

Questions	Responses
<p>-Is the intention of the RFP to award a consultant/contractor to administer the grant who would also act as the only general contractor or all building improvements that are selected through the grant process.</p> <p>-It is our understanding that the stated fee cap of \$168,000 would cover costs for stated scope (coordinating meetings; directing and conducting community engagement and outreach, marketing grant application, coordinating to secure agency approval, overseeing implementation, preparing compliance reports, etc), AND that the awarded consultant/contractor would then also perform the building improvement work, thereby earning a fee associated with each construction project. Can you confirm this?</p>	<p>The intention (regarding State Agreement 20230005/Building Upgrade Fund) is that the Project Management Consultant (PM) would assist in issuing the Call for Applications, coordinating the selection of recipients, and certifying that work was completed as awarded and approved. It is not anticipated that the PM would be doing any renovation work or earning any additional fees for such work.</p>
<p>-The RFP mentions that the grant funding is released on a reimbursable basis. I understand that this applied to business owners. Does this also apply to the consultant who is managing the project? Would you be able to share a pay schedule with me?</p>	<p>The Project Management Consultant (PM) will be paid following each invoice reflecting work it performs. CPLDC would then seek reimbursement from the State for payments made to the PM. As part of the PM's Scope of Work, CPLDC is seeking assistance in submitting reimbursement paperwork to the State.</p>
<p>-Can you confirm the project budget for the Light Up Chinatown project?</p> <p>-The RFP identifies three elements of the Light Up Chinatown project: improving pedestrian lighting, expanding street lanterns, and standalone art installations. Has the budget been allocated between these three subprojects?</p> <p>-Does the project scope include addition of new DOT street poles? Would this be funded through the DRI?</p> <p>-Regarding the Light Up Chinatown scope, what tasks will be performed by Chinatown Partnership?</p>	<p>The budget for the Light-Up Chinatown scope is approximately \$600K. At this time the breakdown of the funds has not been determined as such is dependent on field work and approvals. It has also not been determined if additional DOT Street poles would be a component of this project, however, we recognize such may be difficult to implement within the existing budget. All tasks are to be managed by the Project Management Consultant in coordination with CPLDC and any subconsultant retained. It is anticipated that the PM would draft RFP(s) to retain such subconsultants.</p>

Scope & Budget

Project Volume for Building Upgrade Fund

Can CPLDC clarify the estimated number of projects or grantees expected to be supported through the \$900,000 Building Upgrade Fund? Is there a target range for individual grant award sizes?

Light Up Chinatown Budget

Is CPLDC able to share the approximate budget allocation for the Light Up Chinatown initiative, particularly for the lantern installation, lighting components, and any planned public art installations?

Permit and Design Cost Responsibility

Are costs related to permit filings, application fees, or third-party design consultants hired by grantees (e.g., for ADA or signage support) to be reimbursed from the Building Upgrade Fund directly, or do they fall within the consultant's \$168,000 project management cap?

MWBE Certification Timing

If a subconsultant is actively in the process of becoming NYS-certified as an M/WBE, will their work count toward the 30% MWBE participation goal if they achieve certification during the contract period?

Billing & Administration

Billing Structure

Will CPLDC accept monthly billing based on actual hours and approved rates in lieu of phase-based milestone billing? This would allow for more consistent cash flow while aligning with deliverables.

Payment Processing Timeline

What is the typical turnaround time from invoice submission to reimbursement under this DRI funding structure?

Project Close-Out Requirements

Can CPLDC share more detail about what final reporting, deliverables, and documentation will be required to complete the project and release final payments?

Outreach & Communication

Outreach Material Development

Does CPLDC expect the consultant to create marketing and outreach materials in-house, or is it acceptable to subcontract this work (including design and translation services) as part of our project management budget?

1. Project Volume for Building Upgrade Fund

Can CPLDC clarify the estimated number of projects or grantees expected to be supported through the \$900,000 Building Upgrade Fund? Is there a target range for individual grant award sizes? **Please see fund parameters in Attachment A: DRI Grant Agreement #20230005, and in particular Schedule A. The goal is to use all funds available within these permitted "Activities".**

2. Light Up Chinatown Budget

Is CPLDC able to share the approximate budget allocation for the Light Up Chinatown initiative, particularly for the lantern installation, lighting components, and any planned public art installations? **The total initiative was awarded \$689,000 as part of the Governors Chinatown DRI Project Awards in December 2022. A maximum of 10% of the grant can be used for project management. The remaining funds will be used for project implementation. No further breakdown has been determined at this time.**

3. Permit and Design Cost Responsibility

Are costs related to permit filings, application fees, or third-party design consultants hired by grantees (e.g., for ADA or signage support) to be reimbursed from the Building Upgrade Fund directly, or do they fall within the consultant's \$168,000 project management cap?

Permitting fees are part of project implementation and should not be factored in as part of the project management budget.

4. MWBE Certification Timing

If a subconsultant is actively in the process of becoming NYS-certified as an M/WBE, will their work count toward the 30% MWBE participation goal if they achieve certification during the contract period? **Only**

subconsultants that are certified by the State at the time of contract execution with CPLDC can count towards meeting the State M/WBE goals.

Billing & Administration

5. Billing Structure

Will CPLDC accept monthly billing based on actual hours and approved rates in lieu of phase-based milestone billing? This would allow for more consistent cash flow while aligning with deliverables. **This can be discussed, however, please note that CPLDC is seeking all work to be completed within the available budget. At this time, no additional funds are available should a consultant require additional hours toward completion of a task. Therefore if invoicing was tied to monthly hours worked towards completion of key tasks and deliverables, a substantial retainage would likely be held to ensure all work is completed prior to full payment. Regardless of hours worked, payments will need to be tied in some manner to completion of key tasks and deliverables.**

6. Payment Processing Timeline

What is the typical turnaround time from invoice submission to reimbursement under this DRI funding structure? Following complete submission of all necessary invoicing documentation, CPLDC anticipates payments to contractors within x weeks/months.

7. Project Close-Out Requirements

Can CPLDC share more detail about what final reporting, deliverables, and documentation will be required to complete the project and release final payments? Please see NYS Contracts (Attachments) for required materials. CPLDC would seek assistance by the selected project management consultant to assist in the preparation of these prior to final payment.

<p>-Can the architect's fee be covered by the grant funds?</p> <p>-What is the selection process for the lighting installation or vendor?</p> <p>-Could you please confirm the total budget allocated for just the Light Up Chinatown project?</p>	<p>As per the State grant, the Project Management Consultant (PM) needs to be able to certify that work was completed as awarded and approved. This is part of the PM fee. All subcontracts must be via a competitive bid process that encourage State-certified MWBE firms to submit proposals for consideration. The budget for the Light-Up Chinatown scope (not including PM scope) is approximately \$600K.</p>
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