



## REQUEST FOR PROPOSAL For Light Up Chinatown

04/27/2026

### I. Introduction

The Chinatown Partnership Local Development Corporation (CPLDC) is a 501(c)(3) non-profit corporation incorporated in New York State. Working in collaboration with the Chinatown Business Improvement District (BID) 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 BID's boundaries.

CPLDC was awarded funding as part of the NYS Downtown Revitalization Initiative (DRI) program to implement a community priority project -- Expand and Improve Light Up Chinatown Project -- as part of the State's \$20 Million investment towards 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>

CPLDC is seeking a Lighting Designer, Planning, Architectural, and/or Engineering consultant (the "Consultant") to support the "Expand and Improve Light Up Chinatown" project. This project consists of improving district lighting, expanding festive street lanterns, and installing illuminated standalone art installation(s) where feasible. 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 qualified Consultant should be able to lead the full scope of survey, technical design, and implementation oversight for this project. The selected Consultant will, under the guidance of CPLDC, work closely with New York State, the Light Up Chinatown entity, and relevant City agencies throughout the process to complete the scope of work described in Section III.



## **II. Background on Light Up Chinatown Initiative & DRI Project**

The Chinatown community has long expressed a desire to improve lighting for pedestrians along key corridors, both to address safety (perceived and real) and to reflect its unique characteristics and multifaceted cultural heritage, thereby creating a festive and vibrant atmosphere for both residents and visitors.

The "Light Up Chinatown" initiative was formed by a group of friends and neighbors in August 2020. It was 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. While these festive lights were temporary improvements, the DRI project seeks permanent improvements that build on the Light Up Chinatown work and strive to find ways to continue the goals of this work within the confines of local regulatory rules and procedures.

Throughout the DRI planning process, there was also a call for increased lighting to address safety concerns and address gaps in the current lighting network. This DRI project seeks to address some of these concerns as well.

All lighting improvements must adhere to local laws and approvals. The NYC Department of Transportation (DOT) has overall responsibility for street lighting on city streets and the 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 will work closely with the successful Consultant on this RFP to ensure the proposed improvements are achievable and address priority locations.



### III. Scope of Work for Design/Lighting Consultant

The Consultant shall, at a minimum, complete the following tasks:

- 1. Conduct a Lighting Survey of Chinatown Core as defined within the Chinatown DRI Strategic Investment Area (SIA) as shown in *Exhibit A*.**
  - a. Review existing documents, including, but not limited to any DOT data, and SOM and ARUP's 2025 study for the Chinatown Partnership/Light Up Chinatown (see *Exhibit B*).
  - b. Conduct a post-sunset walking tour of Chinatown Core as defined within the Chinatown DRI Strategic Investment Area to determine general existing lighting conditions and locations of key retail corridors, destinations, and dark streets, noting where inadequate lighting affects pedestrians' sense of safety and discourages walking.
  - c. For identified "dark corridors," identify existing lighting street poles, noting fixtures and working order, and potential locations for additional lighting.
  - d. Assess the condition of existing festive lanterns.
  - e. Identify any other lighting infrastructure as appropriate.
  - f. Identify any locations (public/private) where more artistic illuminated standalone art installations might be feasible.
  - g. Meet with the local community board and key stakeholders as necessary to solicit local knowledge input and share findings.

Interim Deliverables - The survey shall be used to create a preliminary map that:

  - h. Identifies "Priority Corridors" that would benefit from additional lighting.
  - i. Identifies "Festive Priority Corridors" for replacing/installing festive lighting interventions should permitting be feasible.
  - j. Identifies any potential locations for illuminated standalone art projections and/or installation(s).
- 2. Conduct an Approval and Permitting Assessment**
  - a. Based on the Consultant's technical expertise and knowledge, as well as preliminary agency discussions if needed, the Consultant shall conduct an assessment of all anticipated permitting requirements, including DOT and DOB, to determine parameters for all proposed new lighting interventions and treatments.

Deliverables - All components of the survey, mapping, and permitting assessment(s) shall be consolidated in a brief Survey Summary Report.
- 3. Prepare Draft Designs and a Toolbox of Lighting Improvements**
  - a. Based on the results of the Survey Summary Report and on community



outreach coordinated with the Chinatown Partnership and its project management consultants, prepare a *Toolbox of Lighting Improvements* that contains specifications for all new lighting improvements. Depending on the permitting assessment, lighting improvements may include:

- i. pedestrian street lights,
- ii. façade lighting, including lighting fixtures attached to private buildings,
- iii. festive lantern(s),
- iv. other illumination treatments,
- v. any artistic illuminated standalone art installation parameters and opportunities to partner with local artist(s).

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.

**b.** The Consultant shall coordinate as necessary with the appropriate regulatory agencies to determine which designs are feasible prior to finalizing designs.

**c.** The Consultant shall make any necessary adjustments to the proposed locations for all lighting treatments and any illuminated standalone art installation(s) and update the preliminary location map as needed.

**d.** Establish implementation phasing that takes into consideration available funding, permitting and approval abilities, and community impact.

*Deliverables* - Draft and Final Toolbox of Lighting Improvements, including conceptual designs, available fixtures, high/low price options, preliminary locations, power needs and options for supplying power as appropriate, summary of any atypical and/or artistic lighting treatments, permitting requirements, and implementation phasing.

#### **4. Final Design, Construction Documents & Bidding for Phase I Work**

**a.** Prepare all final design and construction drawings, plans, specifications, and cost estimates for all lighting improvements as relevant to bid any work for improvements in the public realm and to package lighting options for placement on private sites.

**b.** Secure any preliminary approvals (Public Design Commission, etc.) that may be warranted prior to bidding public work.

**c.** Work with Chinatown Partnership and its project management consultants to create a package for offering placement of lighting fixtures on private sites.

**d.** If determined feasible, work with Chinatown Partnership and its project management consultants to prepare a Call for Local Artist to assist in the design and installation of artistic illuminated standalone art installation(s).



e. Work with Chinatown Partnership and its project management consultants to solicit competitive bids and select a construction subcontractor as needed.

f. After the final design and construction documents have been approved, work with Chinatown Partnership and its project management consultants to solicit competitive bids and select a construction subcontractor.

Deliverables - Phase I Final Specs, Preliminary Approvals where relevant, Private site fixture packaging, Bid Packages, and Contractor Selection.

#### **5. Implementation Oversight**

a. Assist selected contractors with design details, change orders, and adjustments where required.

b. Assist private site owners with questions regarding installation of lighting components from the Toolbox.

c. Inspect and verify that all improvements are installed according to final plans and design.

In addition to the above specific tasks and deliverables, the Consultant will work with CPLDC to ensure all work and deliverables meet the requirements as 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*).



#### IV. Evaluation Criteria

Submitted proposals will be evaluated based on the four categories and corresponding criteria below. Each category can be awarded up to 25 points, with a maximum score of 100 points.

Category	Criteria	Points
Budget	Overall cost; reasonableness of fee structure relative to proposed scope and deliverables.	25
Experience and Expertise	Demonstrated experience with lighting design, public space activation, and comparable projects in NYC; experience with DOT/DOB coordination and public realm approvals.	25
Project Approach and Schedule	Clarity and feasibility of the proposed approach, timeline, milestones, and deliverables.	25
Capacity and Team Structure	Qualifications of proposed staff and sub-consultants; demonstrated capacity to deliver the full scope within the proposed timeframe.	25



## **V. Minority and Women-Owned Business Enterprise (MWBE) Requirements**

The Chinatown Partnership is committed to providing meaningful participation opportunities for Minority and Women-Owned Business Enterprises (MWBEs) in its procurement processes. This project is funded in part through the New York State Downtown Revitalization Initiative (DRI), and as such is subject to New York State MWBE requirements pursuant to New York State Executive Law, Article 15-A.

NYS has established a combined 30% NYS Certified MWBE participation goal for this contract. Respondents are required to document their plan to assist CPLDC in achieving or exceeding this goal. This may be as a certified MWBE Consultant firm itself, through subcontracting with certified MWBE firms, and/or through the future procurement of a contractor to implement the lighting elements and/or the purchase of materials and supplies from certified MWBE vendors.

For purposes of this RFP, an MWBE is defined as a business enterprise certified by the New York State Empire State Development (ESD) Division of Minority and Women's Business Development as either a Minority-Owned Business Enterprise (MBE) or a Women-Owned Business Enterprise (WBE) pursuant to Article 15-A of the New York State Executive Law. Certification must be in place prior to execution of any contract or subcontract in order to count toward the MWBE goal. While we encourage NYC Certified MWBE firms to participate, only NYS Certified MWBE firms will count toward goal targets for this project.

To locate NYS Certified MWBE firms, you can search the MWBE directory at:

<https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>

To verify MWBE certification status, respondents may consult the New York State MWBE Directory available at: <https://ny.newnycontracts.com>



## **VI. 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 prerogative.

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

### **1. Transmission Letter**

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

### **2. Consultant Company Information and Primary Contacts, including:**

- a. Consultant 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. The 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 a detailed description of the proposed scope of work that includes, at a minimum, Tasks 1-5 as outlined in Section III above. Respondents may expand upon these tasks if, based on their knowledge and experience, they believe additional steps are warranted. For each Task, Respondents must indicate key deliverables, the anticipated time frame to complete that task, and the associated fee.

CPLDC anticipates all work to be completed within **12-18 months** of contract execution with the Consultant. Respondents should consider their experience and expertise when detailing a realistic timeframe for completing each Task and all work. Respondents may highlight certain Tasks they believe may deviate from the desired timeframe due to no fault of their own.

## **8. Fee Schedule**

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

CPLDC has dedicated a total sum of \$600,000 to cover both the Consultant design costs associated with the scope of work within this RFP and the fabrication, fixture purchases, construction and contractor fees associated with a Phase I implementation. The Consultant's fee proposal should be realistic in performing the necessary work to achieve a Phase I investment that has a meaningful impact to the community.

## **9. Proposal Due Date**

- All submissions are due by **May 22, 2026, 12PM (Noon)**
- Please submit proposals via email to: **dli@chinatownpartnership.org** and **info@chinatownpartnership.org**
- Subject line: *Light Up Chinatown - Lighting Designer*
- Key RFP Dates:



- Virtual Info Session: May 6, 2026
- Questions due by: May 6, 2026