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**Title: EVENT SPACE OPERATOR at
1680 LEXINGTON AVENUE RFP
Project Number: 11281
Questions & Answers
Date: 8/6/2026**

In connection with the **Request for Proposals** relating to the **EVENT SPACE OPERATOR at 1680 Lexington Avenue, New York NY 10029 RFP** released by NYCEDC on **6/17/2026**, the questions from potential Respondents and answers provided by NYCEDC are below.

1. How is the Event Operator being funded?

One of the goals of this RFP is to select an Operator that is able to establish and sustain its own financially independent operating model. The RFP notes that this model should be anchored in three streams: (i) earned revenue generated through ticketing, event rentals, and programming fees; (ii) philanthropic fundraising through grants and donor support; and (iii) diversified programming income. The financial capacity criterion (30% of scoring weight) specifically evaluates each respondent's demonstrated ability to attract multi-year support and secure both City and non-City funding, public and private funding. Reviewed favorably will be proposals that provide for a payment to NYCEDC. NYCEDC's role is to select an Operator that will manage, maintain, market and secure the Event Space located at 1680 Lexington Avenue and coordinate the building's planned capital improvements. The financial terms between NYCEDC and the selected Operator (license or rent payments to NYCEDC, or request by respondent to be paid an operator management fee) will be negotiated as part of the Operating Agreement and is itself a RFP scored component of the proposal.

2. What is the proposed rent per event or space rental for the 1st Floor Community Space or Theatre?

The RFP does not set a fixed license fee or rent per event or a published rate card for either the ground floor or the theater. Respondents are asked to propose their own business terms, including the structure and amount of any proposed license fee or rent payments to be suggested by the respondent for charging event users for the Event Space as well as the proposed license fee or rent the selected Operator would pay to NYCEDC on a monthly basis. The proposed license fee or rental economic offer, or requested operating management fee, is embedded within the Financial Capacity and Impact criterion, which carries 30% of the scoring weight. NYCEDC is evaluating what each respondent proposes to pay or request to be paid for the right to operate, NYCEDC is setting a predetermined amount in advance. What respondents charge third parties for event fees and rentals will be in consultation with and upon the consent of NYCEDC and will be proposed by the Operator's own programming and revenue model, subject to community access and affordability commitments outlined in their Community Engagement and Access Plan.

3. What is the available estimated power and the current capacity of the Air Conditioning system, for the Theater?

The RFP and informational deck do not specify the electrical capacity available nor the capacity of the Air Conditioning system for the Theater nor does NYCEDC Asset Management Operations does have this specific information. The selected Operator may perform a conditions assessment for these purposes.

4. Confirmation that the 1st Floor event space's air conditioning is limited to the window units in place?

Yes, the Ground floor's Community Space existing HVAC system is limited to window unit air conditioners. Prospective respondents should be made aware that the ground floor HVAC situation is a known limitation during the early years of the Operating Agreement.

5. What is the proposed rent structure for long term space?

As noted in the Answer to Question number 1, the RFP does not prescribe a license fee, rent nor operator management fee structure. NYCEDC states in the RFP that it may take the form of a license, lease, concession, operating agreement, or other structure, or a combination thereof. Respondents are asked to propose their own business terms, including length of term, renewal options, and the amount and while the timing of license fee or rent payments or operator management fee will be expected to be on a monthly basis. The Financial Capacity criterion evaluates the respondent's proposed License Fee Payments, Lease Rental Payments, or Operating Management Fee, on a monthly basis as a component of the 30% financial scoring weight. Long-term financial structure is a negotiated outcome of the selection process, not a predetermined figure. Respondents with stronger community programming and financial capacity will carry more leverage in that negotiation. Affordability protections for local arts groups using the Event Space will be a requirement of the Community Engagement and Access Plan, even if the base fee structure is market driven.

6. What is the current maintenance operation at the property? Who is responsible for cleaning up after events or daily maintenance of the space?

The selected Operator will be responsible for cleaning up after events and daily maintenance of the Event Space. The RFP provides that the selected Operator is to manage, maintain, market, and secure the Event Space, which includes cleaning up after events and daily maintenance of the Event Space.

7. What is the organizational structure from Landlord to Lease Administrator to Tenant to Sub-Tenant?

The City of New York is the property owner and landlord. NYCEDC holds a lease from the City and serves as the lease administrator for the subleases in the building and the managing entity for the building, under the City's master contract framework. There are currently sublease agreements with the following occupants, Taller Boricua, PRTT (Puerto Rican Traveling Theater), and Los Pleneros de la 21, each occupying designated portions of the building. The Heritage School (NYCPS), occupies the two upper floors and has rights to use the Event Space



and other public space. The selected Event Space Operator will enter into a new Operating Agreement directly with NYCEDC for the 8,283 SF Event Space. Community organizations or arts groups that use the space through the Operator's programming would function at a sub-licensee level or sub-tenant level, subject to the terms and conditions of the Operating Agreement and the Operator's Community Engagement and Access Plan.

8. How long was the Hispanic Federation managing the space?

The Hispanic Federation, Inc. was managing the Event Space from approximately October 1, 2013 through September 30, 2023.

9. What is the capacity for persons on the 1st Floor Community Space and the 2nd Floor Community Space?

The Second Floor Theater is a 160-seat flexible performance space, explicitly stated in both the RFP and the informational deck. For the ground floor, the RFP identifies approximately 3,947 SF across Room 103 (2,832 SF), Room 104 (555 SF), and Room 107 (560 SF).

10. Will the Event Space Operator be required to share the space with The Heritage School, and if so, on what terms?

Yes. The Heritage School, operated by NYC Public Schools, currently occupies the two upper floors of 1680 Lexington Avenue and holds rights to use the Event Space, without charge. This means the selected Operator will need to coordinate scheduling and access with an active public high school that has an existing claim on portions of the Event Space. The specific terms governing the Heritage School's use rights, including priority scheduling, hours of access, and any restrictions on concurrent programming, will be addressed in the Operating Agreement negotiated between NYCEDC and the selected Operator. NYCEDC recommends that respondents address how they would manage this coordination in their Project Description, programming, revenue projects, and Community Engagement and Access Plan.

11. How will the \$10.3 million capital improvement program affect the Operator's ability to program and generate revenue during construction?

This is one of the most operationally significant considerations in this procurement. Phase 1 of the capital program, estimated at two years, covers the second floor theater, which is the higher-capacity revenue-generating space. Phase 2, estimated at three to four years, addresses the ground floor. The RFP is explicit that portions of the building and Event Space will remain occupied during construction and that coordination with the Operator will be essential to maintain safety, communication, and partial programming continuity. Respondents are strongly encouraged to present a realistic operational and financial plan that accounts for reduced programming capacity during each phase. The ability to sustain operations and community access through phased capital construction is a scored component of the Respondent Experience criterion (30% of total score). NYCEDC will work collaboratively with the selected Operator to phase construction in a manner that minimizes disruption, but respondents must demonstrate financial resilience sufficient to weather reduced revenue periods without compromising their community access commitments.

12. Are existing tenants such as Taller Boricua, PRTT, and Los Pleneros de la 21 entitled to free or discounted use of the Event Space, and will the Operator be required to honor those arrangements?

There are no pre-existing use arrangements between the current tenants and the Event Space outside of DOE's use of the Theatre for no charge on a designated schedule that is to be coordinated with the future Event Space operator. One of the core goals of this procurement is to strengthen existing not-for-profit arts and cultural organizations located in upper Manhattan, with explicit reference to Taller Boricua, PRTT, and Los Pleneros de la 21 as key stakeholders. The Respondent Readiness criterion (30% of total score) specifically evaluates each respondent's demonstrated commitment to strengthening relationships with these existing tenant organizations. Respondents are required to submit a Community Engagement and Access Plan that articulates how the Event Space will be made available to local arts and cultural organizations, which should directly address how the selected Operator intends to work with the current tenants.

13. Can we still apply even though we didn't attend the informational session or site tour?

Yes. Attendance at the July 6, 2026 informational session and site tour was strongly encouraged but is not a prerequisite for submitting a proposal. The RFP states that for those unable to attend, all questions asked and answered at the session will be posted to the NYCEDC project website by Thursday, July 30th, 2026 (extended by the Addendum #1 dated July 30, 2026 to Thursday, August 6, 2026 for posting this Questions and Answers document), ensuring that prospective respondents who were not present have full access to the same information shared during the session. Additionally, the Building Project File included in Appendix 5 of the RFP contains building documentation available to all respondents for independent due diligence. All proposals remain eligible for consideration provided they are submitted in full compliance with the RFP requirements by the submission deadline of 4:00 PM EST on Friday, August 7th, 2026 (the submission deadline has been extended by the Addendum #1 dated July 30, 2026 to permit proposals to be submitted by 4:00 PM EST on Friday, August 21st, 2026), via Formstack at edc.nyc/rfps. Respondents are encouraged to review the posted Q&A and all RFP materials, including, without limitation, the RFP website ([Event Operator Services for 1680 Lexington Avenue Event Space RFP | NYCEDC: https://edc.nyc/event-operator-services-1680-lexington-avenue-event-space-rfp](https://edc.nyc/event-operator-services-1680-lexington-avenue-event-space-rfp)), thoroughly before submitting their proposal.

14. Note: Capitalized terms set forth in this Questions & Answers document, dated 8/6/2026, shall have the same meaning as set forth in the EVENT SPACE OPERATOR at 1680 Lexington Avenue, New York NY 10029 RFP, amended by Addendum.