



Village of Mamaroneck Parks & Recreation

Jason Pinto
Superintendent of Recreation

Jeff Ahne
General Foreman of Parks

Recreation Tel: (914) 777-7784

Parks Tel: (914) 630-7158

Email: recreation@vomny.org

**P.O. Box 369
Mamaroneck, NY 10543**

Offices located in the
Stephen E. Johnston Beach Pavilion
Harbor Island Park

Parks & Recreation Commission Meeting – July 30 – 7:00 p.m.

Agenda

Village Courtroom, 169 Mount Pleasant Avenue, Mamaroneck, NY 10543

INFORMATIONAL ITEMS:

1. Year-Round Recreation Ad-Hoc Committee Update
2. Parks & Recreation Budget Presentation
3. Update on Parks & Recreation Master Plan - Restaurant/Seasonal Vendor RFPs
4. Bark Park Usage Discussion
5. Taylors Lane Discussion
6. Parks Department Update
7. Recreation Department Update

Action May be Required:

- Vote on March 2025 Minutes (3-5-25)
- Vote on April 2025 Minutes (4-2-25)

Upcoming events:

September Parks and Recreation Commission Meeting to be held on September 3rd, 2025, at 7:00 PM.

Parks and Recreation Commission (PRC) Meeting – April 2, 2025, 7:00 PM

Village Courtroom, 169 Mount Pleasant Avenue, Mamaroneck, NY 10543

Attendees: Dan Margoshes, Randi Robinowitz, Kristen Barnard, Eric Williams, Brittany Ross, Karrie Sergio

Present: Jason Pinto, Jeff Ahne

Absent: Jarrett Winchester, Barry Casterella, Carlo Recca, Dan Kushnick

Opening: Dan called the meeting to order at 7:04 pm. Dan indicated that he needs to resign as chairperson. Kerrie nominated Randi as chairperson. Kristen seconded. Brittany agreed to be vice chair. Both unanimously approved.

Minutes: April minutes will be revised and approved at May meeting.

Park and Recreation Master Plan Study Update:

The master plan is awaiting approval and will be on the Board of Trustees agenda to vote in public. At next meeting we should discuss project priorities. PRC members should plan to attend BOT meetings to speak and support our much-needed PRC improvements.

Seawall:

A \$450,000 New York State grant has been secured for the engineering and architectural design of the seawall, with a deadline of October 2025. The total replacement of the 1.1-mile seawall is estimated to cost tens of millions of dollars. Elevation of the fields may be needed as part of this project.

Beach Volleyball Courts:

Temporary, beach volleyball courts were approved by the Board of Trustees and work will begin shortly. This was a timely enactment so beach volleyball can operate at full capacity.

Improvements needed:

Garage storage-two vehicles are currently in the lobby of the recreation building.

Snowflake replacement-Village Manager will select new holiday, lighting pole items. The Parks Department is responsible for storage and placement.

Movie screen-10 plus years old.

Better beach shower.

Shade structure with picnic tables.

Security cameras are 13 years old.

Red boat is 30 years old and used for kayak and paddleboard programs, moving docks and marine education.

Small pickup truck.

Parks Update:

Spray ground cement will be poured in the next couple of weeks. Spring cleanups are on-going with mulching of beds, field preparation, seeding and fertilization. Jefferson Park renovation was completed in one day.

Recreation Update:

Beach attendant, lifeguard and cashier positions are almost filled. Camp counselor positions are in progress. Selling Summer beach and parking passes has begun. Kayak programs are selling out. A few new ones, sunset and naturalist kayak programs have been added.

PRC Committee Members:

Jarrett Winchester will officially resign this month and send notice to Sally Roberts. A new PRC member will be sought.

Closing: Dan made a motion to adjourn the meeting, Brittany seconded, meeting adjourned at 8:13 pm. The next meeting is on May 3, 2025.

**EXTRACT OF MINUTES OF A LEGISLATIVE MEETING OF THE BOARD OF TRUSTEES OF THE
VILLAGE OF MAMARONECK HELD ON MAY 27 AT 7:00 P.M.
IN THE COURTROOM AT 169 MT. PLEASANT AVENUE**

HOC COMMITTEE FOR YEAR-ROUND RECREATION STUDY

WHEREAS The Village of Mamaroneck's Harbor Island Park includes tennis courts which have been used year-round for many years, providing both year-round recreation for residents and revenue to the village; and

WHEREAS The Village of Mamaroneck, formed an ad hoc Tennis Committee in 2019, to examine continuation of year-round tennis in the village; and

WHEREAS The ad hoc Tennis Committee completed its work and made recommendations to the Board of Trustees in 2020; and

WHEREAS such recommendations included continuation of year-round tennis in the village, but recognized the need for additional study of possible relocation of the tennis courts, as well as studying the possible addition of other year-round sports and recreation offerings as part of a tennis rehabilitation project; and

WHEREAS The ad hoc committee for year-round recreation was never established due to the Covid-19 pandemic

WHEREAS the Village of Mamaroneck would benefit from additional work from members of the Parks & Recreation Commission as well as additional residents interested in exploring options for a year-round recreational facility in the Village of Mamaroneck;

NOW THEREFORE BE IT RESOLVED that the Village of Mamaroneck establishes an ad hoc Committee for Year-Round Recreation, consisting of no more than nine members (with up to four members of the Parks & Recreation Commission and five members of the public not otherwise members of the Parks & Recreation Commission), such work to be completed with a report to the Board of Trustees no later than **December 31, 2026**.

Mission Statement: The Village of Mamaroneck Ad Hoc Committee for Year-Round Recreation is charged with evaluating and recommending sustainable, inclusive, and accessible recreational opportunities that support community wellness, engagement, and quality of life for all Village residents. Building on previous work, including studies related to Harbor Island Park and year-round tennis, the committee will explore a range of options—such as relocating and rehabilitating existing facilities and developing new year-round programming or infrastructure. In collaboration with the Parks & Recreation Commission and with input from the public, the committee will deliver a comprehensive report to the Board of Trustees by December 31, 2026, outlining feasible strategies to enhance the Village's recreational offerings in a fiscally responsible and forward-thinking manner.

Ayes:	DeRose, Kushnick, Silver, Lucas
Nays:	None
Not Voting:	Torres

I, the undersigned Clerk of the Village of Mamaroneck, Westchester County, New York,

DO HEREBY CERTIFY:

That I have compared the annexed extract of the minutes of the Legislative Meeting of the Board of Trustees of the Village of Mamaroneck, including the resolution contained therein, held on the 27th day of May, 2025 with the original thereof on file in my office, and that the same is a true and correct transcript therefrom and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said Board had due notice of said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Village this 28th day of May 2025.

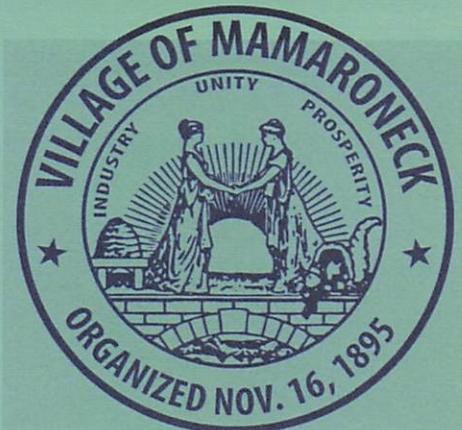

Sally J. Roberts, Village Clerk



Village of Mamaroneck Parks & Recreation



Fiscal Year 25-26 BUDGET PRESENTATION



ABOUT US

the mission

To preserve, enhance and inspire a healthy lifestyle that will enrich the mind, body and spirit through quality and affordable recreation programs and by providing outstanding parks, facilities and services.

the goal

To provide quality recreation and play spaces for all residents including children, teens, adults, seniors and people with disabilities.

PARKS & RECREATION STAFF

Jason Pinto - Superintendent of Recreation

Jeff Ahne - General Foreman of Parks

Pamela DePiro - Recreation Leader

Diane Cividanes - Recreation Assistant

Donna Dickerson - Recreation Assistant

Kristen Salov - Office Assistant

JUST THE FACTS



athletic fields were utilized
for **3,500** hours

over **22,000** beach visitors
in **102** days

over **30,000** cars parked
in Harbor Island Park

25 community events
Planned Annually

6.0 acres

parkland per **1000** residents
maintained by **Parks**

parks, medians, sidewalks & more

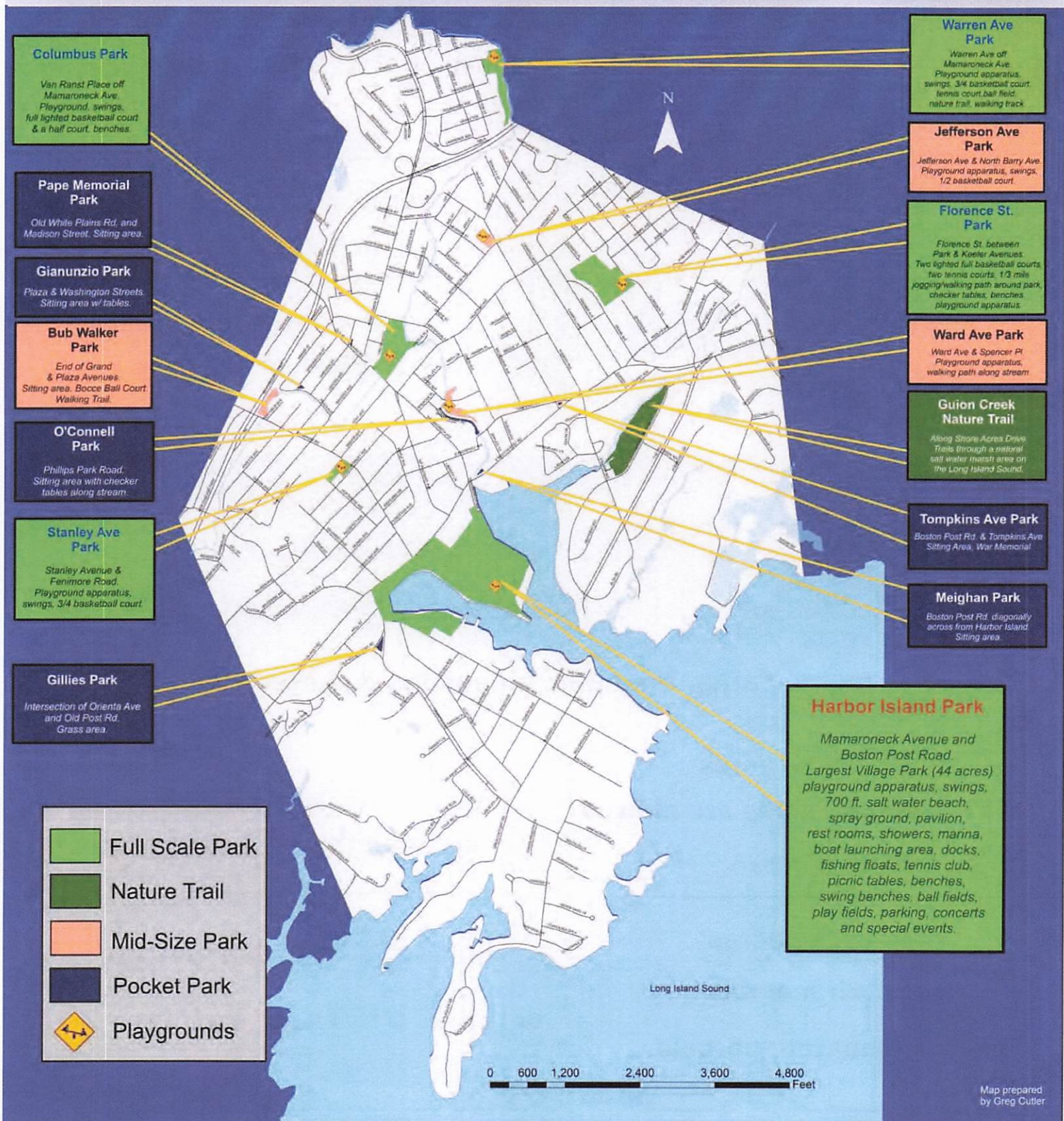
over **144** acres
of Village properties are mowed
every **5** days

that's **14** acres
per staff member
on **41** separate parcels

over **5 miles** of sidewalks
are maintained during winter

that's **37** sidewalk parcels
or **1/2 mile** per staff member

village PARKS



DESIGNATED PARKLAND



Village of Mamaroneck
Parks & Recreation

COMMUNITY PARKS	ACRES
Bub Walker Park	0.3
Columbus Park	6
Florence Park	9.9
Gianunzio Park	0.1
Gillies Park	0.3
Guion Creek Nature Trail	N/A
Harbor Island Park	44.4
Jefferson Avenue Park	0.5
Meighan Park	0.1
O'Connell Park	0.06
Pape Memorial Park	0.06
Stanley Avenue Park	1.5
Taylors Lane Park	N/A
Ward Avenue Park	0.4
Warren Avenue Park	4.1

total acres managed

119

BEAUTIFICATION & IMPROVEMENT PROJECTS

Recreation & Athletic Venues

- Ongoing natural turf maintenance program on athletic fields in Harbor Island Park
- Added six (6) 24/7 accesible AED's in outdoor locations around Harbor Island Park
- Renovation of Goetze baseball field by Parks Department
- Installed tempory basketball court in Harbor Island for the Day Camp
- Installed Wifi/Bluetooth Irrigantion Controls at multiple Village Locations.

Work Completed in House

Village Parks

- Fabraicted and installed Holiday Decorations for Various Village events
- Planted trees in house throughout the Village as part of Tree City, USA designation.
- Renovated Jefferson Avenue Park Playground and Basketball Court
- Renovated Florence Park Playground, Basketball, and Tennis Courts
- Installed Memorial Benches in Harbor Island Park East & West Basins

beautiful



KEY FIGURES

The Parks & Recreation departments provide service levels combined with a dedication to the residents

Stephen E. Johnston Beach Pavilion at Harbor Island Park

- the Stephen E. Johnston beach and pavilion deck provide consistent and important revenue streams for the department by way of its summer camp program and seasonal beachgoers
- 320 registered summer camp attendees in 2024 | \$400,000 in camp revenue projected
- over 22,000 total beachgoers | 25+ programs offered through the Recreation department | programming includes summer camp, sports programs, adult leagues, fitness programs, kayaking, paddle boarding, STEM and art programs
- 665 seasonal beach & permits sold
- 35 + pavilion deck rentals | \$20,000 in revenues

22,000

beach visitors
in its 102-day season



\$127,000 | beach revenues
\$144,000 | parking revenues



**operating
expenditures
per capita**

\$95/YEAR
Including Revenues

did you know?

The department proudly hosts many annual and special events throughout the year. In 2024, there were:

- 1,442 Turkey Trot 5K participants totaling \$47,725.00 in revenue
- 5 blockbuster movies watched in Harbor Island Park
- 4 Mamaroneck Avenue Parades held in 2024
- 7 concerts and musical performances held annually throughout Village parks
- Sportime tennis bubble annual license fee realized \$442,514 in revenue for FY 24-25

**residents
per park**

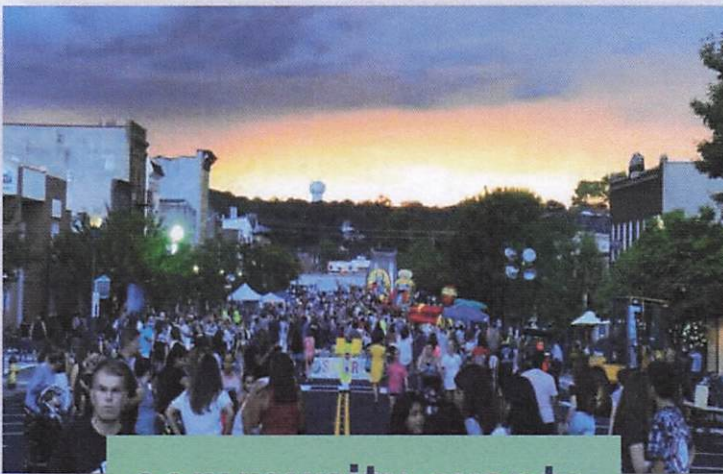
1,502



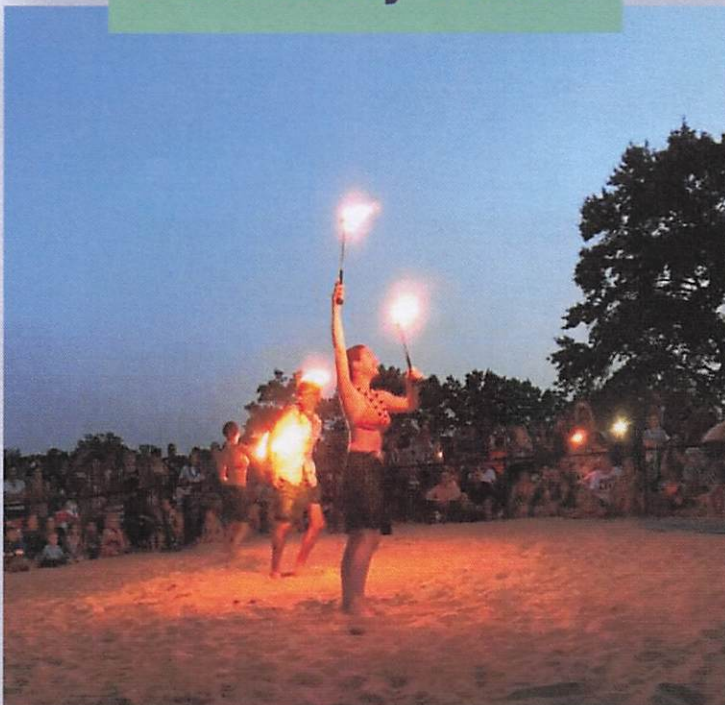
SPECIAL EVENTS

traditional and long-running special events have been enjoyed for generations

The Village of Mamaroneck has been celebrated through the numerous special annual events held in our Parks. From its Summer on the Avenue block parties in the heat of summer, to its annual Turkey Trot 5K & Gobbler Race in chilly November, the Parks & Recreation departments strive to provide fun-filled and exciting events throughout the year for its residents. Patrons can enjoy movies on the beach with their families, dance along with musical performances at the Tiki Party held on the beach to sipping hot coco at the Annual Tree Lighting Social at the Stephen E. Johnston Beach Pavilion in December. Family-oriented, community events fill our busy event schedule all year and help define Mamaroneck as the best place to live, work and play.



community events



- **Movies in the Park**
- **Summer on the Avenue Block Party**
- **VMFD Firemen's Carnival and Parade**
- **Independence Day Fireworks/Concert**
- **Tiki Party Beach Luau**
- **Juneteenth**
- **Monarch Butterfly Festival**
- **VMPD National Night Out**
- **Family Camp Out**
- **Concerts in the Park**
- **Kiwanis Car Show**
- **Spooktacular**
- **Scarecrow Build**
- **Turkey Trot & Gobbler Race**
- **Tree Lighting and Holiday Events**
- **St. Patrick's Day Parade**
- **Spring Egg Hunt**
- **Memorial Day & Veterans Day Ceremonies**

COST RECOVERY PROJECTION: FY 25-26

PARKS
total expenditures

\$1,809,500

\$1,547,424

RECREATION
total expenditures

\$1,508,250

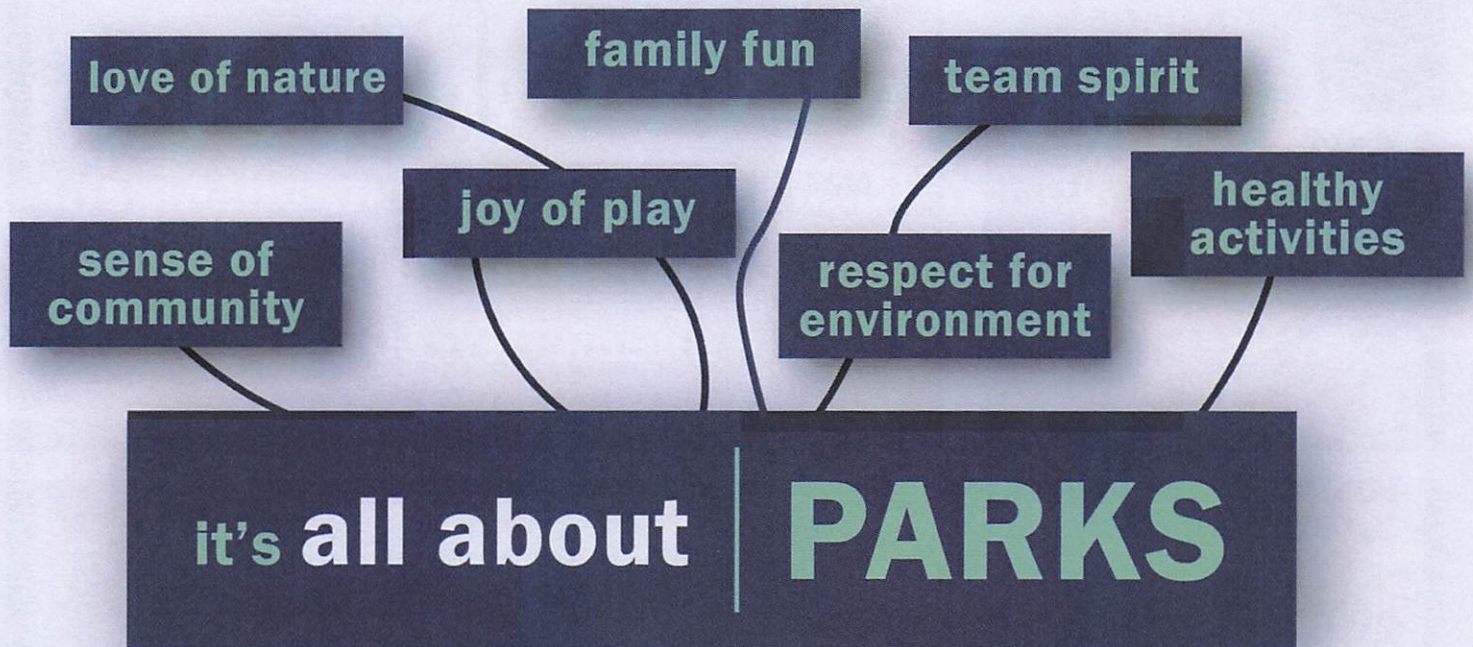
RECREATION
REVENUES

44 percent

Parks & Rec Cost Recovery

FY 25-26





community

25+ community events, celebrations, parades, holidays & concerts

gorgeous greenspace

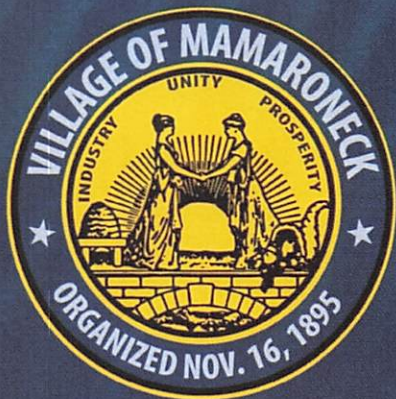
13 Village Parks
119 acres of parkland
700 ft. saltwater beach
salt marsh nature trails
waterfront conservation area
Harbor Island cherry blossom grove

all kinds of recreation

5 multipurpose athletic fields
4 baseball/softball fields
4 outdoor tennis courts
8 indoor tennis courts
8 playground locations
Dog Park
waterfront sprayground

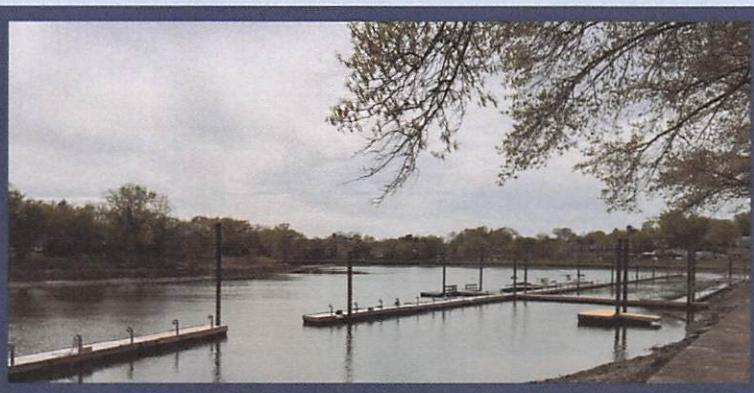
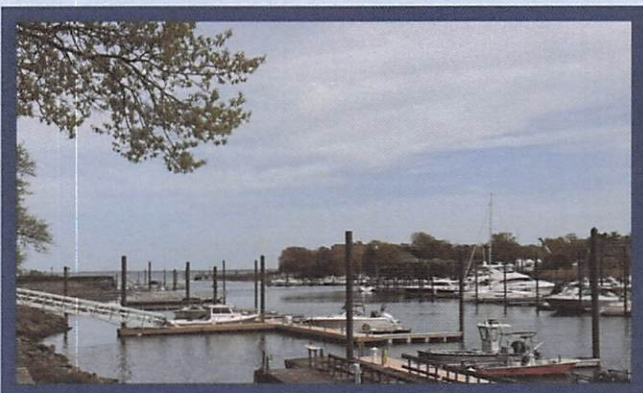
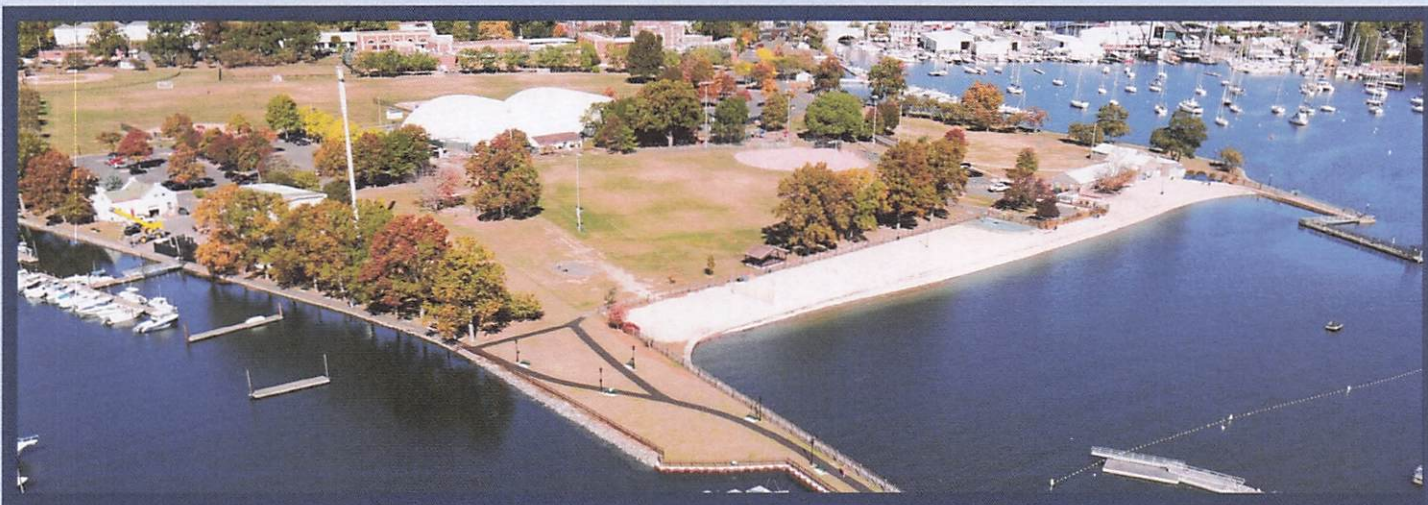
activities for all ages

adult & youth sports leagues, healthy lifestyle classes, summer day camp, tennis clinic
school break & holiday camps, Art + STEM programming, fishing, boating, sailing,
kayaking and more.



Request for Proposals

**Restaurant/Food Establishment
at Harbor Island Park
Mamaroneck, NY 10543**



Proposal Submission Deadline June 30, 2025

For any questions regarding this RFP, please contact:

Courtney Wong
cwong@vomny.org
914-777-7703

Village of Mamaroneck
P.O. Box 369
Mamaroneck, NY 10543



Village of Mamaroneck
Parks & Recreation

Request for Proposals (RFP)

For a Restaurant/Food Establishment at Harbor Island Park, Mamaroneck, NY

I. Introduction

The Village of Mamaroneck ("the Village") is seeking proposals from qualified and experienced Restaurant/Food Establishment operators ("Respondents" or "Respondent Teams") for an opportunity at Harbor Island Park. The successful Respondent will provide high-quality food and beverage services, enhancing the visitor experience at the park. This RFP outlines the Village's requirements and expectations for this establishment.



Harbor Island Park/ Mamaroneck Harbor, a sprawling 44-acre waterfront park in Mamaroneck. The Park offers many recreational facilities including tennis courts, soccer and baseball fields, a 700ft. beach pavilion, a spray park and a large playground. Public restrooms are located in the beach pavilion as well as

in the East and West basins. Restrooms are closed from November through April.

The harbor is in walking distance to the Village of Mamaroneck where you will find numerous and varied restaurants and shops, as well as the newly renovated Mamaroneck Public Library and the Emelin Theater. Also in walking distance from the harbor is the Mamaroneck Post Office and the Metro North railroad, providing access to New York City and Connecticut. Nearby you will also find various fitness clubs including: Equinox, Studio 50 Fitness, Healthy Fit, Fiore Pilates and the Yoga Spark studio.



There is a public marina and harbor master as well as fishing dock available for public use in the East Basin. There is also a Bait and Tackle shop and Marine Education Center located near the entrance to Harbor Island Park.



II. Opportunity Description

The Village offers a prime location within Harbor Island Park for a restaurant/food establishment. The successful Respondent will be granted a lease based on a negotiated term specific to the winning proposal. The specific location and size will be determined in consultation with the selected Respondent and are subject to Village approval. The Village is open to one or more locations within the park and will consider proposals with a phased development plan.

The selected vendor(s) shall operate in a manner consistent with the Village's desire to increase day and evening use of the park and its unique landscape and amenities such as

the public beach and marina while enhancing and modernizing the overall park ambiance. Respondents are encouraged to be creative in their thought process about permanent and seasonal structures, a phasing plan for a longer-term buildout of service and entertainment venues and waterfront programming themes.

Seasonal Food with Maritime Theme

The Village encourages proposals that incorporate seasonal food and beverage offerings. Concepts may include indoor/outdoor rooms with a maritime theme that complement the waterfront location of Harbor Island Park and the surrounding community. Proposals may creatively integrate the maritime theme into various aspects of the operation and programming, enhancing the overall visitor experience.

A. Design and Aesthetics: Proposals should consider the design and aesthetic of the improvements. This could include but is not limited to:

- Quality architectural design.
- Sophisticated signage and graphics.
- Upscale inclusive design.



B. Designs and Offerings: Proposals should describe the nature of the use proposed. This may include:

- Upscale restaurant preferably with outdoor dining and water-related connections, e.g. dock and dine experience.
- Potential hours of operation.
- Seasonal variations in operating hours and offerings.
- Special event catering or larger events based around entertainment.
- Transient dock space for boaters (I.E. Dock & Dine).
- Waterfront programing options including watersports rentals (I.E. Kayaking and Paddleboarding).

C. Operational Considerations: Proposals should address any structural and/or operational challenges associated with implementing a year-round establishment. This may include:

- Typology of structures and equipment.
- Requests of the Village for support of the parks department, access to bathrooms, snow removal etc.
- Utility connection to support a waterfront restaurant including water, sewer, electrical, etc.

D. Community Engagement: Proposals should outline ways in which the maritime theme can be used to engage with the local community. This could include:

- Partnering with local “makers” or boutique food purveyors.
- Hosting community events in conjunction with the Village of Mamaroneck Parks & Recreation Department.
- Use of local artists and the Village of Mamaroneck Arts Council to create maritime-themed artwork.

III. Proposal Requirements

A. Submission: Proposals must be submitted electronically in PDF format to cwong@vomny.org by June 30, 2025. The subject line should read: "Harbor Island Park Restaurant/Food Establishment Proposal."

B. Content: Proposals must include the following:

1. **Respondent Information:** Detailed information about the Respondent, including experience, financial stability, and relevant licenses and permits.
2. **Concept:** A clear and concise description of the proposed business plan, food and beverage concept, including potential menus, pricing strategies, and service style.



3. **Operations Plan:** A comprehensive plan outlining the daily operations, staffing, equipment, and anticipated revenue projections. This should include staffing plans, hours of operation, waste management, and cleaning procedures.
4. **Financial Projections:** Detailed financial projections for the requested term of the lease, including start-up costs, operating expenses, and revenue sharing or lease forecasts.
5. **Marketing and Promotion Plan:** A plan detailing how the establishment will be marketed and promoted.
6. **Sustainability Plan:** A plan demonstrating the Respondent's commitment to environmentally sustainable operations and practices that are consistent with the Village's priorities (include specific examples).
7. **Community Engagement:** A plan outlining how the concession will engage with the local community and businesses.

IV. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Qualifications (30%):** The Respondent's track record in the food and beverage industry, relevant experience, and financial stability.
- **Concept (30%):** The quality, originality, and market appeal of the proposed food and beverage concept and menu.
- **Financial Projections (30%):** The realism and soundness of the financial projections.
- **Community Engagement and Sustainability (10%):** The Respondent's commitment to community engagement and sustainable practices.

V. Selection Process

The Village reserves the right to accept or reject any or all proposals. The Village will notify the selected Respondent within [Number] days of the proposal deadline.

VI. Contract

A detailed contract will be negotiated with the selected Respondent. This contract will define the terms of the lease, including rent, responsibilities, and other key provisions.

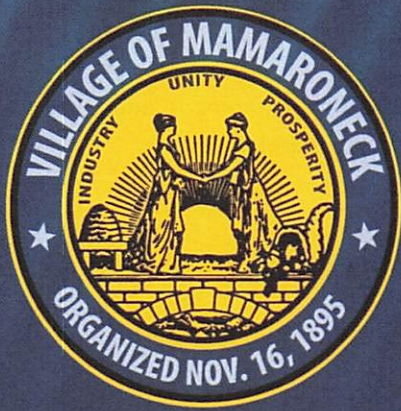
VII. Timeline

- **RFP Release Date:** April 29, 2025
- **Proposal Deadline:** June 30, 2025

VIII. Contact

For any questions regarding this RFP, please contact:

Courtney Wong, cwong@vomny.org



Request for Proposals

Seasonal Vendors or Operators
at Harbor Island Park
Mamaroneck, NY 10543



Proposal Submission Deadline June 2, 2025

For any questions regarding this RFP, please contact:

Courtney Wong
cwong@vomny.org
914-777-7703

Village of Mamaroneck
P.O. Box 369
Mamaroneck, NY 10543



Village of Mamaroneck
Parks & Recreation

Request for Proposals (RFP)

For a Seasonal Vendors or Operators at Harbor Island Park, Mamaroneck, NY

I. Introduction

The Village of Mamaroneck ("the Village") is seeking proposals from seasonal market vendors or operators ("Respondents" or "Respondent Teams") for a concession opportunity at Harbor Island Park, which will enhance the visitor experience at the park. This RFP outlines the Village's requirements and expectations for this opportunity.



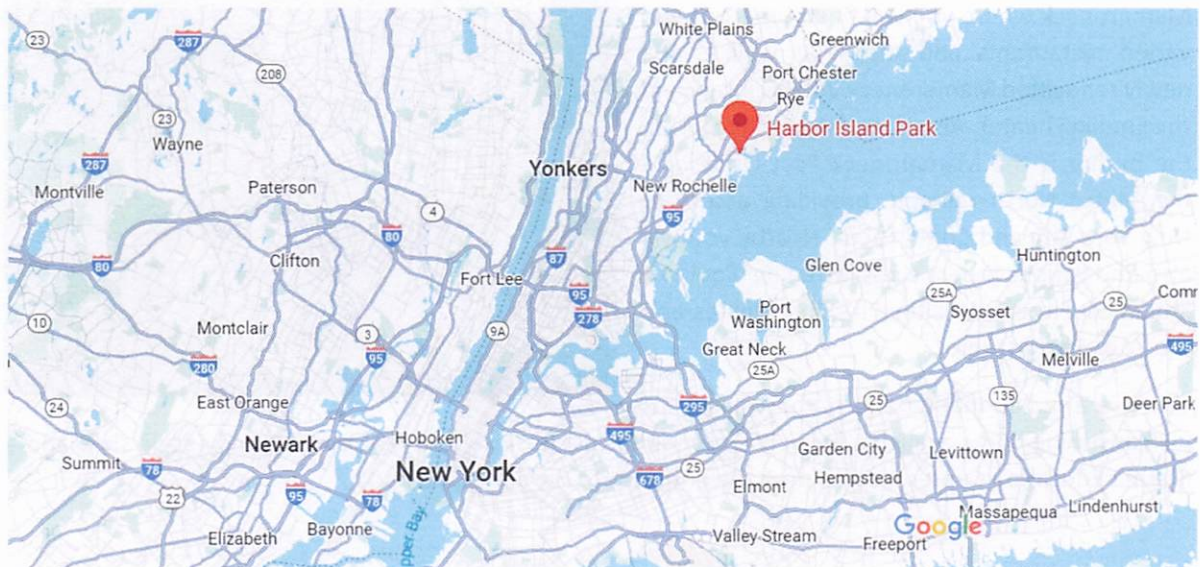
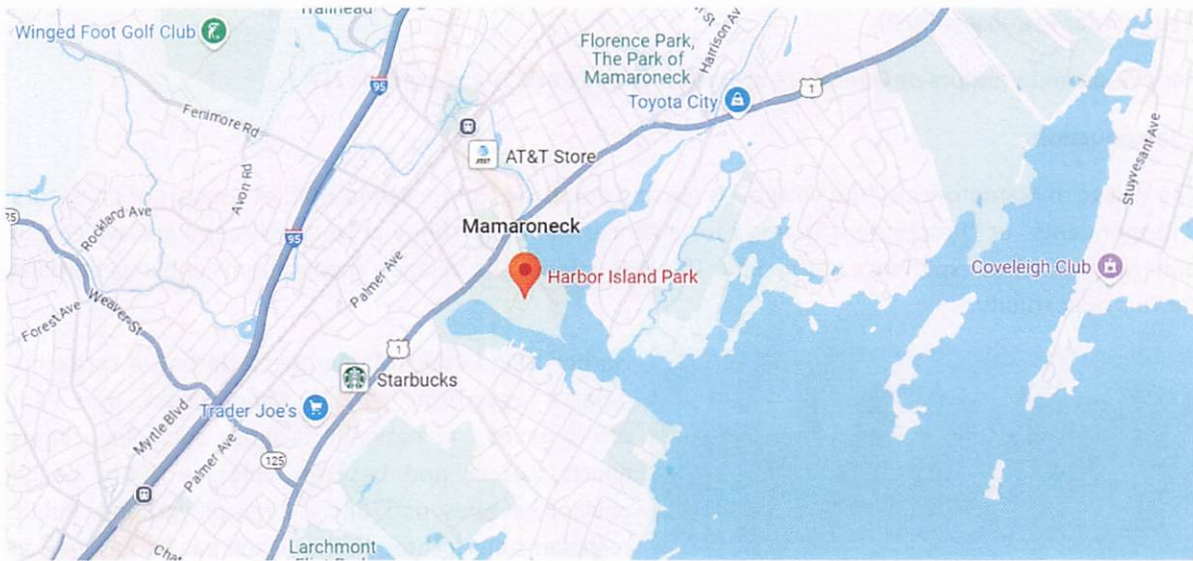
Harbor Island Park/ Mamaroneck Harbor, a sprawling 44-acre waterfront park in Mamaroneck. The Park offers many recreational facilities including tennis courts, soccer and baseball fields, a 700ft. beach pavilion, a spray park and a large playground. Public restrooms are located in the beach pavilion as well as

in the East and West basins. Restrooms are closed from November through April.

The harbor is in walking distance to the Village of Mamaroneck where you will find numerous and varied restaurants and shops, as well as the newly renovated Mamaroneck Public Library and the Emelin Theater. Also in walking distance from the harbor is the Mamaroneck Post Office and the Metro North railroad, providing access to New York City and Connecticut. Nearby you will also find various fitness clubs including: Equinox, Studio 50 Fitness, Healthy Fit, Fiore Pilates and the Yoga Spark studio.



There is a public marina and harbor master as well as fishing docks available for public use in the East Basin. There is also a Bait and Tackle shop and a Marine Education Center located near the entrance to Harbor Island Park.



II. Opportunity Description

This is an opportunity to participate in offering goods and services in an open temporary format. The successful Respondent(s) will be granted a license to occupy assigned open spaces for a seasonal fee. The fees will be set commensurate with typical structures for these types of venues. The specific location, size and number of market booths will be determined after all respondents are considered and are subject to Village approval. The Village is open to one or more locations within the park and will consider these locations in consultation with Respondents.



The selected vendor(s) shall operate in a manner consistent with the Village's desire to increase day and evening use of the park and its unique landscape and amenities such as the public beach and marina while enhancing and modernizing the overall park ambiance.

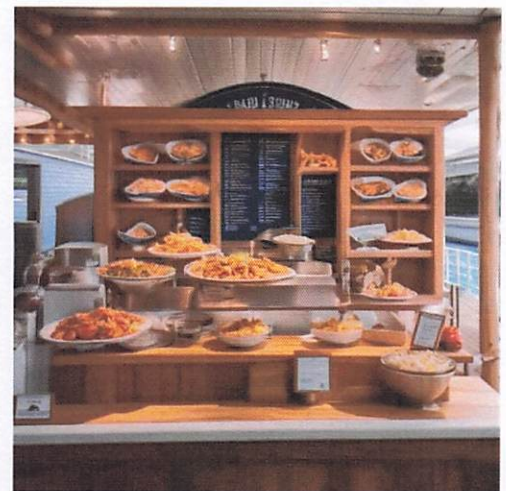
Seasonal Food, Crafts and Service Booths

The Village strongly encourages proposals that incorporate handmade or craft made offerings which complement the waterfront location of Harbor Island Park and the surrounding community.

A. Market Ideas: Proposals will be considered for their unique products and the complimentary programing of the entire market. This could include but is not limited to:

Food & Beverage Offerings

- **Seafood and Beach Classics:**
 - Fresh oysters, lobster rolls, shrimp cocktails
 - Fish tacos, crab cakes
 - Gourmet burgers and hot dogs
- **Healthy and Refreshing Choices:**
 - Smoothie and juice bar
 - Acai and poke bowls
 - Salads, wraps, fresh fruit cups
- **Sweet Treats:**
 - Gourmet ice cream or gelato
 - Frozen yogurt and sorbets
 - Artisanal popsicles or shaved ice
 - Freshly made crepes or waffles
- **Beverages:**
 - Craft beer and wine selections
 - Cocktails or mocktails with tropical themes
 - Cold brew coffee and teas
 - Lemonades, flavored waters, kombucha



Artisanal and Craft Booths

- **Local Artists and Artisans:**
 - Paintings, prints, and photography featuring local scenes
 - Handmade jewelry inspired by sea glass, shells, or marine life
 - Ceramics and pottery with coastal motifs
 - **Beach and Leisure Accessories:**
 - Beachwear, swimsuits, cover-ups
 - Sunglasses, hats, sandals
 - Handwoven bags, towels, hammocks
 - **Eco-Friendly Products:**
 - Reusable water bottles, bamboo utensils
 - Sustainable skincare products (sunscreens, lotions)
 - Eco-conscious apparel and accessories
-

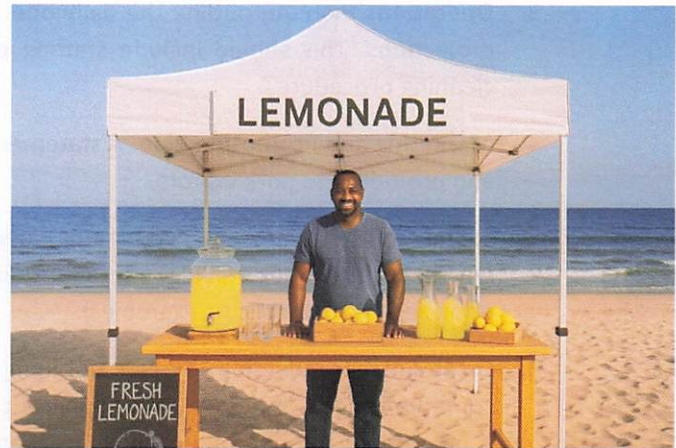
Wellness and Lifestyle Offerings

- **Massage and Spa Services:**
 - Chair massages, foot massages
 - Aromatherapy treatments
 - Quick spa services (facials, mini manicures/pedicures)
- **Fitness and Yoga Booths:**
 - Scheduled yoga or meditation sessions
 - Pilates or beach fitness demonstrations
 - Wellness coaching and consultations



Community Engagement and Education

- **Environmental Awareness:**
 - Marine conservation education and displays
 - Beach cleanup initiatives and volunteer sign-ups
- **Local Business Collaborations:**
 - Booths featuring local boutique stores or food producers
 - Demonstrations or workshops from local chefs and artisans
 - Vendors are welcome to submit multiple ideas for market booths



C. Operational Considerations: Proposals should address any structural and/or operational challenges associated with implementing a seasonal concession. This may include:



- Typology of structures and equipment.
- Seasonal staffing requirements.
- Logistics of food storage and handling.
- Requests of the Village for year-round support of the parks department, access to bathrooms, snow removal etc...
- Utility connection to support a waterfront restaurant including water, sewer, electrical, etc.

D. Community Engagement: Proposals should outline ways in which the maritime theme can be used to engage with the local community. This could include:

- Partnering with local “makers” or boutique food purveyors.
- Hosting community events in conjunction with the Village of Mamaroneck Parks & Recreation Departments.
- Use of local artists and the Village of Mamaroneck Arts Council .

III. Proposal Requirements

A. Submission: Proposals must be submitted electronically in PDF format to cwong@vomny.org by June 2, 2025. The subject line should read: "Harbor Island Park Restaurant/Food Establishment Proposal."

B. Content: Proposals should include the following where applicable:

1. **Respondent Information:** Information about the Respondent, including experience, financial stability, and relevant licenses and permits.

2. **Concept:** A clear and concise description of the proposed business concept, including potential menus of offerings, pricing strategies, and service style.
3. **Operations Plan:** An outline the daily operations, staffing, equipment, and anticipated revenue projections. This should include staffing plans, hours of operation, waste management, and cleaning procedures.
4. **Marketing and Promotion Plan:** A statement detailing how the establishment could be marketed and promoted to park visitors.
5. **Sustainability Plan:** A statement demonstrating the Respondent's commitment to environmentally sustainable operations and practices that are consistent with the Village's priorities (include specific examples).
6. **Local Entrepreneurship:** A plan outlining how the concession will engage with the local community and businesses. If the applicant is representing an idea for a new local business which is not already in operation provide a statement of how you will raise the startup capital for the business.

IV. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Qualifications (30%):** The Respondent's track record in the food and beverage industry, relevant experience, and financial stability.
- **Concept (30%):** The quality, originality, and market appeal of the proposed food and beverage concept and menu.
- **Local Entrepreneurship and Sustainability (30%):** The Respondent's commitment to community engagement and sustainable practices.
- **Financial Projections (10%):** The realism and soundness of the business projections.

V. Selection Process

The Village reserves the right to accept or reject any or all proposals. The Village will notify the selected Respondent within [15] days of the proposal deadline.

VI. Contract

A detailed contract will be negotiated with the selected Respondent. This contract will define the terms of the lease, including rent, responsibilities, and other key provisions.

VII. Timeline

- **RFP Release Date:** April 28, 2025
- **Proposal Deadline:** June 2, 2025

VIII. Contact

For any questions regarding this RFP, please contact: Courtney Wong, cwong@vomny.org

Bark Park Memberships

FY 24-25 (5-1-24 to 4-30-25)

<u>Residency</u>	<u># Sold</u>	<u>Revenue</u>
Resident	242	\$ 6,292.00
Non-resident	65	\$ 3,380.00
		<hr/> \$ 9,672.00

CT Office sold 304 Residential Dog Licenses; 62 w/no dog park fob

CT Office sold 65 Non-Residential Dog Fobs @ \$52 each

CT Office is in the process of FY 25-26 renewals now (5-1-25 to 4-30-26)