

**RESPONSES TO QUESTIONS RECEIVED PRIOR TO THE QUESTIONS  
AND INQUIRIES DEADLINE OF APRIL 9, 2025**

**Boat-Livery Concession at Stokes State Forest**

1. **Question:** If this concession was operated in the past, please provide annual number of rentals and revenues, or the same information if it was operated by the Park.

**Response:** Annual revenue from 2021-2024 for the boat rental operation operated by the State Park Service was as follows:

**2021 – Customer and revenue figures unavailable.**

**2022 – Customer and revenue figures unavailable.**

**2023 – Total Number of Rentals: 200  
Total Gross Revenue: \$6,000.00**

**2024 – Boat rentals not offered in 2024.**

2. **Question:** Can you provide annual revenue from 2021 – 2024 for these locations?

**Response:** Please refer to the responses to Question 1 above.

3. **Question:** Is there a list of current equipment on site for each location?

**Response:** Concessionaire will be authorized to use the following Department-owned boats and equipment:

**13 total single occupant kayaks (7 adult and 6 youth):**

**Four (4) Adult Pelican Sit in Kayaks (unspecified model)**

**One (1) Liquid Logic Sapphire**

**One (1) Pelican sit on top (unspecified model)**

**One (1) Lifetime Spitfire sit-on top**

**Six (6) Pelican Pursuit x80 (child model)**

**6 total tandem kayaks:**

**Two (2) Ocean Kayak Malibu 2XL**

**Two (2) Old Town Twin Heron**

**Two (2) Pelican (unspecified models)**

**4 total paddle boards:**

**Two (2) Pelican Baha 100**

**Two (2) Pelican Vibe 80**

**Paddles and Personal Floatation Devices (PFDs)**

4. **Question:** Is there an opportunity to walk the properties if we were we to move forward with a bid?

**Response:** Yes. As specified in Paragraph 3.2 of the RFP, site visits may be scheduled by contacting the Stokes State Forest office at (973) 948-3820.

5. **Question:** Do these properties currently have a liquor license? If not, if there any opportunity for one?

**Response:** No, this property does not currently have a liquor license. There is no opportunity for a liquor license at this location.

6. **Question:** RFP document - Page 3 - Paragraph 3.4 - In this section, several example boat types are included, but is it possible to specify the type of boats any further? For example, would paddle boats be considered permissible?

**Response:** As specified in the RFP, “[p]ermissible types of boats include, but are not limited to, single and tandem kayaks, canoes, rowboats, and stand up paddleboards. Motorized boats of any kind are not permitted for rental as part of the Concession Operation.” Paddle boats may be approvable if their capacity does not exceed two people. Examples of types of boats or equipment that are not permissible include, but are not limited to, inflatable tubes or similar boats or equipment that cause users to be partially submerged in water, and large boats, such as rafts, which are intended to be operated by more than two people.

7. **Question:** RFP Document - Page 4 - Paragraph 3.10 - Can you clarify the concession payment schedules? Is this the agreed-upon payment total divided by the number of in-season months? Or is the agreed upon yearly payment divided by 12?

**Response:** The total Concession Payment for the Period of Operation of the Initial Term of the Agreement will be the Monetary Proposal amount from the selected Bidder’s Proposal (refer to the Monetary Proposal section on page 3 of the Proposal Application). The total Concession Payment shall be increased by three percent (3%) for each of any Renewal Terms, except that after the second (2<sup>nd</sup>) Renewal Term, if any, Department may increase the total Concession Payment pursuant to a Compensation Analysis performed in accordance with Paragraph 5.

The total Concession Payment shall be paid in four (4) monthly installments, as identified in Exhibit C: Concession Payment Schedule. For example, if the Monetary Proposal from the selected Bidder’s Proposal is \$1,000.00, Concessionaire would be required to pay four monthly concession payments of \$250.00 for the Initial Term of the Agreement. The payments would be due as follows: upon return of a Concessionaire-signed Agreement; June 1, 2025; July 1, 2025; and August 1, 2025. The total Concession Payment would increase to \$1,030.00 for the first Renewal Term, if granted by Department.

8. **Question:** RFP Document - Page 5 - Paragraph 4.1.2 - Do the listed cabin closures impact lake access? Or was the State including any closures that had occurred within Stokes during the previous three seasons?

**Response:** No, the cabin closures referenced in Paragraph 4.1.2 of the RFP do not impact lake access. The closure information provided in Paragraph 4.1.2 summarized past closure information and was provided as a courtesy to Bidders. As specified in the RFP, the cabins are expected to reopen for the 2025 summer season; however, the Department does not have a definitive date for reopening the cabins.

9. **Question:** Concession Agreement Document - Page 2 - Section 1: Scope of Concession, Subsection I - This paragraph specifically prohibits vending machines on premises, but does that extend to all vending? For example, could a trailer be brought to sell hats, sunscreen, water shoes, prepackaged snacks, drinks, etc.? If that is too significant, would a cooler with a few items for sale be permissible?

**Response:** Paragraph 1(I) of the Proposed Concession Agreement refers specifically to automated vending machines that dispense items such as snacks, beverages, or other goods in exchange for payment.

The Department does not wish to approve the sale of food, beverages, or novelty items such as hats, sunscreen, and water shoes at this time.

10. Concession Agreement Document - Page 5 - Section 6: Days and Hours of Operation and Limitations, Subsections C & D - Is the expectation that inclement weather will trump the 48-hour notice and allow concession operations to temporarily close or halt? For instance, if a severe thunder and lightning storm that is not forecast 48 hours in advance appears, can operations be closed for safety? Or must operations remain online, unless the State determines a closure on late notice is warranted?

**Response:** The Proposed Concession Agreement requires that Concessionaire submit closure requests, for Department approval, at least 48 hours in advance of implementation. However, the Department believes it is important for Concessionaire to have the ability to close the concession on short notice to ensure the safety of customers and employees. Therefore, the Department has revised Paragraph 6 of the Proposed Concession Agreement to allow Concessionaire to close the Concession on short notice to ensure the safety of Concessionaire's customers and employees. The Department also revised Paragraph 40 of the Proposed Concession Agreement. The revised Proposed Concession Agreement can be viewed at <https://dep.nj.gov/otpla/request-for-proposal-le25-044-stokes-state-forest-boat-livery-concession/>.

11. Concession Agreement Document - Page 12 - Section 21: Maintenance of Concession Premises, Subsections A, B, & C - Are there any specifics on the scope of maintenance activities, to include the locations the concessionaire would be responsible for? In other words,

is the concessionaire responsible for mowing and weed whacking? If so, where? Just the beach area? Or also the path on the way to the beach area? What about the parking area?

**Response:** The Concession Premises includes the storage building, the dock, and the grass area in between (refer to Exhibit B: Concession Premises for approximate boundaries of the Concession Premises). Concessionaire will be responsible for maintenance of these areas and facilities, including upkeep of the building and dock. Adjacent areas, such as the gravel parking lot, the access road to the adjacent group campsite, and the hiking trail that runs from the group site past the Concession Premises will all be maintained by Stokes State Forest staff in their existing condition. Stokes State Forest staff typically mow the grass areas in and around the Concession Premises twice per month. If Concessionaire desires more frequent mowing, Concessionaire may request Department approval to conduct supplemental mowing of the grass area within the Concession Premises.

12. Proposal Application - Page 6 - Criteria Paragraphs K and L - Rivers Ridge Properties LLC is a multi-member LLC. For tax purposes, it files as a partnership, would it be acceptable to respond to the “Partnership” requests within criteria K and L? Or can the State add a LLC section to fit this organizational structure?

**Response:** Yes, it would be acceptable to respond to the “Partnership” portions of Part 1, Paragraphs K and L of the Proposal Application.

13. No specific document - There were no references to specific formatting requirements for submission. Does the State have any specific requirements for font size, font type, or submission file type (PDF only, Word, Excel, etc.)? Rivers Ridge Properties LLC intends to submit a completed package in the form of PDFs, with a minimum size 12 font and “Times New Roman” font type, but wanted to be sure this was in line with State expectations.

**Response:** No, the Department does not have specific formatting requirements for Proposals. However, Proposals should be professional in appearance and submitted in accordance with Paragraph 6 of the Request for Proposal. Proposals submitted in PDF format using size 12 Times New Roman font type would be acceptable.