

Minutes of the Chinatown Working Group (CWG) Full Group Meeting
4pm – 6pm, Monday, April 2, 2012
American Legion L.T. Kimlau Post 1291

Voting members present: American Legion Post 1291 (Gabe Mui); Bowery Alliance of Neighbors (David Mulkinns, Jean Standish); Chinese Progressive Association (Mae Lee); Committee Against Anti-Asian Violence (Billie Zhu); Community Board 1 (Michael Levine); Community Board 2 (Antony Wong); Community Board 3 (John Leo); Create in Chinatown (Amy Chin); Immigrant Social Services (Lillian Moy); National Mobilization Against Sweatshops (SooYoung Lee); Two Bridges Neighborhood Council (Victor Papa, Wilson Soo).

Press: Ming Pao (Emily Chen); Sing Tao (Bonnie Li)

Also present: Rob Hollander (Lower East Side Residents for Responsible Development); Mae Wong (218 Holding Inc.); Zella Jones (NoHo-Bowery Stakeholders Inc.); Susan Yung (Bowery Poetry Club).

Meeting called to order, 4:20pm, Mae Lee and Antony Wong facilitating

1. Introductions

2. Agenda approval

>>Agenda approved by all present

3. February minutes approval

Rob Hollander: The stated time of the meeting's start must be corrected...

Antony Wong: ... to 5:30pm.

>>February corrected minutes approved by all present

4. Update on the Memorandum of Understanding between the Lower Manhattan Development Corporation and the CWG fiscal conduit, University Settlement of Society of New York: Michael Levine, presenting (See the "Lower Manhattan Development Corporation MOU 3-26-12" attached.)

Michael Levine: The fiscal conduit, University Settlement Society of New York (USSNY), will charge a fee of close to 1% for costs only. The MOU must be approved by LMDC, since USSNY is replacing the Fund for the City of New York. The MOU represents an agreement between USSNY and CWG co-Chairs and other members of the CWG Coordinating Committee members. These were positive agreements for CWG: USSNY only wants only the role of approving the paperwork that we give them. The consultant will give us his bills and we will certify them to our satisfaction and then deliver the certified bills to USSNY. USSNY desires no substantive role beyond dispersing the funds upon our approval. One or two co-Chairs and one or two of the CWG Working Team Chairs will oversee the certification of bills. USSNY will set aside 2% of the grant for costs, which is much less than the Fund for the City of New York, the previous fiscal conduit offer. The contact at LMDC, John DeLibrio, will schedule an approval for the next LMDC meeting, probably in June. Then we will be ready to begin the RFP process. The RFP will be advertised on the LMDC website, on the CWG site and I have a list of consultants as well.

Wilson Soo: The only change in the Scope of Work is the deletion of attachment B. (See "CWG Planning Consultant RFP 2-2-12" Scope of Services attached.)

Amy Chin: Is USSNY prepared to disperse funds to the consultant ahead of their reimbursements from LMDC?

Michael Levine: They are prepared and willing, and seem interested in facilitating community efforts.

6. Letters of support from elected officials: Mae Lee presenting

Mae Lee: We are contacting elected officials who are friends of CWG to send letters of support to encourage LMDC to process our request as quickly as possible. We are hoping to begin the hiring process in July. We will send the officials a sample letter to LMDC (see "2012-03-06 Letter to Elected Officials for Support (Draft – 2012-03-27)-1" attached).

Amy Chin: Can we begin the process before LMDC approves?

Wilson Soo: LMDC can't list the \$150,000 on their website until the MOU is approved.

Michael Levine: We need a panel to receive submissions and review them based on agreed-upon criteria. We want it to be as quantitative as possible. In Round 1, the panel will grade the submissions without knowing the names of the applicant. Round 2 involves an interview with those who met the requirements of the Scoring Matrix. Round 3 brings the a few qualified candidates to CWG for it to choose. Most consultants will want to subcontract portions. Some elements of the Matrix may be deleted. For example, Parks and Recreation is no longer within the Scope of

Work, so it should be deleted from the Matrix as well. (See "CWG Round 1 Scoring Matrix..." and "CWG Round 2 Scoring Matrix..." attached.)

John Leo: Received applications have to be stored unopened. Do we have a space?

Michael Levine: We have assumed that the documents would be kept at CB1. The panel can convene there, too. We'll need about five people. They'd have to spend an entire day because they cannot take anything home. USSNY offered their space as well.

Wilson Soo: USSNY offered to log the documents as well.

Michael Levine: This is our schedule: 1) the MOU, 2) letters of support 3) prepare a public notice on the website 4) review and edit the Matrix 5) implement the hiring process...

John Leo: -- select the panel...

Michael Levine: It will be another three months until we close the bid and move to a contract. We may have a consultant on line by fall 2012.

5. Economic Development Plan Fall 2010: Zella Jones, presenting

Antony Wong: There was a series of three meetings between November and January of the Economic Team with some new people to add changes and refine it. Zella will go over the 2010 plan and mention some changes.

Zella Jones: Red type shows amendments made in the last 48 hours to reflect the Tax Payers Association comments. The Tax Payers questioned the previous studies. The previous studies are included because they are the only ones available and they represent over a millions dollars of investment in doing the studies and a long list of participants. [See the revised 2010 Economic Development Preliminary Action Plan attached.]

Jean Standish: Maybe add something about keeping the built context.

Zella Jones: No, there was no agreement on contextuality for this document.

Bethany Li: "Transformation" without explanation implies the transformation of Chinatown from what it is now to something different. Why not use "creative" rather than "transformation"?

Zella Jones: You have a negative point of view. I'm just presenting what we have now. But I don't necessarily agree with your point of view.

Bethany Li: Where do these changes come from? Who edited this document?

Antony Wong: We distributed a three-column document last month, which included the original PAP, suggestions from the meetings, and the Tax Payers Association document. Today's presentation is only what Zella put together from what has been gathered so far.

Bethany Li: Is there any official document?

Antony Wong: There is nothing official. This presentation is just to let CWG know what is happening.

Behtany Li: Will the Tax Payers Association have an opportunity to present as well?

Antony Wong: They will be put on the agenda if they wish.

Rob Hollander: Who is the "we" you refer to in "we need to look at this"?

Zella Jones: I think I mean those who have expressed an interest in this process, so it's the Tax Payers and myself.

Rob Hollander: I thought this was supposed to be a presentation of the 2010 document.

Zella Jones: I was trying to update.

Rob Hollander: If this is a document you revised yourself, then should you be speaking for the Tax Payers, who are not present?

Victor Papa: You are questioning where this all comes from. Ultimately, CWG will see and approve all of the discussions. Let's move forward.

Rob Hollander: You should present it as the work that you did, rather than speak on behalf of the Taxpayers.

Zella Jones: I will not present it at all. I'm done.

Mae Lee: I would like to see the rest of the presentation without interruption.

Jean Standish: I would like to see it too. Could we have a vote?

Mae Lee: Who wants to see the rest?

[All agree to see the rest.]

Antony Wong: Please take notes on the red areas where the changes were made.

Bethany Li: There is one member of the Tax Payers Association.

Margarita Ng: But I was not at all the meetings.

Zella Jones: [Continues and completes the presentation of the revised 2010 Plan. See Economic Development 2010 revised attached.]

Michael Levine: I think this is ready to give to a consultant to say this is the general thinking of the group. We're not looking for a vote on this, we need the consultant to come back with what's feasible. I'm only concerned about a special zone request. Justification for a special zoning needs to be strong. But that's what we need a consultant for.

Bethany Li: There are contentious issues that are not reflected in this document so I don't think this document in particular should be the document given to the consultant.

Zella Jones: I agree. The disagreements should be brought forward.

Michael Levine: We need a deadline, ready by June. Can we have this by June with any changes?

Mae Lee: The second half of this relates to special zones. The first part is principles and programs. Will the consultant be looking at the second half or the whole?

Michael Levine: The consultant should have it all even if we don't all agree.

Rob Hollander: The Property Tax Payers have their own document. They have been promised that they will be allowed to present their document, so their document should also be presented to the consultant. And there may be yet forthcoming documents. All should be presented to the consultant. There are many good ideas in all these documents. This document represents only one particular moment. To submit only this one document would be divisive to the group. Otherwise CWG should write a single consensus document.

Mae Lee: To clarify: the Tax Payers did send us a response to the original document. If they come, they can present it. It is not an alternate plan, but a reaction to the economic plan. So I think it is worth hearing. It was a reaction to this document, so now that this has been presented we have the necessary context to hear the Tax Payers document.

Michael Levine: We need something final by June 30.

Bethany Li: Why not do what we did with CAPZ – come up with a list of things that we agreed on and then a list of those things we don't agree on?

Michael Levine: Is there time for it?

Zella Jones: If the Tax Payers have the time, I will work with them to try to create a single document and identify where there are outstanding disagreements.

Rob Hollander and Bethany Li agree to draft a consensus document.

Mae Lee: RFP must be final by June 30. Either we will include all the economic documents in the RFP or none.

New Business:

Jean Standish: The Bowery is being demolished. I'm here to ask CWG to write a letter to the Department of City Planning in support of the Bowery Alliance of Neighbors' Bowery Plan.

David Mulkins: Will the Bowery Plan be included in the RFP?

Michael Levine: Yes, it is included in the zoning recommendations.

David Mulkins: Could the CWG write a letter of support for the Bowery Plan?

Michael Levine: Can the Coordinating Committee deal with this?

Victor Papa: The Coordinating Committee should handle it.

David Mulkins: When does the committee meet?

Mae Lee: The committee meets every third Tuesday.

John Leo: It's on the website.

Meeting adjourned: 6:15pm.

Respectfully,
Rob Hollander, Secretary

Lower Manhattan Development Corporation

Re: Chinatown Working Group LMDC grant

The Chinatown Working Group has successfully located a “fiscal conduit” for receipt of a \$150,000 grant from the Lower Manhattan Development Corporation. Two previous attempts were not successful. The New York City Economic Development Corporation, the original designee, was found to be unacceptable by the majority of Chinatown Working Group member organizations who felt its bidding and procurement process did not match the grass roots” democratic nature of the membership. The second designee, the Fund for the City of New York felt, that management of the fiscal aspects of the contract is not “the direction” it is going at the present time.

The University Settlement Society of New York is able and willing to serve as the “fiscal agent” for the receipt and management of the LMDC grant targeted to enabling the Chinatown Working Group to prepare a study leading to recommended zoning changes, historic district designations and affordable housing policies that will lead to the creation of a 197a Plan for community improvements, as defined by Chapter 8 of the New York City Charter..

As fiscal agent, we would accept responsibility for the following: (1) ensure that the issuance of a Request for Proposals (RFP) to hire a consultant for the Chinatown Working Group project meets all LMDC procurement requirements; (2) ensure that the RFP adequately reflects the scope of work initially approved by the LMDC; (3) ensure that the selection of a consultant for the project meets all LMDC procurement requirements; (4) ensure that the Chinatown Working Group establishes a transparent and reliable protocol for approving any payments using LMDC funds for work accomplished prior to our organization requesting any funds from LMDC; (5) submitting appropriate requests for payment with required backup information to the LMDC; (6) maintaining required fiscal documentation for the project both during project implementation and after completion of the project to allow for any auditing either by LMDC or other appropriate parties.

University Settlement would not be responsible for any of the following: (1) drafting the scope of work for the project; (2) approving the consultant; (3) reviewing the products produced by the consultant.

University Settlement would not request a fee for the services defined above, but would require a set-aside of 2% of the budget in the event that additional work is requested of us as fiscal agent. In the event that no additional work is requested, the full amount of the grant would be available for the project.

University Settlement is currently a recipient of LMDC funds, and has an established record of both project and fiscal accountability with LMDC.

Scope of Services

I. DEFINITIONS

Chinatown Working Group (CWG) [p.1]

Community Boards (CBs) [p.1]

Preliminary Action Plans (PAPs) [p.2]

New York City Department of City Planning (NYC DCP) [p.2]

Area Median Income (AMI) [p.4]

II. SERVICES

A. Background

Established in Fall 2008, the Chinatown Working Group (CWG) seeks to create a democratic, transparent and unprecedented community-based planning initiative so that Chinatown and surrounding areas self-determine its future.

The CWG is comprised of local “stakeholders” -- at present, fifty-two member organizations with varying backgrounds, affiliations and interests including all three Community Boards covering portions of Chinatown and surrounding areas (CBs #1, 2 & 3). In addition, the CWG has worked closely with elected officials representing Chinatown and surrounding areas, whose staff regularly attends CWG meetings.¹

One of the main needs identified by the CWG is a community-based 197-c plan that will protect the neighborhood’s low-income immigrant population and small businesses. CWG would then submit this proposal to the New York City Department of City Planning (NYC DCP).

In April 2010, the CWG received a grant from the Lower Manhattan Development Corporation for the purpose of hiring a planning consultant, through a fiscal conduit.

B. Primary Role & Responsibility of Planning Consultant

¹ The full CWG meets monthly, and also regularly in smaller working teams. To make sure the CWG fairly reflects the many points of view in our community, the CWG operates on the basis of one vote per organization. All substantive decisions are voted on by the full CWG, in person, and are recorded and available for public review. The schedule and minutes of CWG meetings are available on our website: www.chinatownworkinggroup.org

The CWG is led by two Co-Chairpersons, one from a member community-based organization and one from a member community board. Both are elected to a one-year term by a majority of the Working Group voting members.

The ultimate goal of the Consultant's work is preparation, finalization and submission of a proposed 197-c plan. The CWG will submit its 197-c plan to NYC DCP in conjunction with CBs 1, 2, and 3.

The primary responsibility of the Consultant is to provide and present research, analysis and recommendations that aim to (1) protect long-time residents, workers, small businesses, the future of immigration and other stakeholders – especially low-income families and other community members hit hardest by the economic downturn and post-9/11 fallout, (2) preserve affordable housing and affordable spaces for vital businesses and community institutions, and (3) encourage responsible development of new affordable residential and commercial spaces that do not adversely impact the community members and stakeholders that make our community the diverse, affordable and historic working-class neighborhood that it has been for over a century.

The Consultant will assist the CWG in refining and strengthening its current proposals through a continued public process, and will further inform the details of the proposals. In consultation with the CWG, the Consultant will build upon data and research that already exists and assemble and analyze new data according to the tasks below.

The CWG, in coordination with the fiscal conduit, hopes to select its planning consultant by February 2012. If selected, the Consultant must be willing to acknowledge an understanding and willingness to work with the CWG.

III. Tasks

A. **Task I: Research of Existing Conditions & General Provisions for Creation of 197-c Plan**

1. **Task I Description & General Provisions:**

Consultant shall provide research and analysis of existing conditions to form the basis of the CWG's 197-c plan. Throughout this process, consultant shall provide continuing administrative support functions pertaining to the creation of the draft 197-c plan as provided below.

2. **Task I Deliverables:**

Consultant shall produce the following background materials:

General Background Data

- Previous plans, studies and surveys, including most recent research
- Neighborhood maps and profiles
- Context maps, zip code maps, and census tracts
- Neighborhood Projects that have received funding (to date and pending)
- Demographic figures including population growth and future immigration over a period of 30 years
- Environmentally sensitive sites
- Identify potential grants, funding sources and active government indicators

Consultant shall provide the following administrative support:

- Consultant shall produce hearing summaries, neighborhood association questionnaires, interview transcripts / a community feedback log
- Consultant shall provide language translation of all written materials produced in the following languages: Chinese, Spanish
- Consultant shall prepare reports and filing of documents pertaining to the draft 197-c plan
- Consultant shall prepare and distribute of all mailings, copies of written materials pertaining to the creation of the draft 197-c plan

3. **Task I Timeline:** TBD

B. **Task II: Zoning Research and Analysis**

1. **Task II Description:**

Consultant will assist the CWG in developing its zoning proposals and recommendations, with the goal of countering involuntary displacement of existing low income residents and small businesses in Chinatown and surrounding areas; preserving Chinatown as a first destination for immigrants; protecting Chinatown and the surrounding areas' long time residential and small businesses; promoting commercial stability,

preservation, growth and revitalization; encouraging balanced economic growth appropriate to this low-cost and affordable neighborhood, in particular to small businesses, non-profits and culturally based enterprises; protecting historical structures, distinctive architecture, notable streetscapes and other characteristic elements of the community while encouraging imaginative new designs that respect the significant architecture in the neighborhood.

In order to base CWG Affordability, Cultural and Historic Preservation, Zoning (CAPZ) working team proposals / recommendations on existing and new detailed research, in-depth fact-finding, consultant will provide a detailed description of zoning assumptions with supporting zoning calculations, as well as massing diagrams of the proposed development, including how proposed zoning changes might affect neighboring communities. Describe the proposed zoning mechanism(s) necessary to execute the plan(s), as well as the required approvals and the sequence and anticipated timing of obtaining approvals. Any development opportunities or proposals included in the plan must take any and all City, State and Federal requirements into consideration.

2. Zoning Data

- Current zoning maps and categorization
- Existing land use and built form
- Use conformance and bulk compliance, by area
- Housing density, population and immigration projections
- The real estate taxes of each building in each preservation zone
- Residential rent revenues of those buildings
- Number and density of residents in each building (sensitive data must be handled discreetly)
- Income of residents and their detailed geographic distribution
- Commercial rent revenues of each building
- Ownership of properties, corporate and individual entities
- Length of residency
- Origin of residents and first language
- Address of landlords (outside the metropolitan area, within the metropolitan area but outside Chinatown, or within Chinatown)
- Address of commercial renters (outside the metropolitan area, within the metropolitan area but outside of Chinatown, or within Chinatown)
- Duration of commercial renters
- Locality of residents' workplaces (outside the metropolitan area, within the metropolitan area but outside of Chinatown, or within Chinatown)
- A list of new construction since 1965, categorized by use type, height, FAR, architectural material, and residential and commercial volume and density.

3. Task II Deliverables:

Consultant shall:

- Provide data and analysis refining current CWG zoning proposals (See CAPZ 10/11/11 Minutes for proposal).
- Review case studies on zoning in the study area and benchmark best practices in other localities
- Research alternatives to Inclusionary Zoning, and other techniques to guarantee affordable housing and apartments (e.g. Single Room Occupancies, social service buildings).
- Determine the feasibility of zoning techniques to affordable manufacturing and commercial space

4. Task II Timeline: TBD

C. Task III: Affordability Research and Analysis

1. Task III Description:

The Consultant will aid the CWG identifying and proposing visionary programming to provide opportunities for new equitable housing, as well as the preservation of existing housing (both rental and homeownership) that is affordable to the community, including future immigrants, in order to counter the displacement of existing residents and businesses, and the decline of immigration into Chinatown. Affordability will be defined by the median household incomes for the local neighborhood – not the metropolitan Area Median Income (AMI). Definitions of affordability will be defined in consultation with and endorsed by the CWG, and will truly represent the income demographic and the needs of residents of the community and future immigration.

2. Data on Affordability:

- Statistics on city and local (neighborhood) Area Median Income (AMI), household incomes, contract rent, home values and other relevant socio-economic indicators
- Housing data including household size, home ownership, vacancy and occupancy, rental value, sales data, rent-regulations, and other relevant data
- Housing data including year round housing units
- Affordable housing units that currently exist

3. Task III Deliverables:

Consultant shall conduct research and provide analysis pertaining to housing cost and affordability, including but not limited to the following:

- Housing density permitted under proposed and current zoning
- Soft site analysis
- Consultant shall also research and provide corresponding materials analyzing and refining current CWG proposals for Affordability,

4. Task III Timeline: TBD

D. Task IV: Cultural & Historic Preservation Research and Analysis

1. Task IV Description:

To preserve and enhance the cultural characteristics of Chinatown and surrounding areas that make it a unique and diverse community, the Consultant will develop CWG recommendations to ensure that the proposals and efforts of the organization's working teams are consonant with the following community historic/cultural preservation, growth, and development goals:

- Cultivating a hospitable and affordable environment in Chinatown and surrounding areas for traditional and contemporary artists, artisans, cultural entities, culturally-based businesses, and cultural activities based inside and outside the community
- Supporting cultural activities and preservation efforts that will attract and retain Chinatown and surrounding areas residents, businesses, and visitors, while also addressing the quality and importance of family life and immigrant culture
- Recognizing, protecting and preserving Chinatown and the surrounding areas' historical buildings/structures and districts of architectural and/or cultural significance, its distinctive streetscapes and other characteristic elements of the community
- Encouraging imaginative new architecture and environmental design reflective of contemporary life and aesthetics, but also respecting and acting in harmony with older architectural styles in the neighborhood

2. Data Pertaining to Cultural and Historic Preservation:

- Historical background of the district and specific district features
- Urban design and open space data including age of all structures, current historic districts and landmarks
- Renderings or analytical drawings to demonstrate housing scale characteristic of neighborhood

3. Task IV Deliverables: Consultant shall research and provide corresponding materials:

- Analysis refining current CWG proposals for Cultural and Historic Preservation
- Listing and/or mapping of proposed cultural and historic resources
- Develop conceptual proposals for transformational development projects, such as major arts centers
- Research existing grants, financial incentives, and programs for restoration, repair, improvement and accessibility

4. Task IV Timeline: TBD

E. Task V: Economic Development Research and Analysis

1. Task V Description:

In consultation with the CWG, Consultant shall propose and promote economic development and revitalization strategies in Chinatown and surrounding areas that will prioritize the needs of local small businesses and small vendors, increase opportunity for local employment, expand job skills, and overall continue to ensure that Chinatown businesses continue to serve the existing residents of the neighborhood and future immigrants and remain affordable.

Current CWG Economic proposals advocate for the following:

- Create and integrate education and training opportunities to improve labor conditions to build a stronger base of Chinatown and surrounding areas resources.
- Identify poor labor practices.
- Provide targeted business assistance to help and support business expansion. Such assistance would include, but may not be limited to: Worker education programs; ESL programs; customer retention programs; new business incubators; new business investment programs/funds.
- Develop conceptual proposals for the creation of incubator industries and cultural, social and economic improvements.
- Provide for development of green businesses, incentives for renovation, addition of floors and/or restoration (where buildings have a historical context) in Zoning protections and modifications.
- Preserve Cultural/Commercial Core: create vending and storefront regulations just for Chinatown and surrounding areas to accommodate pedestrian flow—define allowed areas in cultural/historical context, consider no-vending areas; define amount of space allowed by vendors in Chinatown and surrounding areas’ Special District(s).
- Recognize the National Status of the Chinatown/Little Italy Historic District and The Bowery Historic District designations.

2. Economic Development Data:

- Commercial corridors and incubator industries
- Breakdowns on occupational and business center(s), and employment figures
- Economic data on other New York City Chinatowns (such as Flushing), and other US Chinatowns, especially San Francisco, to understand the difference among these Chinatowns, including differences of average income, immigration status, commercial character and historical development, and the consequences of those differences and histories.

- Examine lending practices of Chinatown banks to the community relative to the savings the community provides to these banks. Are banks providing sufficient capital?
3. Task V Deliverables:
Consultant shall conduct research and provide analysis on the following:
- Current Economic development proposals, market analysis, and economic forecasting
 - New Economic development opportunities for small businesses
 - Projected revenues from Economic development Proposals
 - Analysis refining current CWG proposals for Economic development
4. Task V Timeline: TBD

F. Task VI: Additional Services

1. Meetings
- Consultant shall meet with the CWG at its monthly meetings to report progress for the development of the 197-c plan
 - Consultant shall attend discussions with relevant community groups and local businesses to inform development of 197-c plan
 - Consultant shall present preliminary findings to city agencies relating to the development of the 197-c plan
 - Consultant shall attend Public hearings to solicit input and community feedback to inform preparation / development of 197-c plan
 - Consultant will provide interpretation & translation services at select meetings in the following languages: Chinese (Mandarin, Cantonese & Fujianese), Spanish

March 26, 2012

Lower Manhattan Development Corporation
One Liberty Plaza, 20th Floor
New York, NY 10006
Attn: [Name]

Re: Chinatown Working Group

Dear [Name],

I am writing in support of the Chinatown Working Group (CWG) and strongly urge the Lower Manhattan Development Corporation (LMDC) to immediately approve, pending review, the agreement between LMDC and CWG's prospective fiscal conduit, University Settlement, so that the CWG may begin their process of searching for a planning consultant to conduct a study of Chinatown and its surrounding areas to form recommended zoning changes, historic district designations and affordable housing policies that will lead to the creation of a 197a Plan for community improvements, as defined by Chapter 8 of the New York City Charter. A delay in approval from LMDC will disrupt CWG's ability to create its 197a Plan, which has been long in the making.

Since Fall 2008, CWG has held numerous monthly public meetings with Chinatown stakeholders including representatives of community groups, Manhattan Community Boards #1, 2 & 3 and interested parties, to address issues on affordability and zoning; culture and historical preservation; education and schools; parks, open space and recreation; immigration and social services, traffic and transportation; and economic development. My office supports CWG's endeavor to create a community-based plan to address the issues affecting Chinatown and its surrounding areas and possible actionable solutions.

If you have any questions, please feel free to contact my office.

Sincerely,

Consultant Proposal Ranking Sheet

Organization: The Chinatown Working Group
Date:

Evaluator's Name:

(Please note: each category item will be scored on a 1 to 5 scale)

ROUND 1

I. General Information (30%)

A. Do they understand the project

B. Do they have qualified and experienced staff

-Principals time versus staff time

C. Do they have experience in:

-Ability to analyze Infrastructure and streetscape projects as well as other capital and reconstruction projects

-Understanding of environmental review processes as well as impact assessment and mitigation

-Comprehensive planning processes

-Urban design, land use and site planning practice

-Zoning analysis and recommendations

-Fiscal analysis and economic forecasting

-Real estate and development analysis

-Market analysis, and retail and commercial revitalization studies

-Housing needs and financing mechanisms

-Tourism studies analysis and recommendations

-Cultural and Historic Preservation Actions

-Analysis of Immigrant communities and services

-Parks, Recreation and Open Space studies

-Transportation planning, traffic circulation analysis and public transit analysis-Population projections

-Population projections

D. Is the proposed fee and time schedule reasonable

E. Commitment to multi-year projects (i.e. gaining the community's trust)

II. Responsiveness to Request (30%)

1. Is the proposal specific to the BID request

2. Does the proposal respond to elements of CWG PAPs:

-Affordability

-Cultural and Historic Preservation

-Economic Development

-Education and Schools

Consultant Proposal Ranking Sheet

II. Responsiveness to Request (continued)

2. Does the proposal respond to elements of CWG PAPs: (continued)

-Traffic and Transportation

-Zoning

-Immigrants and Social Services

-Parks, Open Space and Recreation

3. Does the proposal respond to all PAPs

III. Special Attributes (40%)

A. Socioeconomic experience (40%)

-Demonstrated experience dealing with issues faced by low income communities of color

-Demonstrated experience working on projects with communities facing gentrification and primary and secondary displacement pressures

B. Familiarity with New York City planning processes: (40%)

-Familiarity with community-based planning projects and studies (ideally including direct experience on 197-plans; experience can be held by firm and/or staff)

-Familiarity with local government structures and processes, especially zoning, building codes and environmental regulations

-Experience with the New York City public review process (ULURP)

C. Language Competence (10%)

-English; Chinese (Mandarin, Cantonese, Fujianese); Spanish

D. Team Composition (5%)

-Inclusion of Minority and Women-owned Business Enterprises (M/WBE) and locally based Business Enterprises (LBE) on planning team

-LEED AP or other comparable expertise in sustainability

E. Plan Implementation (5%)

-Demonstrated experience in producing studies and plans that have led directly to implementation of recommended actions or policies

-Implementation strategies (preferably before 197-a is fully passed)

Consultant Proposal Ranking Sheet

Organization: The Chinatown Working Group

Date:

Evaluator's Name:

(Please note: each category item will be scored on a 1 to 5 scale)

ROUND 2

IV. Finalist Presentation (in person, with full Chinatown Working Group)

1. Quality of Presenters

2. Quality of materials presented

3. Demonstrated experience with subject matter

4. Confidence and enthusiasm with client

5. Quality of overall presentation

6. Sensitivity to Low Income Communities of Color