

## **ATTACHMENT C - WORK PLAN**

### **Expand Light Up Chinatown Street Lanterns**

#### **1. Project Description**

The Chinatown Partnership will advance Chinatown's Downtown Revitalization Initiative through the following project:

##### **Expand Light Up Chinatown Street Lanterns**

This Project consists of improving pedestrian lighting, expanding festive street lanterns, and installing illuminated standalone art installation(s), all within the Chinatown neighborhood. Work shall include creating a toolbox of lighting improvements and installing additional lighting, that combined will improve street visibility and safety for residents, strengthen Chinatown's cultural identity, and attract both tourists and visitors.

#### **2. Required Products**

The Contractor must submit to the Department all required products, clearly labeled with the NYS Comptroller's contract number as indicated on the Face Page of this Contract and where applicable, the related task number from this Work Plan.

Unless otherwise specified in the Work Plan tasks, the Contractor shall submit products in the following formats:

- Draft products: one electronic copy of each product must be submitted in Adobe® Acrobat® Portable Document Format (PDF), created using 300 dpi scanning resolution and Microsoft Word, if applicable.
- Final products: one electronic copy of each product must be submitted in PDF, created using 300 dpi scanning resolution and Microsoft Word, if applicable. In addition, one paper copy of each final product (including reports, designs, maps, drawings, and plans) must be submitted.
- Electronic data for all Geographic Information System-based mapping products must be submitted in either ArcGIS format, or similar product acceptable to the Department, and comply with the requirements for Contract GIS Products. Formal metadata must be provided with all digital GIS data which includes, at minimum, a file summary/abstract, intended use, data, source data, and author information.
- Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format or other similar product acceptable to the Department), as well as in JPG format.
- Photographs and images must be submitted in JPG format with a minimum resolution of 300 dpi and must be dated and captioned with the location and a brief description of the activity being documented and include any associated metadata (including the photo's GPS location where available).

#### **3. Compliance with Procurement Requirements**

The chief legal officer or financial administrator for the community-based organization (contractor) shall certify to the Department of State that alternative proposals and quotations for professional services were secured by a formal competitive process to ensure the prudent and economical use of public funds for professional services of maximum quality at reasonable cost.

#### **4. Project Tasks**

The Contractor shall complete the following Tasks 1.1 to 1.13, which shall ensure all aspects of the Project are completed. Each Task has “Products” which shall be submitted to the Department in a timely manner as work proceeds.

##### **Task 1.1 Project Initiation Meeting**

The Contractor, the Department, and any partners responsible for managing the project, shall hold an initial Project “kick-off” meeting to review and agree upon the Project scope and schedule, Project requirements, roles and responsibilities, the selection process for procuring consultant(s) for all tasks, State Environmental Quality Review Act (SEQRA) compliance requirements, MWBE requirements, ADA requirements, the number of public meetings and techniques for public involvement proposed for the Project, and any other information which would assist in Project completion. In addition, the composition of a Project advisory committee or other public outreach shall be discussed and agreed to. The Contractor shall prepare and distribute to the Department a brief meeting summary clearly indicating the agreements reached at the meeting. Work on subsequent tasks shall not proceed prior to Department approval of the proposed approach as outlined in the meeting summary.

Products:

- Project initiation meeting held with appropriate parties.
- Written meeting summary outlining agreements reached.

##### **Task 1.2 Consultant Selection and Compliance with Procurement Requirements**

In consultation with the Department, the Contractor shall retain all professional services and goods and services through a formal competitive process or, if warranted due to unique circumstances and as approved in advance by the Department, via a single-source procurement. If single-source procurement is determined appropriate, the Contractor shall submit, at a minimum, the following documentation in support of the single-source procurement for services to be considered for approval by the Department:

- The circumstances leading to the proposed selection of the consultant, including the alternatives considered.
- The rationale for selecting the proposed consultant.
- The dollar amount of the subcontract, the basis upon which it was determined that the cost is reasonable, and how that conclusion was reached. Historic pricing of at least three similar competitively procured projects (including that of the proposed), or three quotes (including the proposed), or another comparable method may be used to show cost reasonableness.

The procurement process and consultant selection must be approved by the Department to ensure prudent and economical use of public funds for professional services of maximum quality at reasonable cost.

For preparation/certification of all final designs and construction documents, and for supervision of construction, a licensed professional engineer, architect, or landscape architect licensed to practice in New York State is required.

The Contractor shall prepare all draft subcontract(s) to conduct Project work with each selected consultant. The subcontract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of each product completion, a Project timeline, and a payment schedule with payments tied to receipt of products adding up to total Project costs.

The Contractor shall submit the draft subcontract(s) to the Department for review of the subcontract work plan for alignment with the appropriate tasks of the work plan as set forth in this contract. The Contractor shall incorporate the Department's comments on the subcontract work plan, or scope of services, prior to execution of the final subcontract(s). The Contractor remains responsible for the legal sufficiency of the subcontract in accordance with the requirements in the Master Grant Contract and Attachment A-1.

Products:

- Consultant(s) selected and approved by the Department.
- Written certification of compliance with procurement procedures for each consultant selected.
- Draft and final, executed consultant subcontract(s).

### **Task 1.3 Surveys, Proposed Locations, and Permitting Assessment**

The Contractor shall prepare, or cause to be prepared, a survey and/or assessment of the existing conditions and locations of all existing festive lanterns and other lighting infrastructure as appropriate. This survey shall be used to create a preliminary map of the proposed locations of all Project lighting elements, including potential locations for illuminated standalone art installation(s). The Contractor shall also conduct an assessment of all permitting requirements for all any proposed new festive lanterns and lighting treatments. All components of the survey, mapping and permitting assessment(s) shall be consolidated in a brief summary report that shall be provided to the Department for review in draft format.. Department comments must be addressed to the satisfaction of the Department prior to advancing to any final design or implementation of the Project.

Products:

- Draft survey/assessment report, preliminary location map, and supporting materials.

### **Task 1.4 Draft Designs and Toolbox of Lighting Improvements**

Based on the results of the survey/assessment report and on community outreach, the Contractor shall prepare, or cause to be prepared, a *Toolbox of Lighting Improvements* that contain specifications for all new pedestrian street light(s), festive lantern(s), and potential sites for illuminated standalone art installation(s). This "Toolbox" shall identify all designs, fixtures, and components including, but not limited to those that may be necessary for affixing to private buildings and those that can be installed within the public realm. Lighting improvements shall factor in artistic measures that celebrate the cultural heritage of the neighborhood, all permitting requirements, and any and all power needs and sources.

All proposed improvements shall be coordinated with the appropriate regulatory agencies and be deemed feasible prior to finalizing designs. The Contractor shall make any necessary adjustments to the proposed locations for all lighting treatments and illuminated standalone art installation(s) and update the preliminary location map.

The updated location map, as well as the draft designs for all replacement lanterns, new fixtures, and other lighting components shall be provided to the Department for review. Department comments must be addressed to the satisfaction of the Department in subsequent revisions prior to any final designs.

Products:

- Draft *Toolbox of Lighting Improvements*, designs and supporting materials.

- Updated location map of proposed lighting improvements and illuminated standalone art installation(s).

### **Task 1.5 Artwork for Illuminated Art Installation(s)**

The Contractor shall select any and all artists for designing and installing the illuminated art installation(s) in consultation with local community input and through an open call for artists that prioritizes local artist submissions. The Contractor shall submit to the Department the draft open call for review. Department comments must be addressed to the satisfaction of the Department prior to releasing the open call. Once an artist has been selected for a site(s), the Contractor shall submit to the Department the contact information and a brief bio of each artist.

All artworks shall comply with local regulations and approvals. Artworks shall celebrate the culture, identity, economic vitality, and/or art of the local community and neighborhood. Prior to installation of any artwork, the Contractor shall submit to the Department the final location, a conceptual image, and proof of permission to install the artwork. Proof of permission shall include any permits, approvals, and a copy of the executed agreement to install and maintain the existence of the artwork(s) for a minimum period of three years from installation. The Contractor shall also notify the Department the timing of the substantial completion of the artwork(s), at which point the three years of public viewing shall begin. Exceptions in length of public viewing of artwork(s) shall only be made in unusual circumstances, may require replacement at an alternative location, and must be approved by the Department in writing prior to any removal.

Products:

- Draft and final Call for Artists.
- Brief bio and contact information of artist selected.
- Conceptual image and final location of artwork(s).
- Proof of permission to install and maintain artwork(s).
- Notification of installation completion.

### **Task 1.6 Environmental Quality Review**

The Contractor shall prepare, or cause to be prepared, all documents necessary to comply with the State Environmental Quality Review Act (SEQRA) through determination of significance, if required. If a positive declaration is made, a Draft Environmental Impact Statement shall be prepared.

Products:

- SEQRA documents and, if necessary, a Draft Environmental Impact Statement.

### **Task 1.7 Final Design and Construction Documents**

The Contractor shall prepare, or cause to be prepared, all final design and construction drawings, plans, specifications, and cost estimates for all lighting improvements as relevant. The final design and construction documents shall be provided to the Department for review. These documents must be certified by a licensed professional engineer, architect, or landscape architect and the appropriate seal must be affixed to these documents. Final design and construction documents are subject to approval by the Department.

Products:

- Final design and construction documents, certified by a licensed professional engineer, architect or landscape architect.

### **Task 1.8 Permits and Approvals**

The Contractor shall prepare, or cause to be prepared, the necessary permits or other approval applications and obtain the required permits and/or approvals for all lighting improvements. Special attention shall be made to comply with local regulations including, but not limited to those of the NYC Public Design Commission. The Contractor shall notify the Department when any permit or application is denied and/or approved.

Prior to construction or installation, the Contractor or its consultant(s) shall also demonstrate that each element of the project has received all approvals and is in compliance with 6 NYCRR Part 502, "Floodplain Management Criteria for State Projects" by obtaining a floodplain development permit, if local regulations establish such requirements, or by submitting a signed certification, by an official authorized to enforce local floodplain management regulations, that the project complies with the requirements of the statute.

Products:

- Copies of all required permits and approvals submitted to the Department upon receipt.

### **Task 1.9 Bid Process and Selection of Construction Subcontractor**

After the final design and construction documents have been approved by the Department, the Contractor shall prepare and distribute, or cause to be prepared and distributed, a bid invitation to select a construction subcontractor or subcontractors. Prior to distributing the bid invitation, the Contractor or its consultant(s) shall submit the bid invitation to the Department for review and comment.

The Contractor shall select the construction subcontractor(s) from the bid respondents and shall prepare a draft contract or contract(s) to conduct the work with the selected construction subcontractor(s). The contract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of project completion, a payment schedule with payments tied to receipt of products/project milestones, and project costs. The Contractor must certify to the Department that applicable public bidding procedures of General Municipal Law were followed for the selection of all construction or other subcontractors.

The Contractor shall submit the draft subcontract(s) to the Department for review and approval and shall incorporate the Department's comments in the final subcontract(s). A copy of the final, executed subcontract(s) shall be submitted to the Department.

Products:

- Draft and final Bid Invitation(s).
- Draft and fully executed construction/installation subcontract(s).
- Written certification of procurement procedures for each subcontract.

### **Task 1.10 Project Signage**

The Contractor shall install, or cause to be installed, a sign(s) satisfactory to the Department identifying the State's funding of the project. The project sign shall remain in place for at least 60 days after completion of construction or initial installation, whichever duration is longer.

Products:

- Department-approved sign design, and photo-documentation sign(s) installed.

### **Task 1.11 Installation, Construction, Construction Management and Site Inspection**

After receipt of all necessary permits and approvals, the Contractor or its construction subcontractor(s) may begin construction and/or installation of each lighting improvement according to the final design and construction documents. The Contractor shall provide, or cause to be provided, notification to the Department monthly (or more frequently) in writing of work progress, including any delays which have occurred. After 70% of the work is completed, the progress notification will include a punch list of any incomplete items and an estimated schedule for project completion.

The Contractor and/or the Department shall verify progress and completion of the work through periodic site inspections. The Contractor or its consultant(s) shall submit to the Department written summaries of progress including photo documentation and identification of problems to be addressed based on periodic site inspections.

Products:

- Written summary of periodic site visits, identification of any problems that need to be addressed, and punch list and construction/installation completion estimates due to any delays.
- Before and after photo-documentation of all major lighting improvements.

### **Task 1.12 Marketing Documentation and Project Lighting Report**

The Contractor shall prepare or cause to be prepared full documentation of the Project, after all Project tasks and components have been completed. Such marketing and other documentation may be conducted as portions of the Project are completed, however, once all lighting improvements and artwork(s) are installed, the Contractor shall submit a final Project Lighting Report, which shall include, but not be limited to the following:

- A minimum of ten photographs of final lighting improvements and artwork(s).
- Brief background on community involvement.
- Brief outline of major Project implementation milestones.
- Map showing location of all improvements and artwork.
- List of all funding partners including NYS Downtown Revitalization Initiative.

Any exhibition, publication, website, or other documentation and/or celebration of the Project shall acknowledge the Project funding provided as part of the NYS Downtown Revitalization Initiative.

The Contractor shall submit to the Department for review all marketing and documentation work prior to any final Project Lighting Report is printed or released to the public. Department comments must be addressed to the Department's satisfaction prior to any public release.

Products:

- Draft Project Lighting Report.
- Final Project Lighting Report.

### **Task 1.13 Completion of Project**

Following satisfaction of punch list items, the Contractor shall submit, or cause to be submitted, a statement that all work has been completed in accordance with the contract and subcontract(s), the final design and construction specifications, and all permit requirements. The completion statement must be prepared and/or certified by a licensed professional engineer, architect, or landscape architect. Unless otherwise specified



during Project kick-off meeting, the Contractor shall submit, or cause to be submitted, a pdf or two sets of as-built plans, certified by a licensed professional engineer, architect or landscape architect.

Products:

- Statement of Project completion.
- Certified as-built plans.

### **Task 2.1 MWBE Reporting**

Comply with MWBE Reporting Requirements by completing the following actions:

- Submit Form D - MWBE Utilization Plan to indicate any state-certified MWBE firms selected to work on this contract. Form D must be updated and submitted to the Department whenever changes to the selected MWBE firms occur (addition or removal).
- Record payments to MWBE subcontractors using DOS funds through the New York State Contract System (NYSCS).

Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> by clicking on the “Contact Us & Support” link.

Products:

- Ongoing reporting through NYSCS during the life of the contract.

### **Task 2.2 Project Status Reports**

The Contractor shall submit Project Status Reports semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

Products:

- Completed Project Status Reports submitted to DOS during the life of the contract.

### **Task 2.3 Final Contract Project Summary Report**

When the Contractor is satisfied work is complete, it shall submit a final Contract Project Summary Report to the Department, including a copy of the completion statement and a copy of the certified as-built plans and photo-documentation in the form of digital images of the site prior to, during and upon completion of work. The Contractor or its consultant(s) shall work with the Department project manager to complete the Final Project Summary Report. The Contractor shall not submit a final payment request to the Department, until the Department concurs that the work is complete. Final payment shall not be authorized until this report has been completed and filed with all Project deliverables, “Products” as outlined above.

Products:

- Completed and approved Final Contract Project Summary Report.

## 5. Project Responsibilities

The Contractor shall administer the grant, execute a contract with the Department, and ensure the completion of work in accordance with the approved Work Plan and budget.

The Contractor:

- will be responsible for conducting all project work in conformance with the Work Plan included in the executed contract with the Department.
- will be responsible for all project activities including drafting request for proposals and managing subcontracts with consultants and subconsultants.
- will certify to the Department that the procurement record for project consultants and subcontractors complies with the applicable provisions of General Municipal Law.
- will receive approval from the Department for any and all consultant subcontracts before beginning project work.
- will be responsible for submission of all products and payment requests.
- will be responsible for coordinating participation and soliciting comments from local government personnel, project volunteers, and the public.
- will keep the Department informed of all important meetings for the duration of this contract.
- will receive approval from the Department before purchase of any equipment.
- will secure all necessary permits and perform all required environmental reviews.
- will ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project.
- will ensure that all products prepared as a part of this contract shall include the NYS Comptroller's contract number as indicated on the Face Page of this contract.
- will ensure the project objectives are being achieved.
- will ensure that comments received from the Department, or other advisory group, are satisfactorily responded to and reflected in subsequent work.
- will recognize that payments made to consultants or subcontractors covering work carried out or products produced prior to receiving approval from the Department will not be reimbursed unless and until the Department finds the work or products to be acceptable.
- will participate, if requested by the Department, in a training session or sessions focused on developing and implementing revitalization strategies. The purpose of the training session(s) is to build knowledge and provide support to community leaders to advance revitalization efforts and complete priority projects.

The Department:

- will review and approve or disapprove of subcontracts between the Contractor and consultant(s) and any other subcontractor(s).
- will participate in initial project kick-off meeting and subsequent meetings that are important to the project.
- will review all draft and final products and provide comments as necessary to meet the objectives.
- must approve or disapprove any and all design, site plan, and preconstruction documents before construction may begin.