferry relating to this RFP may be in violation of this RFP and result in the disqualification of the proposer. To request missing materials or replacements call Jim Dunn at (914) 231-8509 and reference the Dobbs Ferry Station #DFT-01-2011.

A site visit/pre-proposal conference is scheduled for June 22, 2011 at 10am at the Dobbs Ferry Station. Please contact Jim Dunn at (914) 231-8509 to reserve a place at the proposal conference.

All proposals for this RFP are due no later than 10:00 am on July 1, 2011. Each proposal must include all the required items described above including those found on page 4 of the “Request for Proposals – Rules and Regulations.”

Please call me at (914) 231-8502 with any questions.

Sincerely,

Marcus Serrano
Village Administrator

PARCEL INFORMATION

REQUESTS FOR PROPOSALS

RESTAURANT/CONCESSION SPACE AT THE DOBBS FERRY TRAIN STATION

RFP #DFT-01-2011



West Side of Building

DEADLINE:

PROPOSALS MUST BE SUBMITTED NO LATER THAN 10am, July 1, 2001 AT 10:00AM.

SCHEDULE FOR INSPECTION OF DOBBS FERRY PROPERTY:

LOCATION

DATE & TIME

DOBBS FERRY TRAIN STATION

June, 22, 2011 AT 10:00AM

AVAILABLE RETAIL PROPERTY FOR LEASE

DOBBS FERRY STATION BUILDING

HUDSON LINE, WESTCHESTER COUNTY



East Side View of Building

VILLAGE OF DOBBS FERRY – TRAIN STATION RFP, SPRING 2011

AVAILABLE RETAIL PROPERTY FOR LEASE

DOBBS FERRY STATION BUILDING

AERIAL VIEW



Village of Dobbs Ferry – Train Station RFP, spring 2011

Location	<p>The Dobbs Ferry Train Station is located adjacent to the southbound tracks of Metro North’s Hudson Line at the Village’s Waterfront in Dobbs Ferry, New York.</p>
Background	<p>The Train Station has an open concept that will allow for any configuration.</p> <p>The Dobbs Ferry Station Building was constructed in the late 19th century, and since has provided a key link for rail passengers to points north and south along the Hudson River, which it overlooks. The ground floor building contains approximately 1,980 square feet of total floor area. The second level contains approximately 1,500 square feet of total floor area.</p> <p>The waterfront area offers beautiful scenic views. The area offers not only commuter traffic, but social and recreational activities that draw a wide range of people to the area.</p> <p>With the proximity of the Hudson river and its views, as well as the waterfront park and Half Moon Restaurant, the immediate area around the station is poised for dining and commercial development east of the railroad tracks and recreational amenities to the west.</p>
Site Description, Architectural Features, and Historic Significance	<p>For floor plans, please see page 12 of 12.</p> <p>First Floor includes newsstand/coffee room space, bathrooms, rail passenger, lobby/waiting room, and boiler room, all totaling approximately 1,980square feet. Second Floor is 1,500 square feet. These total approximately 3,480 square feet.</p> <p>Today, the station provides service to commuters as well as serving as a welcoming point for visitors to the Village of Dobbs Ferry.</p>
Use	<p>High-quality Café and/or concession offering food and beverages throughout the day to Metro North customers, other rail passengers, and the general public.</p>

Please note that the successful proposer will be required to be open as follows:

Spring/Summer: At least from 5:30am to 8:00pm, Monday through Friday, and Saturday and Sunday from 9:00am to 3:00pm.

Fall/Winter: At least from 5:30am to 11:00am.

Proposals that allow for longer hours will be considered and are encouraged.

Restrooms are to be maintained and open during hours of operation.

Priority will be given to those proposals that encourage the economic use of the station building for the entire day and best serve the local community.

Access

Features available at this station include wheelchair access. Elevators and ramps to all platforms are available.

Access to the station building is from the west side of the tracks. The stairs to the station platforms are directly north of the building.

Parking

The Village of Dobbs Ferry may consider use of its parking facilities to support a café/concession within the building.

Driving Directions

Northbound

From Route 9 Northbound, left on to Livingston Avenue, at fork bear left and make immediate left onto High Street. Follow road to parking lot.

Southbound

From Route 9 Southbound, make right on to Walnut Street, left on to High Street. Follow road to parking lot.

Passenger Count

In 2009, approximately 1,065 Metro North passengers boarded trains at Dobbs Ferry each day during weekday commute. Of these, 750 are morning peak passengers and 315 are off-peak weekday passengers.

Approximately 762 Metro North passengers boarded trains at Dobbs Ferry each weekend.

Please note that similar number of passengers will exit trains at Dobbs Ferry when inbound passengers make their return trips.

Utilities

Lessee, at its sole cost and expense, shall provide for any and all needed utilities including, without limitation, any necessary utility connections and electric and/or water/electrical meters. Existing systems may be inspected and re-used to the extent possible unless otherwise noted, but all systems must meet applicable regulations. Lessee shall install and also pay for all utilities consumed, at its sole cost and expense.

Mechanical

The building is heated by an oil-fired boiler, which needs replacement along with its lines.

Electric

The incoming service is an underground run to the east side of the building. The station building service drop enters a wireway. Service is 200 amp, 208Y/120volt, three phase, four wire panel located on the first floor. This powers the facility located within the building. The existing service appears to be in good condition.

Plumbing

Roof, gutters, and leaders were replaced in 2010. Water supply is in good condition. A new RPZ (backflow preventer) is needed. Direct waste lines for food related uses must be replaced with indirect waste lines.

Reservations & Restrictions

Amusement centers, video games, adult entertainment and discotheques are prohibited. The Village will not furnish storage space for use by lessee outside of such space which may exist in the premises.

The Village of Dobbs Ferry reserves the following:

1. The right to use the premises as means of access to and from its right-of-way.
2. The rights to install, construct, maintain, repair, renew and remove pole, wire, pipelines, drainage and underwater lines, communications, etc., on, over, under and across the premises. Also, the Village reserves the right for access for structural or other building repairs beyond what is listed above.
3. Storage of flammable materials is prohibited.
4. Operations conducted by the tenant must include the morning comer services (coffee, etc.) from at least 5:30am to 11:00am, and restrooms (opened and maintained by the winning proposer) must be open as stated on page 7 (Use).
5. The Village of Dobbs Ferry will have the right to use a

small portion of the waiting room for the installation of a rack to be used for the distribution materials such as with pamphlets, brochures, and other information.

Suggested Compensation Proposers must offer rental compensation on the attached “Proposed Compensation Form” for each year of the ten-year term. Proposer should expect significant initial investment.

The Village seeks five percent (5%) annual rent escalations.

Term Ten (10) years.

Security Deposit Three (3) months of the fifth years compensation as proposed for years 1-5 and three (3) months of year ten (10) compensation for years 6-10 of the term, at all times during the term. However, it is understood that additional security may be required.

Improvements Lessee shall be responsible, at its sole cost and expense, for the completion of all improvements. All improvements must be approved by the Village prior to the commencement of any work. Please note that the Village is the Agency that will issue building permits and certificates of occupancy. The extent and quality of improvements proposed will be a factor in selecting a Lessee.

The successful Lessee will be required to undertake the improvements listed below. The Village will favor those proposals which contemplate the Lessee undertaking the majority of the improvement work at Lessee’s expense.

1. Propose layout within the offered spaces according to function, taking advantage of the existing attic levels as applicable to tenant’s use. Build-out and partition the interior.
2. Improve the waiting room area and café portion for a more dramatic appearance. However, this must be in a manner that is approved by both the Village.
3. Design an interior that is in keeping with the character of an old railroad station. Improve indoor and outdoor lighting design in a manner that is approved by the Village. The use of energy-efficient lighting, such as compact fluorescent light bulbs or LED’s is encouraged.
4. Improve the service portion of the café.
5. Provide utility connections within café space as needed.
6. Repair/replace windows as approved by the Village.
7. Historic exterior doors to be made compliant with ADA regulations and/or repaired in a manner that is approved

- by the Village.
8. Retain and repair all windows and any delaminating stone sills in a manner that is approved by both the Village and the Architectural and Historic Review Board (AHRB).
 9. Restrooms and restroom access must be ADA compliant. Restrooms to be rehabilitated in a manner that is approved by the Village.
 10. Replace boiler and burner assembly, install ventilation, thermostat, new oil piping, radiator, improve enclosures, etc.
 11. Lead-based paint and asbestos abatement as necessary.
 12. Repair and maintain concrete sidewalks in a state of good repair.
 13. Waste drainage, RPZ (backflow preventer), plumbing fixtures, water supply and drainage-piping, plumbing equipment, and grease separator-must be compliant with New York State code. Direct waste lines for food-related fixtures must be replaced by indirect lines.
 14. Electrical upgrades as required.

Design Standards

The following design issues should be considered in proposals submitted: All requested modification must be approved by the Village and any exterior request must be approved by the AHRB.

The proposed facility must be compatible to the current station design, the commercial nature of the area, and its environs.

Submission Date

Proposals must be submitted no later than 10:00am, July 1, 2011.

Site Tour

The premises will be available for inspection on June 22 at 10am. Proposers interested in examining the premises should contact: Jim Dunn, Superintendent of DPW – (914) 231-8509 Please refer to RFP #DFT-01-2011

PROPOSED COMPENSATION FORM

Village of Dobbs Ferry – Train Station RFP, spring 2011

Available Retail Property for Lease

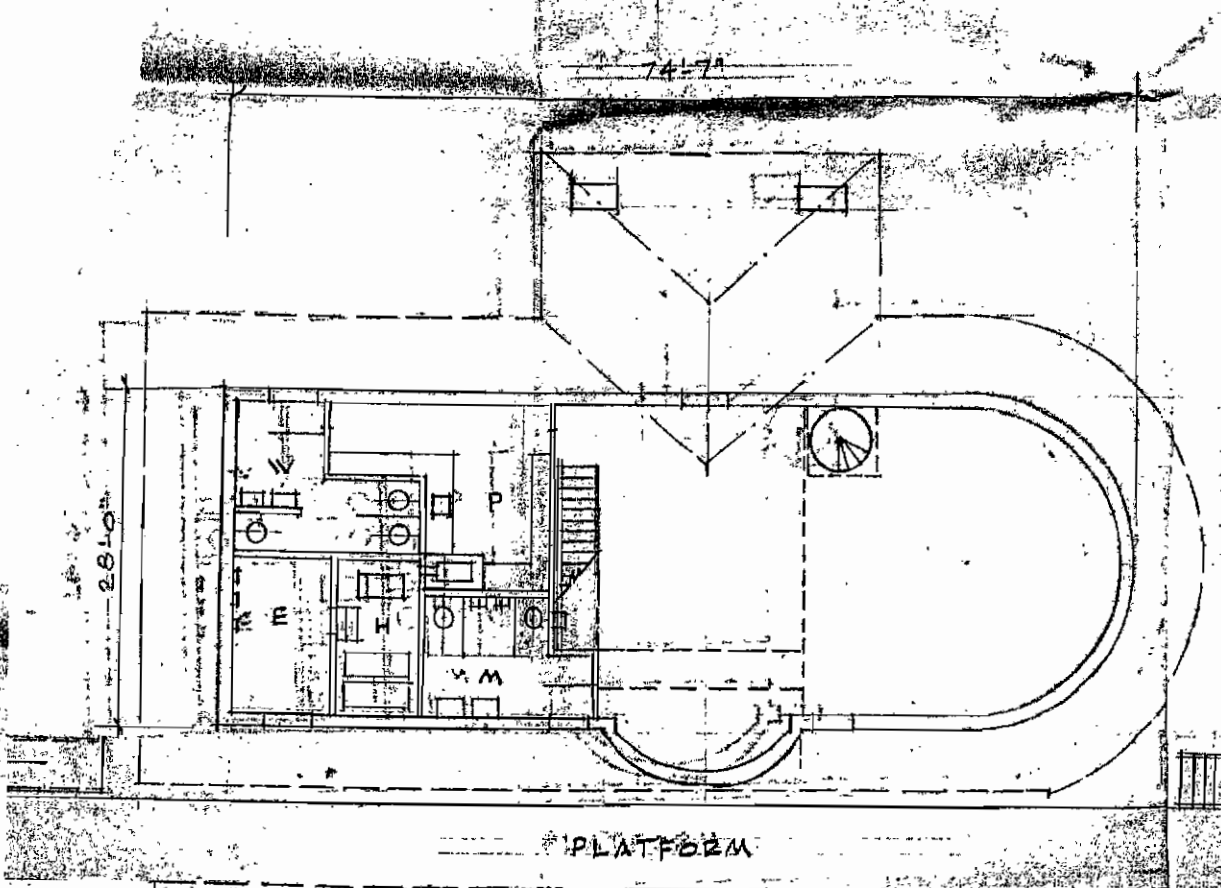
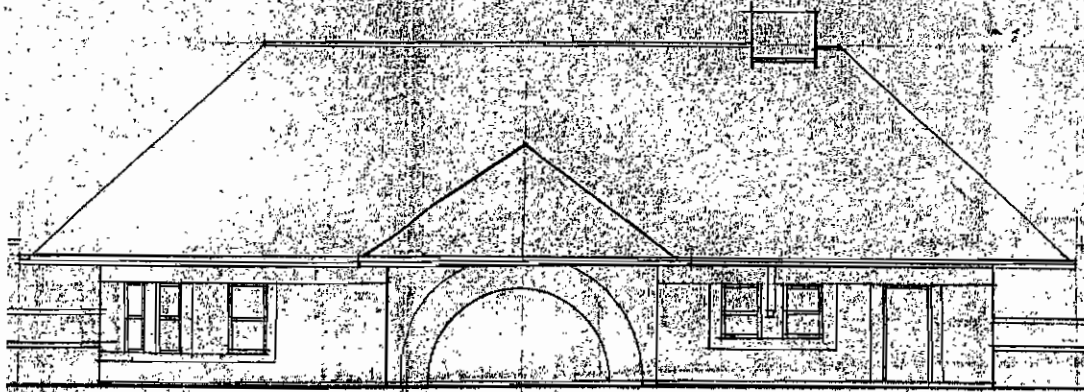
Dobbs Ferry Station Building

Please fill in completely and submit

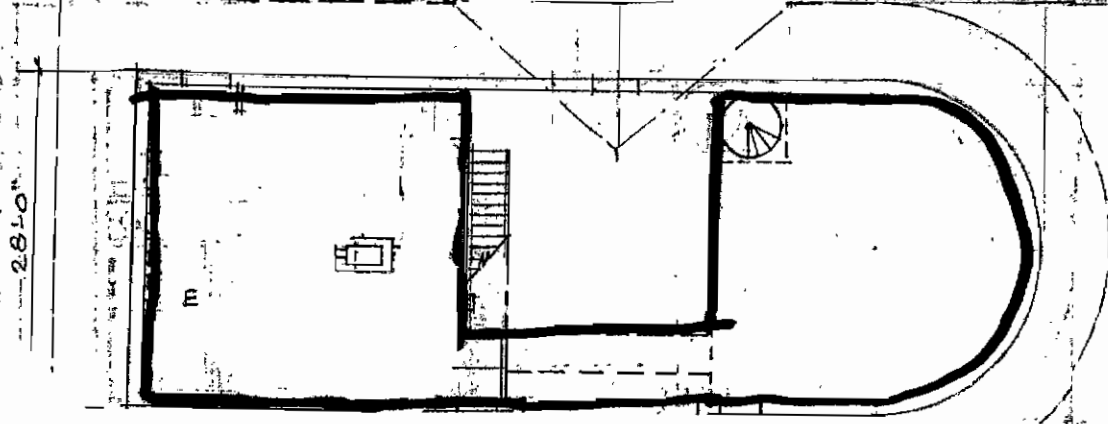
Compensation Period Proposed Compensation
Proposers must specify the proposed annual compensation for each year of the full term, including provisions for yearly escalations. It is recommended that compensation for each successive year should be at least five percent (5%) greater than compensation for the previous year.

- Year One
- Year Two
- Year Three
- Year Four
- Year Five
- Year Six
- Year Seven
- Year Eight
- Year Nine
- Year Ten

The sale or dispensing of LOTTO and other lottery tickets which are issued by the Lottery Division of the New York State Department of Taxation and Finance or which are legal for sale in New York State may be offered at this location.



1ST FL
1980 ♂



2ND FL
1500 ♂