



REQUEST FOR PROPOSALS

FOR

Project Management

Chinatown Downtown Revitalization
Initiative(s)

- a) Building Upgrades
- b) Light Up Chinatown

Spring – 2025

I. INTRODUCTION

The Chinatown Partnership Local Development Corporation is a 501(c)(3) non-profit corporation incorporated in New York State. Working in collaboration with the Chinatown Business Improvement District (B.I.D.) and Chinatown Community Land Trust (CCLT), CPLDC, provides supplemental services to the community in addition to those offered by other New York State (NYS) and New York City (NYC) agencies. Community service programs provided by CPLDC include streetscape beautification, sanitation, safety awareness, business district marketing and promotions, events, and other initiatives that empower and support community activities benefiting visitors, residents, property owners, and small businesses within and beyond the Chinatown B.I.D. 's boundaries.

In 2023, CPLDC was assigned funding as part of the NYS Downtown Revitalization Initiative (DRI) program to implement two separate community priority projects related to revitalizing downtown portions of Manhattan as outlined within **Exhibit A: Chinatown DRI Strategic investment Area**. You can find out more about the State's DRI program online at:

<https://www.ny.gov/programs/downtown-revitalization-initiative>

The two DRI projects are:

- **Chinatown Buildings Upgrade Fund**

This project involves administering a \$900,000 small grant fund aimed at improving local businesses through façade and storefront improvements, including street level ADA accessibility, historic plaques, signage, awnings, lighting, and security cameras.

- **Expand and Improve Light Up Chinatown**

This project consists of improving district lighting, expanding festive street lanterns, and installing illuminated standalone art installation(s). Part of the work includes creating a toolbox of lighting improvements and installing additional lighting components that, combined, will improve street visibility and safety for residents, strengthen Chinatown's cultural identity, and attract local working population, tourists and visitors.

The two projects were identified as part of the community's Chinatown DRI Strategic Investment Plan. You can review the full plan on the State's DRI web site:

<https://www.ny.gov/downtown-revitalization-initiative/downtown-revitalization-initiative-round-five>

CPLDC has executed two separate contracts with the State to implement each project with grant funding on a reimbursable basis. A maximum of 10% of each grant may be allocated toward staff and/or consultant project management services.

CPLDC is seeking proposals from qualified firms to provide grant administration and project management services for implementing both Downtown Revitalization Initiative (DRI) projects. Those successful responded to this RFP will be expected to work closely with CPLDC, the New York State, and other project partners to conduct a wide range of project management tasks including, but not limited to:

- Coordinating meetings and keeping good records
- Coordinating community engagement and conducting outreach activities

- Marketing of the building grant application process
- Coordinating with consultant/contractors to secure agency approvals
- Overseeing consultant implementation work
- Preparing grant reports, invoicing, and project milestone coordination and tracking (from project start to completion)

While CPLDC anticipates awarding one consultant contract for the management of both DRI projects, it reserves the right to consider awarding separate management contracts if such deems more efficient, economically feasible, and better matches skills and scope of work proposed.

II. BACKGROUND

Please consider the following additional background information regarding each project.

Building Upgrade Fund:

Many of the Chinatown buildings are old with rapidly aging structures and have not been upgraded to adhere to current ADA standards. These buildings often have inadequate lighting and poor signage. Small businesses have not been able to upgrade their storefronts to become more inviting to visitors and customers. While the DRI funding may not be used toward deferred maintenance, it can be used for certain improvements that contribute to a safer and inviting entrance. The specific improvements the grant may fund are outlined within the agreement between the NYS Homes and Community Renewal and CPLDC. (see **EXHIBIT B: DRI Grant Agreement #20230005**). Please review Exhibit: B carefully to fully understand all necessary steps for each party involved, including those that will be required as part of this project management scope of work.

The successful consultant/contractor to this RFP will, in coordination with CPLDC, actively market a Call for Applications, work with a selection committee to identify appropriate projects, ensure completion of all project development tasks, coordinate an award of up to 80% of eligible costs per applicant, certify completion of said work, and prepare reimbursement paperwork for CPLDC to the State.

Expand and Improve Light Up Chinatown

Chinatown requires upgrades to its public lighting in compliance with city regulations to reflect its unique characteristics and multifaceted cultural heritage, thereby creating a festive and vibrant atmosphere for both residents and visitors. The DR project provides funding towards design, fabrication and/or installation of lighting improvements yet to be determined to achieve area beautification and improve pedestrian safety and walkability.

Light Up Chinatown was formed by a group of friends and neighbors in August 2020. It was still a dark and unsettling time during the pandemic, especially in Chinatown. Many businesses were closed, either temporarily or permanently; foot traffic was down by more than 80%; elders and the infirm were shut into their homes, often unable to access food and supplies; and fear of anti-Asian violence and discrimination was ramping up, further keeping people locked inside. Through community coordination, generosity, and creativity the newly formed “Light Up Chinatown” volunteer group of concerned neighbors coordinated the installation of a series of festive lighting strung across several streets within Chinatown. This grant stems from their work and strives to find ways to continue the goals of this work.

Throughout the DRI planning process there was a call for increased lighting to address safety concerns and address gaps in the current lighting network. While ideally, any lighting improvements would

celebrate the unique characteristics and multifaceted cultural heritage of the community, all lighting improvements will also need to adhere to local laws and approvals. The NYC Department of Transportation (DOT) has the overall responsibility of street lighting on city streets and public realm and thus any improvements planned thereof will need to be closely coordinated with DOT. Improvements proposed on private property will require consent from the appropriate owner. CPLDC and leaders of the Light Up Chinatown entity will work closely with the successful consultant/contractor on this RFP to ensure the proposed improvements are achievable and address priority locations.

The specific tasks regarding this project are outlined within Exhibit C: Work Plan of the agreement between the NYS Department of State and CPLDC. (see **EXHIBIT C: DRI Grant Agreement C#1002415 Work Plan**). Please review Attachment B carefully to fully understand all necessary steps for each party involved, including those that will be required as part of this project management scope of work.

III. TIMEFRAME

All work is anticipated to be completed within 18-24 months of contract execution with CPLDC, however, the schedules of each project may vary independently. Once a consultant/contractor to this RFP is selected, CPLDC will work with them to define a more detailed schedule for each project in accordance with specific tasks and State contracts with CPLDC. Respondents should consider their past experience and expertise when detailing in their proposal a realistic timeframe for completing all work and may highlight certain tasks that they believe may deviate from the desired time frame due to no fault of their own.

IV. QUALIFICATIONS

Respondents to this RFP must have prior experience managing and implementing projects within NYC. Additionally, respondents must have on his/her team a minimum of one staff person who is a registered Architect and/or Engineer in the State of New York in order to review and certify any construction work completed as per the terms of the State contracts.

V. SUBMISSION REQUIREMENTS

Respondents to this RFP must submit all required information prior to the end date of this RFP. Failure to comply with any requirement shall be justification for removing a submission from consideration.

CPLDC reserves the right to reject or accept proposals that contain incomplete information at its own purgative.

At a minimum, the following items outlined below must be included within their proposal.

1. Transmittal Letter

A letter clearly outlining the Contractor's interest in the scope of work, key experience and capacity to perform the full scope of services outlined in this RFP.

2. Consultant/Contractor company's Information and Primary Contacts, including:

- a.** Consultant/Contractor company's size, management, and ownership
- b.** Name of Primary Contact Person(s)

- c. Address, Telephone, and Email(s)
- d. Number of Years in Business
- e. Company's Legal Status and Tax ID Number

3. Resumes of all staff anticipated to work on the projects

4. Similar information for any sub-contractor(s) that will be part of the Consultant/Contractor team working on the project.

5. References

Submit a minimum of three (3) references, including full contact information (names, phone number, and email address) for each.

6. Work Samples

Include a brief description of comparable projects and indicate the firm's specific role in such projects. Include examples of relevant work, especially any related to building improvements, ADA compliance, public space activation, lighting, art projects, and any other work that provided grant management of projects in the public realm and/or of high visual impact(s) . If relevant, include visuals and websites of similar services and projects managed. Contractor must demonstrate that it has successfully completed services similar in scope to that requested in this proposal.

7. Project Approach, Schedule, Milestones and Deliverables

Provide an outline of your proposed approach to managing the projects that is consistent with the requirements outlined within each State Contract. To the extent possible, please highlight all major tasks, milestones, and deliverables and provide a brief description of each along with a proposed schedule.

8. Fee Schedule

Provide a detailed fee schedule outlining total maximum fee including any reimbursables and contingencies, as well as a breakdown of costs tied to each major task. Please highlight any fees that will go towards State-certified M/WBE entities (see M/WBE Goals below).

Please note that the State has capped the maximum funding it will permit for administration and project management at 10% of total grant funds. Therefore, The CPLDC is seeking proposals with a fee below \$168,000, the combined maximum grant funds allowable for project management services within both DRI grants.

M/WBE Goals

CPLDC encourages State-certified Minority and Women owned businesses (M/WBE) to partake in this RFP. Both DRI projects have an overall goal of 30% of total grant funds to be awarded to M/WBE firms, however, such may be achieved during implementation and need not be for each subcontract held by CPLDC. Only NYS certified MWBE firms work will count towards meeting these MWBE goals. Certified firms can be found using the [NYS Directory of Certified Firms](#).

Please note, if businesses will be applying for NYS certification, only payments made *after the certification* date will count towards the contract's MWBE goals.

Please outline anticipated efforts to meet State-certified M/WBE requirements.

PROPOSAL DUE DATE

All Submissions are due by **4pm on June 13, 2025.**

Please submit proposals via email to:

dli@chinatownpartnership.org and info@chinatownpartnership.org

Subject line: ***Proposal for DRI - CPLDC***

Key RFP Dates:

Request for Proposals Released:	Wednesday, May 14, 2025
End date for Submission of RFP Questions:	Thursday, May 29, 2025
Q&A shared on CPLDC Website:	Wednesday, June 4, 2025
Submission Due Date:	Monday, June 13, 2025 (4pm)
Anticipated Selection of Consultant/Contractor	August 2025
Anticipated Work Starting:	September 2025
Anticipated Completion of all work	TBD

EVALUATION/SELECTION CRITERIA

Proposals will be evaluated, and a Consultant/Contractor selected on the basis of the following criteria:

- Experience and qualifications of the Contractor
- Consideration will be given to Proposer demonstrating experience with similar activities described in this RFP.
- Similar experience will be understood to include providing similar services to major public and private sector entities.
- Ability to adhere to the proposed timeline
- Completeness of the proposal and on the clarity/accuracy of information presented.
- Creativity and feasibility of the proposed project.
- Project Approach and Schedule
- Overall cost

RIGHT TO MODIFY OR REJECT PROPOSALS

This Request for Proposal (RFP) does not commit the CPLDC to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP or to procure or contract for services. Only the execution of a written contract will obligate the CPLDC in accordance with the terms and conditions contained in such contract. The CPLDC intends to award a contract(s) based on the best interest and advantage to the community. The CPLDC reserves the right to accept or reject any or all proposals received as a result of this RFP, to waive any minor deviation in proposal responses received, to negotiate with any or all qualified proposers, to cancel this RFP in part or in its entirety, or to and to withdraw this RFP without notice if it is in the best interest of the CPLDC to do so.

Proposals will only be accepted from thoroughly competent and experienced individuals or entities as determined solely by the CPLDC under the guidance from New York State. Respondents are responsible for submission of accurate, adequate, and clear descriptions of the information requested. Omissions, vagueness or inaccurate descriptions or responses shall not be interpreted in favor of the proposer and shall be grounds for proposal rejection.

The CPLDC reserves the right to request additional materials, including those it may deem useful or appropriate to evaluate each respondent's qualifications and experience, or clarification or modification of any submitted proposal. The CPLDC is not obligated to make any such request or to accept any unsolicited additional materials, clarification, modification, or background information.

Interviews may be held with any or all of the respondents after the receipt and review of the proposals. The CPLDC reserves the right to select a winning proposal based solely on the proposal itself, without subsequent interviews. If selected for an interview, the respondents should be prepared to present the initial concept, proposed timeline, and project budget. The CPLDC may conduct discussions with some of the respondents submitting proposals and not others.

The selected Contractor will be expected to enter into a contractual agreement with the CPLDC soon after selection takes place. Please review the language below for a sense of the contractual requirements and send any questions you may have – please refer to the “PreProposal Question” section above for more information.

CPLDC PROJECT SCOPE OF WORK

The Scope of Work to be implemented by the Contractor shall include all tasks necessary to oversee the implement of the two DRI projects, which consists of the remaining components of both the Building Upgrade DRI project and the Light Up Chinatown DRI project, generally outlined within the DRI Project Profiles, as described within this RFP. While the “intent” of the DRI projects must be achieved, there may be room for modifications responding to current site conditions and needs. The NYS Department of State will need to approve the final Scope of Work prior to any work beginning. Further provisions regarding the Project Scope of Work to be implemented are outlined within the attached “Exhibit B” and “Exhibit C”.

PRICE FOR SERVICES

The price agreed upon by the Contractor for the Services shall be included in the Contract and will not be subject to change unless agreed to in writing by the CPLDC and the Contractor.

The price shall include all sales, franchise, or other taxes with regard to the Services, which shall be paid by the Contractor. The Contractor assumes sole and exclusive liability for and shall pay all contributions or taxes imposed or required by the unemployment insurance laws of New York, the Federal Social

Security Act, or any other act or regulation, now or hereafter in effect, upon or in respect to wages, salaries, or other compensation or benefits paid to employees engaged upon or in connection with the Services to be performed.

INDEMNIFICATION

Contractor shall agree to indemnify and hold harmless the State of New York, City of New York, the New York City Department of Small Business Services, the New York City Department of Transportation, and the CPLDC, and the agents, directors, officers, employees and volunteers of these entities, from any and all claims, damage, loss, judgments, or liabilities, including costs and expenses, legal or otherwise, to which they may be subject as a result of any act or omission of the Contractor, its agents, employees, subProposor, Proposor, or permittees in connection with the contract. The Contractor shall be solely responsible for the safety and protection of all its employees and shall assume all liability and responsibility for injuries, including death, that may occur to such employees due to the negligence, fault, or default of the Contractor. Contractor shall require such indemnification from its proposor, subproposor, and permittees.

PERMITS

The Consultant/Contractor shall be responsible for overseeing all sub-contractors to obtain any necessary permits from the appropriate governmental authority for the Services to be performed. The CPLDC shall be provided with a copy of any such permits pertaining to the District prior to commencing Services under the contract.

INSURANCE

General Liability Insurance

If and when a contract is awarded, Contractor shall maintain, and shall cause all its subProposor and permittees to maintain, in effect comprehensive liability and vehicular insurance, each in amounts no less than \$1,000,000 for each occurrence, and \$2,000,000 in the aggregate, covering injury to or death of one or more persons and/or property damage.

The CPLDC, in addition to the City of New York and NYC Dept. Small of Business Services, and NYC Department of Transportation shall all be named as an additional insured on all such policies obtained by the Contractor. Each policy shall be in a form that is satisfactory to the CPLDC and issued by an insurance company satisfactory to the CPLDC. Contractor shall be named as an additional insured on such policies obtained by its subProposor and permittees.

Workers' Compensation and Disability Benefits Insurance

During the performance of the Services covered by the Contract, Contractor shall maintain and shall require any subProposor to maintain Worker's Compensation, covering all aspects of its performance under the Contract.

All insurance policies entered into by Contractor in relation to the Contract shall provide that any change in or cancellation of any such policies or the terms thereof shall not be valid unless CPLDC has received thirty (30) days notice in writing of such change or cancellation.

STATE REGISTRATION REQUIREMENTS

All Proposor may be subject to the State processes to determine each Contractor's previous track record and contractual experience with New York State.

NO WAIVER

The failure of any party to insist on strict performance of any of the terms or conditions of any Contract or of the party's rights hereunder in any one or more instances shall not constitute a waiver by the party of such performance, terms, conditions, or rights, whether then or in the future. Any waiver shall be effective only in writing and signed by the party's authorized representative, and only with respect to the particular waiver expressly stated therein.

Submission of a Proposal by the Contractor in response to this RFP will constitute a waiver by such Contractor of any claim against any of the foregoing for any costs incurred or for any matters arising there under or in connection with the review of such Proposal by CPLDC.

PAYMENT SCHEDULE

Payments shall be made no more frequent than on a monthly basis subject to the provisions of the Contract provided that Contractor submits an invoice to the CPLDC in a proper and timely manner. Payment will be made within forty-five (45) days after the CPLDC receives the invoice.

EXHIBIT A: Chinatown DRI Strategic Investment Area

EXHIBIT B: DRI Grant Agreement #20230005 (see attachment B)

EXHIBIT C: DRI Grant Agreement C#1002415 Work Plan (see attachment C)

EXHIBIT A: Chinatown DRI Strategic Investment Area

