

Minutes of the Real Estate Committee Meeting
Buffalo Urban Development Corporation
95 Perry Street
Buffalo, New York 14203
October 18, 2016
12:00 p.m.

Call to Order

Committee Members Present:

Janique S. Curry
Brendan R. Mehaffy
Kimberley A. Minkel
Dennis M. Penman
Christopher J. Schoepflin
Craig A. Slater (Chair)

Committee Members Absent:

Thomas A. Kucharski
Maria R. Whyte

Officers Present:

Peter M. Cammarata, President
David A. Stebbins, Executive Vice President
Brandye Merriweather, Vice President
Kevin J. Zanner, Secretary
Bradley Bach, Assistant Treasurer

Others Present: Dawn Boudreau, ECIDA; Thomas Mancuso, Mancuso Business Development Group, Inc.; Dennis Sutton, City of Buffalo; and Edward O. Watts, Jr., Watts Architecture & Engineering.

Roll Call – The Secretary called the roll at 12:10 p.m. and reported that a quorum of the Committee was present. Ms. Curry joined the meeting during the presentation of item 2.0(c).

1.0 Presentation of Meeting Minutes – The minutes of the September 20, 2016 meeting of the Real Estate Committee were presented. Mr. Penman made a motion to approve the meeting minutes. The motion was seconded by Ms. Minkel and unanimously carried.

2.0 Northland Corridor Updates

(a) **Snow Removal Service Contract** – Mr. Mancuso updated the Committee regarding the snow removal service contract. Three companies located in the immediate Northland neighborhood submitted proposals to perform snow removal at the Northland properties, as identified in a summary circulated to the Committee. Mr. Mancuso commented that the lowest bidder may not have the full complement of equipment necessary to perform the work during major snowfall events. The Committee discussed this concern, and Mr. Cammarata noted that supplemental services could be accessed through HLM Services for such events. At the conclusion of the discussion, Mr. Mehaffy made a motion to approve the Outsource Center/CAO of Erie County for snow removal services, with supplemental services to be provided by HLM Services on an as-needed basis. The motion was seconded by Ms. Minkel and unanimously carried.

(b) **683 Northland – Schematic Design Services** – Mr. Stebbins presented the October 12, 2016 schematic design services proposal submitted by Watts Architecture & Engineering

for the 683 Northland building. Mr. Stebbins reviewed the specific deliverables under the service order and noted that Mr. Watts was in attendance and available to answer questions regarding the service order. The total cost of the schematic design services is \$478,200.00. Mr. Stebbins also circulated to the Committee reference materials relating to the pricing of architect services. He noted that the pricing proposed by Watts is within the average percentage design cost for a project of 5% to 7% of the total cost. In response to a question from Ms. Minkel, Mr. Stebbins indicated that BUDC consulted with ESD project architect Dennis Conroy with respect to Watts' proposed fee and that Mr. Conroy confirmed that it was within the appropriate range. The general consensus of the Committee members was to forward this item to the Board of Directors for approval. Mr. Schoepflin recused himself from the discussion regarding this item.

- (c) **683 Northland – Construction Management** – Mr. Stebbins informed the Board that a kickoff meeting with the Gilbane construction management team was held earlier this week. The construction management contract is being finalized with Gilbane.
- (d) **683 Northland – Rehabilitation Tax Credit Consultants** – Mr. Stebbins reported that BUDC is finalizing the engagement letters to retain the tax credits consultants for the 683 Northland project. One of the first action items is to form new subsidiary companies to hold the 683 Northland property and serve as managing-member of the real estate LLC.
- (e) **683 Northland – BCP Application** – Mr. Stebbins reviewed with the Committee the October 6, 2016 letters from LiRo Engineers to the NYSDEC regarding the submission of the Brownfield Cleanup Program application and the remedial investigation work plan for 683 Northland. He also reported on a recent meeting with NYSDEC regarding the BCP application. Mr. Slater indicated that the BCP agreement is on track to be finalized and executed in ninety days.
- (f) **683 Northland – ESD Training Center Operator & SUNY Partners** – Mr. Stebbins updated the Committee regarding the ESD's process for selecting an operator for the workforce training center. Mr. Schoepflin indicated that the appointment of an operator is expected to be on the agenda for the November meeting of the ESD Board of Directors.
- (g) **683 Northland – Space Planning Process** – Mr. Stebbins provided an update regarding space planning activities for 683 Northland. It has been determined that the upper two floors of the building will not be needed for the ESD workforce training center. Possible other uses include incubator space and other types of workforce training. Mr. Penman commented that the space should be utilized to maximize jobs and training opportunities for the local neighborhood. Ms. Minkel suggested that the space could be utilized to train for transportation-related work.
- (h) **Building Re-Use and Site Redevelopment Plan - LiRo** – Mr. Cammarata briefly reviewed the final Building Re-use and Site Redevelopment Plan document prepared by LiRo Engineers, a copy of which was included in the meeting agenda packet circulated in advance of the meeting. LiRo's work under this contract has been completed.
- (i) **SHPO & Federal Section 106 Compliance (NEPA)** – Mr. Stebbins referred the Committee to the September 29, 2016 minutes of the Section 106 consulting parties meeting, which was held at Mt. Olive Baptist Church. He indicated that the Section 106 process should be completed by the end of the calendar year, and that the asbestos abatement and demolition work will follow from there.
- (j) **Substation Service Consultant** – Mr. Cammarata reported that Ferguson Electric completed its review of the substation and found it to be in operating order, except for the battery back-up system. No major repair or replacement of the substation will be necessary.


- (k) **Restore NY Application** – Mr. Stebbins updated the Committee regarding the Restore NY application that was submitted earlier this month. If awarded, Restore NY funding will be utilized for work to be performed at 537 East Delavan and the demolition of 777 Northland.
- (l) **777 Northland – Spill Report Resolution** – Mr. Cammarata circulated copies of a communication with NYSDEC regarding the 777 Northland spill report and the October 17, 2016 proposal from LiRo Engineers to complete the remedial work at 777 Northland to resolve the spill issue. The total cost of this work is \$12,750 and was previously authorized by BUDC in accordance with the BUDC procurement policy.
- (m) **537 E. Delavan – Project Rainfall/Invest Health** – Mr. Stebbins provided an update regarding the Project Rainfall/Invest Health project. Watts was recently hired by the project principals to prepare a design report for the project. The project principals are also in the process of hiring a business consultant to help prepare a business plan.
- (n) **Northland Avenue Road & ROW Infrastructure Design** – Mr. Cammarata reported that BUDC continues to work with the City Department of Public Works on this project, which will be bid out in the spring of 2017. A utility coordination meeting is scheduled to take place during the week of October 24th. Mr. Cammarata noted that conduit will be installed for future utility uses.
- (o) **Community & Business Outreach/Neighborhood Plan** – Mr. Stebbins referred the Committee to a handout in the meeting agenda packet which identifies the vision, goals and land use and open space concepts for the Northland Corridor neighborhood district.
- (p) **M/WBE and Workforce Participation** – Mr. Stebbins reported that a focus of the Gilbane construction management kick-off meeting was the M/WBE and workforce participation requirements for the project.

3.0 **Buffalo Lakeside Commerce Park Updates**

- (a) **Parcel 3 Cap Verification – Arcadis** – Mr. Cammarata reported that BUDC will seek an amendment to the NYSDEC Record of Decision to change the cap requirement for the Parcel 3 project from two feet to one foot.
- (b) **Parcel 4 Superfund Site – NYSDEC/CDM Smith** – Mr. Cammarata stated that the NYSDEC will bid the first phase of this Superfund project (for the two westerly parcels) this winter.
- (c) **193 Ship Canal Parkway BCP - LaBella** – There was no update on this item.
- (d) **Development Prospects** – Mr. Cammarata provided a brief update regarding development prospects.

4.0 **Adjournment** – Upon motion made by Mr. Penman, seconded by Ms. Minkel and unanimously carried, the October 18, 2016 meeting of the BUDC Real Estate Committee was adjourned at 1:10 p.m.

Respectfully submitted,



Kevin J. Zanner, Secretary