

Request for Proposals

Buffalo Urban Development Corporation

Consultant Firms/Teams for:

**Northland Beltline Brownfield Opportunity Area
: BOA Nomination Plan Preparation, Designation and
Project Administration**

RFP Issue: 04/22/2024

Pre-Proposal Meeting: 05/07/2024 @ 12:00 PM

Questions Due: 05/27/2024 @ 4:00 PM

Proposals Due: 06/03/2024 @ 1:00 PM



**Department
of State**

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1.0 RFP Overview

The Buffalo Urban Development Corporation (BUDC) is requesting proposals from consultant firms/teams to provide nomination document preparation, assist with the designation of the proposed BOA and project administration consultant services for the Northland Beltline Brownfield Opportunity Area (BOA) within the City of Buffalo. Submittals will be received until **1:00 pm 06/03/2024**. See “Submission Instructions” below for further instructions. BUDC encourages submissions from Women and Minority Owned Business Enterprises (M/WBE).

The goal of this RFP is to update a Brownfield Opportunity Area plan that BUDC has drafted, and advance it through the New York State Department of State (NYDOS) designation process. The project location for this RFP includes the Delavan Grider, Martin Luther King Park, and Genesee-Moselle Neighborhoods within the Masten and Fillmore Districts. The Beltline will be Buffalo’s fifth designated BOA and the only one located on the city’s east side. Within its proposed boundaries are several strategic locations that provide opportunities for much-needed community and economic development. The project goals are to create opportunities for new and existing businesses to relocate, launch and grow within the BOA boundary. The review of the draft Nomination document and recommendations for updating and refinement should be done with respect of the required elements of the Document for consideration of designation by NYDOS.

Among other responsibilities detailed below, the consultant firm/team selected will provide all technical services as a result of this RFP and will be expected to coordinate task completion and integration into the nominations plan with the nominations director acting as the overall responsible consultant for the nominations study, as well as the land use and urban design component, and the coordination of the designation process with the New York State Department of State.

A pre-proposal meeting will be held via zoom **05/07/2024 at 12:00 pm** to address any general questions that potential respondents may have regarding this RFP. Please reach out to Angelo Rhodes II arhodes@buffalourbandevelopment.com no later than **05/03/2024** to obtain call-in information. Any other questions regarding this RFP should be made in writing to Angelo Rhodes II at arhodes@buffalourbandevelopment.com no later than **4:00 pm 05/27/2024**. No requests for oral interpretations via the telephone will be accepted.

The total project budget is at \$97,500.

Please note: BUDC RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, AND THE RIGHT TO WAIVE ANY INFORMALITIES THEREIN

2.0 Background & Project Area

Background Overview

The Brownfield Opportunity Area (BOA) Program provides municipalities and community-based organizations with assistance (up to 90 percent of the eligible costs) to complete area-wide planning approaches to brownfield redevelopment. The BOA area is located in a high-need area of Buffalo NY, that historically has been overlooked for economic opportunities. We are looking to add a fifth BOA in

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the City of Buffalo. This would be the first that would be located on the east side of Buffalo, which would benefit the community greatly by bringing in more opportunities to residents.

The Buffalo Urban Development Corporation, with funding from the NYDOS, is seeking to update our draft Northland Beltline Brownfield Opportunity Area Plan and take it through the NYDOS designation process. This plan creates and ensures a shared/common vision along the Northland Beltline Corridor as the project prioritizes community revitalization, economic investment, job creation, and sustainability as it looks to create a plan that would be the blueprint for public and private investments in the Northland Beltline Corridor and the Delavan-Grider neighborhoods. The project focuses on sustainability, with the remediation of brownfield and superfund sites located in the BOA plan boundary. The project will investigate economic investment by building light manufacturing facilities and/or repositioning brownfield sites to attract private sector companies already looking for manufacturing space (which is scarce in the region) to locate in the area. The plan would also seek to foster the creation of jobs by attracting private investment to the area, foster the development of much needed community amenities and services, and improve the overall quality of life for residents of the community. This project also looks at community revitalization with infrastructure improvements, green infrastructure addition, and affordable housing through infill opportunity.

Overview and Mission of BUDC

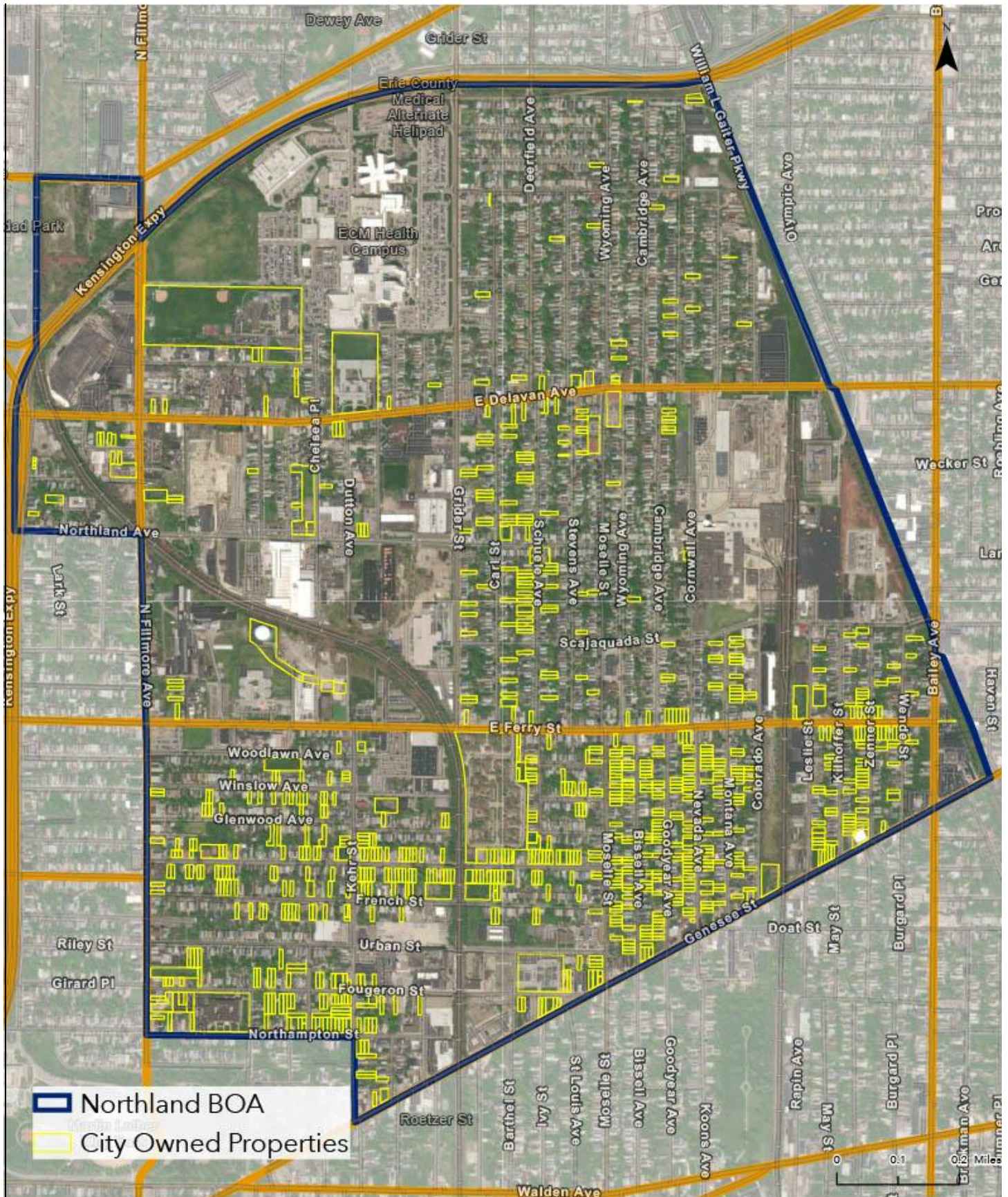
The Buffalo Urban Development Corporation (BUDC) is the City of Buffalo's not-for-profit development agency, reclaiming distressed land and buildings for future development. Mayor Byron W. Brown is the Chairman of the Board which oversees BUDC. As the City's development agency, BUDC seeks to create an environment conducive to private investment, provide oversight and visioning for projects of regional significance, serve as a liaison among various public and private stakeholders, serve as a conduit for public funding of significant projects and serve as a real estate holding company for certain public-sector projects.

The mission of the Buffalo Urban Development Corporation (BUDC) is to support the urban economic development efforts of the region through the acquisition, remediation, and management of distressed properties, and to engage in related real estate development activities to attract and/or retain new and existing businesses to the City as part of the region. The mission of BUDC also includes supporting the revitalization of downtown Buffalo by serving as the lead management entity for Buffalo Building Reuse Project (BBRP) initiatives, working in collaboration with the City of Buffalo, including the coordination of financial assistance for downtown adaptive re-use projects and public right-of-way improvements.

Project Location/Study Area

Below is a map of the proposed Brownfield Opportunity Area located in East Buffalo. The Boundary is located within the Delavan Grider, Martin Luther King Jr. Park, and Genesee-Moselle neighborhoods within the Masten, Love Joy, and Fillmore Council Districts. Consultants must be cognizant of how streets, public spaces, neighborhoods, and corridors adjacent to and outside of this study area interact with and connect to those within the study area.

Project Area



3.0 Scope of Work

The following is a suggested Scope of Work (SOW). Respondents are encouraged to expand or enhance this SOW based on their experience preparing BOA Nominating Documents.

Unless otherwise specified in the Work Plan tasks, the consultant must submit all required products in the following formats:

- Draft products: one digital copy of each product must be submitted in Microsoft Word and Adobe Acrobat Portable Document Format (PDF), created using 300 dpi scanning resolution.
- Final products: one electronic copy of each product must be submitted in Microsoft Word, PDF (20 MB maximum), created using 300 dpi scanning resolution. In addition, one paper copy of each final product (including reports, designs, maps, drawings, and plans) must be submitted.
- Electronic data for all Geographic Information Systems-based mapping products and associated spatial data must be submitted in either ArcGIS format, or similar product acceptable to the Department, and comply with the requirements for Contract GIS Products. Formal metadata must be provided with all digital GIS data which includes, at minimum, a file summary/abstract, intended use, data, source data, and author information.
- Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format or other similar product acceptable to the Department), as well as in JPG format.
- Photographs and images must be submitted in JPG format with a minimum resolution of 300 dpi must be dated and captioned with the location and a brief description of the activity being documented and include any associated metadata (including the photo's GPS location where available).

Task 1: Background, Scoping Session, & Inventory Update

The consultant will be tasked with reviewing and updating the background information in the draft report provided in the attachment of this RFP, including the proposed BOA Boundary. The consultant will also need to update the inventory located in the project's boundary line which is included within the report, including the list of brownfield sites. The contractor, DOS, and the consultant will hold a scoping session review project and contract requirements.

Task 1 Deliverable(s)

- Updated Background within BOA Plan.
- Updated Inventory List within BOA Plan.
- An updated BOA Boundary Map.
- Updated map and list of Brownfield Sites within the proposed BOA, including sites that, with the consent of the site owner, may be candidates for assessment funding.
- Updated profiles of brownfield sites within the BOA with a summary and analysis of each relevant brownfield, abandoned and vacant site, including size and conditions, potential contamination issues, existing infrastructure, proximity to existing transportation networks, natural and cultural resources or features, and environmental and land use history.

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- A map of private and public land ownership patterns.
- A map showing the publicly controlled and other developable lands and buildings with the proposed brownfield opportunity area.
- Meeting summary prepared by the consultant with notes of agreements/understandings reached, and distributed to scoping session participants

Task 2.1: Committee Meetings & Community Open House

The consultant should prepare a Community and Stakeholder Participation Plan of agreed upon public outreach and techniques to ensure meaningful public participation in the planning process. This includes an anticipated schedule of public meetings, other outreach methods and techniques that will be used to ensure public participation throughout the course of preparing the BOA plan. This should be completed in coordination with the Steering Committee, DOS and other key participants. At a minimum, public engagement will include at least:

- One meeting with the Northland Beltline Taxpayers Association
- One meeting with the Northland Neighborhood Advisory Committee
- One meeting with the BUDC Real-estate Committee
- One public meeting to reengage the community and committee

Public participation should include, at a minimum:

- The use of a local steering committee to guide plan preparation
- The preparation, update and maintenance of a community contact list that includes the name, addresses, telephone numbers, and e-mail addresses of individuals and organizations with a stake in the proposed area. This is to be used on a regular basis to keep stakeholders informed of progress on the plan
- An initial public kick-off meeting to explain the BOA Program and the project's intent and scope and to solicit initial public input to develop, refine, or confirm the community's vision for the study area, project goals and objectives, opportunities and constraints
- The review of the existing conditions analysis
- Review of the economic and market trends analysis and an exploration of alternative approaches to redevelopment and revitalization
- A public presentation and informational meeting on the draft BOA Plan that solicits feedback on the entire project, including the strategic sites, redevelopment strategies, findings of all analyses, and key recommendations

The BUDC has conducted a robust community engagement program as part of the initial redevelopment of the Northland Corridor, including public meetings, a Neighborhood Advisory Committee and one-on-one outreach. The consultant shall provide recommendations for appropriate public engagement techniques to ensure public opinion is incorporated. The consultant will have to summarize these meetings and include any updates to the final plan

Task 2 Deliverable(s)

- Public engagement recommendations and plan.

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- Documentation of public outreach methods and techniques used to ensure public participation and the partners and other interests that have been consulted about the plan.
- Updated summary of community input within the BOA Plan.

Task 3: Draft BOA Plan

The consultant should prepare a draft BOA Plan that provides a thorough description and analysis of the study area.

The draft BOA Plan will consist of the following tasks addressing the study area. Emphasis will be placed on the identification and reuse potential of strategic sites and area-wide improvements that are catalysts for revitalization.

Task 3.1: Description of the Project and Area Boundary

The consultant should prepare a narrative and visual description of the following elements:

A. Lead Project Sponsors

Description of project sponsors, including relationship and organizational structure between the sponsoring municipality and involved community-based organization OR the relationship and organizational structure between the sponsoring community-based organization and the municipality.

B. Project Overview and Description

Overview of the project, including: the relationship of the study area to the community and region; acreage in the study area; and the number and size of brownfield sites and other abandoned, vacant, or partially developed sites located in the proposed BOA. The description should include the relationship of the BOA to any existing comprehensive plans and/or economic development initiatives, reports or strategies with an emphasis on creating linkages between related planning and implementation efforts.

The description should include the area's revitalization potential in terms of a range of opportunities, including:

- New uses and businesses
- Creating new employment and generating additional revenues
- New public amenities or recreational opportunities
- Restoring environmental quality

Map Requirements:

- A map showing the boundary of the BOA area
- A Community Context Map that shows the location and relationship of the community (in which the proposed BOA is located) to the surrounding municipality, county and region

C. Community Vision and Goals

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A cohesive vision statement for the area should be prepared with a list of specific goals to be achieved relative to community redevelopment and revitalization as shaped and expressed by the community.

Project goals should be expressed in terms of opportunities for:

- Development projects that align with community needs
- New housing
- Improved economic conditions
- Advancing environmental justice concerns
- Additional open space and/or recreational amenities
- Enhancing resiliency
- Other goals and objectives relevant to the redevelopment of brownfields or underutilized property

Such goals should, where practicable, reflect to the degree appropriate the principles of sustainable community development, including, but not limited to:

- Strengthening and directing development towards existing communities' centers
- Fostering distinctive, attractive communities with a strong sense of place
- Mixing land uses
- Taking advantage of compact buildings design
- Creating a range of housing opportunities and choices, including affordable housing
- Reusing historic buildings and preserving historic sites
- Preserving open space, farmland, natural beauty, and critical environment areas
- Providing a variety of transportation choices (public transit, pedestrian, bicycle, etc.)
- Creating walkable neighborhoods
- Improving social, economic, and environmental resilience in the community
- Using best management practices for stormwater management
- Making development decisions predictable, fair, and cost effective
- Encouraging community and stakeholder collaboration in development decisions

D. BOA Boundary Description

A description and justification of the proposed BOA boundary. The borders of a BOA boundary should follow recognizable natural or existing boundaries such as, but not limited to: highways, local streets, rail lines, municipal jurisdictions or borders, or water bodies. The project study area should be between 50-500 acres.

In determining the borders, consideration may be given to:

- Land uses that affect or are affected by identified potential brownfields, vacant, or underutilized property

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- Natural or cultural resources with a physical, social, visual or economic relationship to identified potential brownfields
- Areas necessary for the achievement of the expressed goals of the BOA

Map Requirement:

- The description should include a BOA Boundary Map that clearly shows and identifies the location and boundaries of the study area

Taks 3.1 Deliverable (s):

- A complete narrative Description of the Project with the community’s vision and goals, BOA Boundary, and all required maps, as described in Task 3.1 above. This will be presented in the draft BOA Plan as Section 1

Task 3.2: Description of Community Participation Process and Outcomes

The consultant should prepare a narrative description of the following elements:

A. Outcomes from Community and Stakeholder Participation

Description and analysis of community and stakeholder input and feedback received during meetings and workshops or other community participation, as outlined in Component 2. This analysis should identify key outcomes that inform the project. The consultant should also provide a detailed description of all meetings and workshops and other community outreach activities that occurred.

Task 3.2 Deliverable (s)

- A complete narrative description of the activities and outcomes from Community and Stakeholder Participation as described in Task 3.2 above. This should be presented in the draft BOA Plan as Section 2.

Task 3.3: Existing Conditions Analysis

The consultant should prepare an analysis of the existing conditions of the proposed BOA that include the following elements:

A. Community and Regional Context

A description of the contextual relationship of the proposed BOA to the community, municipality, and region that places the proposed BOA area into a larger context. The description may include indicators relevant to the BOA Plan study, such as:

- Demographic information, including socially vulnerable populations
- Housing trends and needs
- Economic conditions
- Land use history and current status
- Transportation systems

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- Infrastructure
- Natural features
- Current and future hazard/climate risks (e.g. information from local and/or State Hazard Mitigation Plan)

B. Inventory and Analysis of the Proposed BOA

An inventory and analysis for the entire BOA, including a thorough analysis of existing conditions, opportunities, and reuse potential for properties located in the BOA. This analysis should provide support for the reuse potential of strategic sites that are identified by the community as catalyst for revitalization.

The purpose of the inventory and analysis is to make specific and realistic recommendations in the proposed BOA for implementation projects, including land and groundwater use. Therefore, this analysis must include all of the relevant information needed to contextualize and develop these recommendations.

In order to clearly organize and present the inventory and analysis, the BOA may be divided into logical geographic sectors, or subareas. The study area, sectors, and/or subareas must be described in terms such as: total acres; acres developed and vacant, including strategic sites for redevelopment; and percent of the total area or sector developed with specific land use types and percent of land area vacant.

The inventory and analysis should include, but not limited to, an analysis of the following:

Existing Land Use and Zoning

An analysis of the existing land use pattern and zoning districts within the BOA, including:

- Location of study area as it relates to the community
- Total land area in acres of each sector or subarea in acres of the proposed BOA
- Existing and adjacent land and water uses including, but not limited to, residential, retail, commercial, mixed use, water-development, industrial and manufacturing, publicly or privately owned vacant or underused sites, dedicated parks and dedicated open space, and institutional uses, and cultural uses
- Land area committed to each land use category
- Brownfield sites and all underused, abandoned, or vacant properties, that are publicly and privately owned
- Known data about the environmental conditions of the properties in the area
- Climate/hazard risk data or information
- Existing zoning districts and other relevant local laws or development controls guiding land use including but not limited to historic districts
- Local, county, state or federal economic development designations or zones

Map Requirements:

The analysis of the existing land use patterns and zoning must include:

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- An Existing Land Use Map that shows the pattern of existing land use
- An Existing Zoning Map that shows the location and type of zoning districts as well as economic designations or zones

Brownfield, Abandoned, and Vacant Sites

An inventory, analysis and narrative description of brownfield, vacant and abandoned sites within the BOA area. The inventory should include, at a minimum, physical features, including location, proximity to other key sites, size and condition, potential contamination issues, historic hazard impacts, current and future climate/hazard risks, and use potential.

This inventory and analysis may be based on: review of existing or historical records and reports, aerial or regular site photographs, and existing remedial investigations, studies and reports; field observations from locations adjacent to or near the site, or, if permission is granted, from being present on the site; interviews with people that are familiar with the land use history of the site; and/or any other known data about the environmental conditions of the properties in the proposed BOA, as needed.

For each relevant brownfield and abandoned or vacant site, complete descriptive profiles should be provided. These profiles should include details that describe the relevance of these sites in relation to the proposed BOA study and contribute to an understanding of the reuse potential of these sites. At a minimum, this should include, but is not limited to:

- Site name and location, including owner, site address, and size in acres
- Location on the Underutilized Sites Location Map
- Current use or status and zoning
- Existing infrastructure, utilities, and site access points
- Proximity to existing transportation networks
- Natural and cultural resources or features
- If applicable, flood zone, and which type (A,AE)
- Adjacent uses
- Environmental and land use history, including previous owners and operators
- Known or suspected contaminants, and the media which are known or suspected to have been affected (soil, groundwater, surface water, sediment, soil gas) based on existing environmental reports and other available information
- Use potential (residential, commercial, industrial, recreational) including potential redevelopment opportunities

Map Requirements:

- The description should include an Underutilized Sites Location Map that clearly shows the location, borders and size of each brownfield site and other underutilized, abandoned or vacant sites showing private or public ownership, with an identifying reference to the attached profile.

Land Ownership Pattern

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A description and analysis of the private and public land ownership including: land and acres held in public ownership (municipal, county, state, and federal); land held in private ownership; brownfields held in private or public ownership; and land committed to road/rights-of-way.

Map Requirement:

- The description should include a Land Ownership Map that shows that public and private land ownership.

Park and Open Space

A description of all public (municipal, county, state, and federal) and privately-owned lands that have been dedicated for or committed to parks or open space use including an analysis of adequacy of parkland, condition, and utilization.

Map Requirement:

- The description should include a Parks and Open Space Map that shows lands that have been dedicated or committed for park or open space use.

Building Inventory

An inventory, description, and analysis of key buildings in the area, including building name, levels, gross square footage, original use, current use, condition, and ownership.

Map Requirement:

- The description should include a Building Inventory Map that shows the location of key buildings.

Historic or Archeologically Significant Areas

A description and analysis of historic or archeologically areas, sites, districts, or structures that are logical, state, or federal significance.

Map Requirement:

- The description should include a Historic or Archeologically Significant Areas Map that shows resources of historic significance (may be shown as part of the Building Inventory Map).

Transportation System

A description and analysis of the various transportation systems (vehicular, rail, subway, air, navigable waterways, esplanades) in the study area and the types of users (truck, car, bus, ferry, train, subway, recreational and commercial vessels, pedestrian, bicyclists etc.)

Map Requirement:

- The description should include a Transportation Systems Map that shows transportation networks and systems.

Infrastructure

A description and analysis of the area’s infrastructure (water, sewer, storm water, etc.) and utilities including location, extent, condition, and capacity. This description and analysis will also include parking lots and garages.

Map Requirement:

- The description will include an Infrastructure and Utilities Map that shows the areas primary infrastructure.

Natural Resources and Environmental Features

A description and analysis of the area’s natural resources base, environmental features and current conditions including, but not limited to: upland natural resources and open space; surface waters and tributaries, groundwater resources and use; wetlands; flood plains; erosion hazard areas; fish and wildlife habitats; air quality maintenance areas; visual quality; agricultural lands; and locally, state, or federally designated resources.

Map Requirement:

- The description should include a Natural Resources and Environmental Features Map that shows the location of primary natural resources and environmental features.

C. Economic and Market Analysis

An economic conditions and market analysis with concrete findings that define realistic feature use scenarios for key sites within the proposed BOA. Future land uses must be economically viable, resilient, compatible, and appropriate for the area targeted for redevelopment.

The economic analysis should focus on select datasets and indicators that provide insight into the particular socio-economic and market conditions and opportunities within the proposed BOA area and immediate region. These conditions and opportunities may also be identified through stakeholder interviews, community input, real estate analysis, existing studies, and secondary datasets.

The outcomes of the economic and market analysis should be described in relation to potential reuse scenarios for sites within the BOA area. The economic and market analysis should consist of micro (neighborhood, street, block, site specific) analysis and may consist of a macro (state and regional analysis, if applicable).

D. Strategic Sites

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A list of strategic sites developed from supportive criteria identifying the most likely sites to spur area-wide revitalization. Based on the analysis above, the contractor should identify a thorough list of strategic sites for redevelopment, as well as a description of the process and criteria used to determine the strategic sites selected. This should include a detailed rationale for how these criteria were selected by the community and stakeholders.

Factors that may be used to identify strategic sites can include but are not limited to: overall importance to the community and the revitalization effort; location; ownership and owner willingness; on-site structures; level of contamination; property size and capacity for redevelopment; potential to spur additional economic development or positive change in the community; potential to improve quality of life or to site new public amenities; community support for proposed projects for the site; adequacy of supporting or nearby infrastructure, utilities and transportation systems; levels of current and future climate/hazard risks; and other factors as may be determined by the community.

Site profiles should be created for all strategic sites.

Map Requirement:

- Strategic sites that have been identified through the planning process.

E. Environmental Review of Strategic Brownfield Sites

A list of candidate sites to be considered for Phase 2 site assessment funding. Prior to completion of the summary analysis and findings, the consultant along with the contractor should hold discussions with DEC and DOS regarding the identified strategic brownfield sites that may be candidates for site assessment funding. The recommended discussions will serve to aid in prioritizing the sites that may be eligible for Phase 2 site assessment funding or technical assistance under BOA, the State's remedial programs (i.e., Environmental Restoration Program, or Brownfield Cleanup Program), or other programs.

F. Key Findings of Inventory and Analysis

A set of key findings drawing from community and stakeholder input, analysis of the proposed BOA area, economic and market analyses, and strategic sites analysis. These key findings should lead to clear, actionable recommendations for revitalization and redevelopment, to be outlined in detail in the following section.

The key findings should describe, but are not limited to, the following:

- Clear comparison of proposed future uses and necessary or desired zoning changes to existing land use and zoning
- Publicly controlled and other lands and buildings which are or could be made available for development or for public purposes
- Potential interim land uses for strategic brownfield sites that have been identified by the community as catalysts for revitalization

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- Climate or hazard risks, including, but not limited to, potential impacts on future land uses, infrastructure, and populations
- Necessary infrastructure improvements and other public or private measures needed to stimulate investment, promote revitalization, and enhance community health and environmental conditions
- Opportunities for properties located in the proposed BOA, with an emphasis on redevelopment of properties identified as strategic sites including reuse as residential, commercial, industrial and recreational or cultural amenities
- Conditions and requirements for anticipated redevelopment for strategic sites

Task 3.3 Deliverable (s)

- A complete narrative of the analysis of the proposed BOA, all required maps, and site profiles for relevant brownfield, abandoned and vacant sites and all identified strategic sites as described in Task 3.3 above. This should be presented in the draft BOA Plan as Section 3.

Task 3.4: Final Recommendations and Implementation Strategy

A. Recommendations for Revitalization and Redevelopment

A summary analysis and recommendations for revitalization and redevelopment should be prepared based on the more thorough analysis of the task above.

These recommendations should focus on reuse and redevelopment opportunities and needs for properties located in the proposed BOA. They should include detailed redevelopment concepts for strategic sites that have been identified by the community as catalysts for revitalization. These concepts may include strategies such as, but not limited to enhancing retail, mixed use, industrial, recreational, cultural, infrastructure, and public amenities. These redevelopments concepts should culminate in a discrete set of public and private implementation projects with next steps required to advance these projects.

Map Requirement:

- The Recommendations and Revitalization Strategy should include a Revitalization Action Map(s) visually illustrating recommended projects and improvements.

B. Interagency/ Partner Engagement

The consultant and the DOS should, as appropriate, coordinate a discussion of opportunities for implementation of the BOA with potential partners from a variety of sectors

The consultant may be requested to prepare for and participate in interagency workshops with appropriate local, county, state, and federal agencies.

The goals for these workshops may include:

- Improved communication and understanding among the agencies about the community's vision, project objectives and goals
- Improved understanding of various government programs, services and potential financial (grants and loans) that could advance implementation of the BOA plan
- Support from government agencies for permitting, technical assistance, and financing and coordinate government agency actions

C. Implementation Strategy and Matrix

The consultant should develop an implementation strategy that outlines short-and long-term projects and related actions required to advance redevelopment. This should be based on the summary recommendations outlined in Section A – Recommendations for Revitalization and Redevelopment.

The implementation strategy should be based on a set of redevelopment concepts that guide the implementation approach. These redevelopment concepts should articulate a clear direction for future use of targeted sites and/or subareas, based on the analysis of community priorities and opportunities for the BOA area.

Information presented for each project should include at least: responsible party(ies), estimated cost, possible funding sources, a timeframe for implementation, and any interim pre-development activities that may be required. Projects included should be specific and actionable

Task 3.4 Deliverable (s)

- Final set of recommendations for revitalization and redevelopment
- Summary of points of agreement regarding necessary actions for the successful implementation of the BOA Plan
- Implementation strategy and matrix of prioritized projects and activities to advance revitalization of the study area
- This should be presented in the draft BOA Plan as Section 4

Task 4: Completion of the draft BOA Plan

Task 4.1: Draft BOA Plan and Executive Summary

The Consultant will prepare a draft BOA Plan incorporating the elements described in Component 3 as well as incorporating summaries of additional technical analyses that may have been undertaken as part of the BOA Plan study and present in a format that may be prescribed by DOS.

The Executive Summary should include, in no more than fifteen (15) pages, the following:

- Community and project overview and description, including the study area boundary
- The community's vision for the area, major goals and objectives
- Public participation process
- Conditions, opportunities and assets in the study area and key natural resources

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- Economic niche or economic opportunities based in part on economic and market trends
- Strategic sites and associated redevelopment opportunities
- Key findings and recommendations

Task 4.1 Deliverable(s)

- Draft BOA Plan

Task 5: Final BOA Plan and Application for Designation

Task 5.1: Public Meeting

In consultation with DOS, the consultant should conduct a public information meeting to solicit public input on the Draft BOA Plan. A written summary of public input obtained at this meeting should be prepared

Task 5.1 Deliverables(s)

- Minutes/Summary of meeting prepared

Task 5.2: Preparation of Final BOA Plan

Based on comments received during the review period, the consultant should prepare a final BOA Plan.

Task 5.2 Deliverables(s)

- Supporting documentation including a GIS shapefile of the BOA boundary and photographs of the area

Task 5.3: Application for Designation

Upon completion of all tasks and receipt of acceptable report products, the contractor along with the consultant should submit an application for designation of the BOA. The application for designation of the Brownfield Opportunity Area should include the following materials:

- Letter of request: A cover letter requesting consideration by the Secretary of State for designation of the Brownfield Opportunity Area
- Public Notice and Presentation of Supporting Documentation: Documentation demonstrating required public participation has been completed
- Complete BOA Plan: A complete BOA Plan should be submitted both electronically and in hard copy. The hard copy should be provided in a 3-ring binder, with a cover sheet to indicate the location of the required elements within the BOA Plan. A pdf of the BOA Plan suitable for web posting must also be submitted
- A digital map of the area proposed for BOA designation, submitted in ESRI Shapefile or Geodatabase format

Task 5.3 Deliverables (s)

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- Completed application for designation of the BOA and a complete designation package

Task 6: NYS Environmental Quality Review

Task 6.1: NYS Environmental Quality Review

The consultant preparation and adoption of a BOA Plan funded through the Brownfield Opportunity Area program should comply with the State Environmental Quality Review Act (SEQRA). As applicable, the contractor is the Lead Agency for purposes of SEQRA. The consultant should prepare, distribute and file a Full Environmental Assessment Form for purposes of evaluating the importance/significance of the impacts associated with preparing and adopting a BOA Plan. Upon completing the Full Environmental Assessment Form, the consultant along with the contractor should make a Determination of Significance in accordance with SEQRA and its regulations. If the Determination of Significance results in a Positive Declaration, the consultant should prepare a Draft Generic Environmental Impact Statement for the Draft BOA Plan in accordance with SEQRA and its regulations and guidelines. If the findings of the Determination of Significance are such that the BOA Plan will not have at least one significant adverse environmental impact, a Negative Declaration may be prepared and filed. If a Negative Declaration is prepared and filed, then a Draft Generic Environmental Impact Statement will not be necessary, and no further actions are necessary under SEQRA and its regulations. The consultant along with the contractor should determine whether a SEQRA public hearing will be held on the Draft BOA Plan. Completed SEQRA documents for the BOA Plan actions should be submitted to the Department.

Task 6.1 Deliverable (s)

- Completed Full Environmental Assessment Form and associated SEQRA determination statements (Positive Declaration or Negative Declaration)
- If the Determination of Significance results in a Positive Declaration, the contractor, with the assistance of the consultant, should prepare a Draft Generic Environmental Impact Statement for the Draft BOA Plan in accordance with the SEQRA regulations and guidelines
- If a Draft Generic Environmental Impact Statement is prepared, a SEQRA public hearing should be held, and the hearing notes should be submitted to the Department

Task 7: Project Reporting

Task 7.1: MWBE Reporting

Comply with MWBE Reporting Requirements by completing the following actions:

- Submit Form C – Workforce Employment Utilization to report the actual work force utilized for this contract broken down by specified categories (every March 31, June 30, September 30 and December 31).
- Submit Form D – MWBE Utilization Plan to indicate any state-certified MWBE firms selected to work on this contract. Form D must be updated and submitted to the Department whenever changes to the selected MWBE firms occur (addition or removal).
- Record payments to MWBE subcontractors using DOS funds through the New York State Contract System (NYCS).

Task 7.1 Deliverable(s)

- Ongoing reporting through NYSCS during the life of the contract. Form C submitted on a quarterly basis and Form D submitted as necessary

Task 7.2: Project Status Report

The consultant should submit project status reports semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problem encountered.

Task 7.2 Deliverable (s)

- Completed project status reports submitted during the life of the contract

Task 7.3: Final Project Summary Report

The consultant should work with the DOS project manager to complete the Final Project Summary Report

Task 7.3 Deliverable (s)

- Completed Final Project Summary Report

4.0 Project Timeline

The expected duration of the project from commencement to completion is six (6) months. Proposals should include a timeline for completion, identifying major project milestones to include, at minimum, each phase of the project.

5.0 Proposal Format/Requirements

Submissions must include the following information in a brief and concise format. While there is no page limit for proposals, they should be concise. BUDC reserves the right to request additional information during the review of proposals and to reject any and all submissions.

Cover Letter

The cover letter should include the official name of the firm submitting the proposal, mailing address, e-mail address, telephone number, and primary contact name. The letter must be signed by an official authorized to bind the proposer contractually and contain a statement that the proposal is firm for ninety (90) days. An unsigned letter, or one signed by an individual not authorized to bind the consultant, may be disqualified.

Minority and Women Business Enterprises

Pursuant to New York State Executive Law Article 15-A, the State recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority-and women-owned business enterprises and the employment of minority group members and women in the performance of State contracts. These requirements include contracting opportunities for New York State certified Minority-owned Business Enterprises (“MBEs”) and Women-owned Business Enterprises (“WBEs”),

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collectively MWBEs. Qualified State certified MWBEs are encouraged to submit proposals. The total MWBE Goal for this project is 30%, with a goal of 15% MBE and 15% WBE.

Understanding and Approach

Respondents to this RFP should include a brief narrative explaining their understanding and approach to this project and the requested scope of work. The understanding and approach should outline a proposed scope of work, specific phases and tasks, and the deliverables and products to be provided.

Firm Profile, Experience of Firm/Project Team, and References

Proposals should include a firm profile, an organizational chart identifying the project manager and team members with their titles, resumes from key personnel, and references from at least three clients for whom the consultant has performed services within the past three years. All proposed sub-consultants must also be identified, along with their project managers and key personnel.

Fee Proposal

The proposal should include a proposed fee for all services delineated by phase and task as outlined in the consultant's proposed scope of work. The fee proposal should include the hourly rate of each staff member who will work on a task and their number of hours by phase and task. The consultant contract will be a fixed-price or lump sum cost contract per phase and task. Therefore, all proposals must contain a Lump Sum Cost Proposal for the scope of services delineated, inclusive of all expenses (there will be no reimbursable).

Attachments

Please complete and include all forms under Attachment B as an addendum to your proposal.

6.0 Submission Instructions

Seven (7) copies of the proposal must be submitted in hard copy and one (1) electronically via e-mail, no later than 1:00 pm, **06/03/2024** to:

Angelo Rhodes II, Project Manager | Northland Corridor
Buffalo Urban Development Corporation
95 Perry Street, Suite 404
Buffalo, New York, 14203
E-mail: arhodes@buffalourbandevelopment.com

7.0 Selection Process

A detailed evaluation of proposals will be conducted by BUDC. To select the most advantageous proposal for consulting services related to the scope of work contained in the RFP, comparative judgments of technical factors, in addition to price, will be necessary. Evaluation will be based on at least the following criteria, not necessarily in the order provided or with equal weight given to each criterion.

1. Responsiveness to the provisions and requirements of this RFP.
2. The thoroughness of the proposal and clarity of services to be provided.
3. Ability, capacity, and skill of the consultant to perform the services requested in this RFP.

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Skillsets include but are not limited to:

1. Prior experience with the Department of State’s Brownfield Area nomination process
2. Quality and completeness of the submission
3. Project Understanding and Approach
4. Cost-effectiveness
5. Qualifications and relevant experience concerning the tasks to be performed
6. Reputation among previous clients
7. Demonstrated ability to complete all project tasks within our allotted time and budget
8. Fee proposal

BUDC will shortlist the proposals and interviews may be required.

BUDC does not assume the responsibility or liability for costs incurred by firms responding to this RFP or any subsequent requests for interviews, additional information, submissions, etc. before issuance of a contract. The selected firm(s) must demonstrate to BUDC and the City’s satisfaction that no City and/or County of Erie tax arrearages or other fees or related liens exist nor are there any pending City of Buffalo Housing Court Cases and or open letters of violation for the applicant and principals.

8.0 General Requirements

According to State Finance Law §§139-j and 139-k, this Request for Proposals imposes certain restrictions on communications between Bidders and BUDC during the procurement process. Bidders are prohibited from making contacts (whether oral, written, or electronic) with any BUDC personnel or BUDC Board member other than the designated BUDC staff member (unless the contact is otherwise permitted under State Finance Law §139-j(3)(a)). In addition, Bidders are hereby notified that any contact with any BUDC personnel, BUDC Board member, or the designated BUDC staff member that a reasonable person would infer is intended to influence the award of the contract under this Request for Proposals is prohibited. These prohibitions apply from the Bidder’s earliest notice of BUDC’s intent to solicit proposals through the final award and approval of the procurement contract (“Restricted Period”). For this Request for Proposals, the designated BUDC staff member is Angelo Rhodes II arhodes@buffalourbandevelopment.com.

ATTACHMENT A

Affirmation of Understanding & Agreement pursuant to State Finance Law §139-j (3) and §139-j (6) (b)

I affirm that I understand and agree to comply with the procedures of the BUDC relative to permissible contacts as required by State Finance Law §139-j (3) and §139-j (6) (b).

By: _____ Date: _____

Name: _____ Title: _____

Contractor Name: _____

Contractor Address: _____

ATTACHMENT B

Offerer/Bidder Certification:

I certify that all information provided to the BUDC with respect to State Finance Law §139-k is complete, true and accurate.

By: _____ Date: _____

Name: _____ Title: _____

Contractor Name: _____

Contractor Address: _____

ATTACHMENT C

Offerer Disclosure of Prior Non-Responsibility Determinations

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address:

Name and Title of Person Submitting this Form:

_____ Date: _____

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No Yes

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):

No Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

No Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity:

Date of Finding of Non-responsibility:

Basis of Finding of Non-Responsibility:

(Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No

Yes

6. If yes, please provide details below.

Governmental Entity:

Date of Termination or Withholding of Contract:

Basis of Termination or Withholding:

(Add additional pages as necessary)

Offerer certifies that all information provided to the BUDC with respect to State Finance Law §139-k is complete, true and accurate.

By: _____ Date: _____
Signature

Name: _____ Title: _____

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