



Buffalo Urban Development Corporation
Hon. Christopher P. Scanlon, Chairman

Request for Proposals

Buffalo Urban Development Corporation
Design, Planning, and Engineering Firms
Temporary Intersection Redesign and Installation

RFP Issue Date: Thursday, April 17, 2025

Pre-proposal meeting: Wednesday, April 30, 2025 at 1:00 P.M.

RFP Submittal Deadline: Monday, May 12, 2025 at 1:00 P.M.



Overview and Mission of BUDC

Buffalo Urban Development Corporation (BUDC) is the City of Buffalo's not-for-profit local development corporation, reclaiming distressed land and buildings for future development. Mayor Christopher P. Scanlon is the Chairman of the Board which oversees BUDC. As a local development corporation, 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 Buffalo Urban Development Corporation (BUDC) is to support the urban economic development efforts of the region through acquisition, remediation and management of distressed properties, and to engage in related real estate development activities for the purpose of attracting and/or retaining 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) and Race for Place 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. BUDC also serves as the lead management entity for the Ralph C. Wilson, Jr. Centennial Park transformation.

Request for Proposals (RFP)

The Buffalo Urban Development Corporation (BUDC) is requesting proposals from experienced design, planning, and engineering firms for the temporary redesign of the intersection at Commercial Street and Marine Drive, and the surrounding area (*see Exhibit 1 on page 14*). BUDC seeks a firm, or team, that is positioned to undertake the design, planning and implementation phases necessary to complete this project. This intersection is a major gateway to Buffalo’s Canalside District. Currently, the intersection poses significant safety challenges that need to be addressed promptly and effectively. As several key construction projects are underway in the immediate vicinity, BUDC envisions improvements to this intersection through temporary low-cost interventions that incorporate public art (asphalt and/or concrete murals) and improved walkability, wayfinding and traffic calming. BUDC envisions that collectively, these types of interventions will culminate in an improved sense of place. BUDC intends for this project to help residents and visitors navigate Buffalo’s waterfront more safely and to enhance the waterfront’s sense of place as several major construction projects take place in the vicinity. Buffalo’s “Canalside” welcomes over 2million visitors annually.



The intersection of Marine Drive and Commercial Street at Canalside

The selected firm will be responsible for developing a comprehensive, low-cost concepts and design plan for the intersection and coordinating the implementation of said plan. BUDC envisions interventions that emphasize wayfinding, traffic calming and asphalt art where possible. The selected firm should have experience in tactical urbanism as well as public art, traffic calming, and urban wayfinding projects. Tactical urbanism focuses on quick, inexpensive, and creative changes to improve urban spaces. The objectives of this project are to enhance safety, increase vibrancy, improve walkability and multimodal transportation, and to improve wayfinding through integration of tactical urbanism into the public realm surrounding Canalside, the Naval Park, Marine Drive apartments, and the Explore & More Children's Museum.

BUDC is seeking a firm with demonstrated expertise in design, planning, and engineering, particularly in urban settings, with projects that enhance the public realm and improve walkability and pedestrian safety. The successful firm should be able to develop innovative, cost-effective solutions within a short timeframe.

The images below provide some precedent imagery from projects around the country that BUDC has taken note of (*source: Bloomberg Philanthropies Asphalt Art Program*).



Troy, New York



Pittsburgh, Pennsylvania



Newark, New Jersey

Proposals will be evaluated by BUDC staff based on the following criteria:

- Price: Cost-effectiveness of the proposed solutions.
- Performance: Proven ability to deliver similar projects successfully.
- Capability: Technical expertise and experience in tactical urbanism.
- Service: Quality of support and engagement throughout the project.

Specific evaluation items and detailed requirements will be outlined further in this RFP.

A **pre-proposal** meeting via Zoom is scheduled for Wednesday April 30, 2025 at 1:00 pm to address general questions. Please contact James Bernard, BUDC Project Manager at jbernard@buffalourbandevelopment.com no later than Monday, April 28, 2025 at 4:00pm to obtain call-in information.

For any further inquiries regarding this RFP, please submit them in writing via email to James Bernard, Project Manager at jbernard@buffalourbandevelopment.com no later than 1:00 p.m. on Monday, May 5, 2025 at 4:00 p.m. Note that no requests for oral interpretations via telephone will be accepted.

Scope

The following outline details the services expected to be performed and finalized by the selected consultant. Respondents to this RFP are expected to provide a comprehensive independent description detailing their approach to this scope of work. Additionally, consultants should highlight any additional critical elements not listed below that they believe will be essential for the successful delivery of the project. Consultants should include separate fees for those additional provisional tasks.

1. Project Planning and Coordination

- **Kickoff Meeting:** Organize a kickoff meeting with key stakeholders to discuss the project scope, objectives, and timeline.
- **Stakeholder Engagement:** Conduct meetings and workshops with community members, local businesses, and government officials to gather input and build support.
- **Site Analysis:** Perform a thorough site analysis, including traffic patterns, pedestrian usage, and existing infrastructure conditions.

Deliverables:

- Meeting agendas and minutes
- Stakeholder engagement plan
- Site analysis report

2. Design and Concept Development

- **Design Workshop:** Host a design workshop with stakeholders to brainstorm and develop preliminary concepts.
- **Conceptual Designs:** Create conceptual designs that include elements such as asphalt and/or concrete paintings, curb extensions, bollards, enhanced crosswalks, planters, seating, bike lanes, other public art elements, and temporary signage.
- **Feedback Loop:** Present the conceptual designs to stakeholders for feedback and refinement.

Deliverables:

- Workshop summary
- Preliminary conceptual designs
- Revised designs based on feedback

3. Permitting and Approvals

- **Regulatory Compliance:** Identify and comply with City of Buffalo regulations and obtain necessary permits.
- **Approval Process:** Submit designs to appropriate City of Buffalo departments and work closely with them to secure approvals.

Deliverables:

- Permit applications
- Approval documentation

4. Implementation Planning

- **Materials and Supplies:** Identify and procure materials such as paint, planters, bollards, signage, and seating.
- **Volunteer Recruitment:** Provide support to BUDC and partners to engage community members and potential volunteers from the community to assist with implementation.
- **Logistics Planning:** Develop a detailed implementation plan including timelines, roles, and responsibilities.

Deliverables:

- Materials list and procurement plan
- Volunteer recruitment plan
- Detailed implementation plan

5. Implementation and/or Installation Plan

- **Site Preparation:** Outline the necessary steps needed to Prepare the site for installation, including cleaning and marking areas for interventions.
- **Installation and/or Appropriate Recommendations:** If the successful firm/team has capacity for installation, execute the installation of the final design plan according to the implementation plan.
- **Supervision:** Supervise the installation process to ensure quality and adherence to the design.

Deliverables:

- Completed installation plan for sub-consultants or contractors to be hired.
- Detailed process for assisting with, or overseeing implementation work.

6. Monitoring and Evaluation

- **Observation Period:** Monitor the intersection for a predetermined period to assess the impact of the interventions.
- **Data Collection:** Collect data on traffic patterns, pedestrian and cyclist usage, and any incidents or feedback from the community.
- **Evaluation Report:** Analyze the data collected and prepare a report detailing the effectiveness of the interventions.

Deliverables:

- Monitoring plan
- Data collection summary
- Evaluation report

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.

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

Firms or their principals responding to this RFP must be licensed to practice in New York State. 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 3 clients for whom the consultant has performed services within the past 3 years.

The project team should have a full range of relevant planning, design, construction, and project and cost management experience. Primary personnel in each of the noted disciplines must be identified by name and office location, with resumes included, and should demonstrate satisfactory experience and depth in each of the required disciplines. The role of your organization should be highlighted in any references to experience on prior projects and initiatives.

Approach and Methodology

Respondents to this RFP should include a narrative explaining their understanding and approach to this project and the requested scope of work. The understanding and approach should outline the proposed scope of work, specific phases and tasks, and the deliverables and products to be provided. The respondent should also include plans for a local point of contact.

Minority and Women Business Enterprise and Service-Disabled Veteran-Owned Businesses Interest

BUDC and the City of Buffalo seek to encourage meaningful partnerships with and participation from NYS-certified Minority and Women-Owned Business Enterprises (M/WBE) and Service-Disabled Veteran-Owned Businesses (SDVOB) at all project levels. For purposes of this solicitation, the City of Buffalo hereby establishes an overall goal of (a) 25% for Minority-Owned Business Enterprises (“MBE”) participation, 5% for Women-Owned Business Enterprises (“WBE”) participation, and 5% for Service-Disabled Veteran-Owned Businesses (SDVOB) participation for third-party vendors and services utilized during the life of this contract. The vendor must document good faith efforts to provide meaningful participation by MWBE’s and SDVOB’s subcontractors or suppliers in the performance of the contract and agrees that the BUDC may withhold payment pending receipt of the required MWBE documentation. M/WBEs companies are encouraged to respond.

Budget

The proposal should include a proposed budget for all services delineated by phase and task as outlined in the consultant's proposed scope of work.

Attachments

Please include completed copies of Attachments A–C as an addendum to your proposal.

Selection Criteria

A detailed evaluation of proposals will be conducted by a selection team comprised of BUDC and City of Buffalo staff. 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 the following criteria:

1. **Experience** (30 Points)
2. **Local Presence** (15)
3. **Overall approach and methodology, as well as demonstrated understanding of the objectives for the project** (30 Points)
4. **Budget** (15 Points)
5. **Equity practices** (10 Points)

Based on the received proposals, BUDC and the City of Buffalo will shortlist/select the responsible firms whose proposal is most advantageous to BUDC, with price and other factors considered. Interviews will be held the week of **May 26, 2025 and the anticipated award of this contract will be in June, 2025 to the selected consultant.**

BUDC and the City of Buffalo do 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.

Please submit all questions via email to James Bernard jbernard@buffalourbandevelopment.com
Questions via phone call will not be accepted. Questions will be accepted until **4:00 P.M. on Monday May 5, 2025.**

Please submit your proposal and completed forms by Monday, May 12, 2025 at 1:00 P.M. Completed proposals should be submitted via email to Brandye Merriweather at bmerriweather@buffalourbandevelopment.com.

BUDC AND THE CITY OF BUFFALO RESERVE THE RIGHT TO REJECT ANY OR ALL PROPOSALS, AND THE RIGHT TO WAIVE ANY INFORMALITIES THEREIN.

Form 1: Non-Collusive Proposal Certification

By submission of this proposal, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint proposal each party thereto certifies as to its organization, under penalty of perjury, that to the best of their knowledge and belief:

- a) The prices in this proposal have been arrived at independently, without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;
- b) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor, and
- c) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

SUBMITTAL OF PROPOSAL

The undersigned submits the following proposal, which is in conformity with the intent of the RFP. The Bidder agrees that should it be awarded a contract on the proposal through the issuance of a contract from the Buffalo Urban Development Corporation, it will provide the services in strict compliance with the contract documents for the compensation stipulated herein. The Bidder agrees that its proposal shall remain effective for a period of 90 days from the formal proposal receipt date.

Bidder

Name

Signature

Title

Date

Designated Individuals - Procurement Lobbying Law

Brandye Merriweather, President
 Phone: 716-362-8373
 Email: bmerriweather@buffalourbandevelopment.com

Pursuant 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 which 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 the purposes of this Request for Proposals.

Bidders are required to complete Form 1, Attachment A, Attachment B and Attachment C regarding their understanding and agreement to comply with procedures on procurement lobbying restrictions regarding permissible contacts in the restricted period in accordance with State Finance Law §§139-j and 139-k. **YOUR BID WILL BE CONSIDERED INCOMPLETE IF THE ATTACHMENTS ARE NOT INCLUDED.**

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

Offeror/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: _____

Exhibit 1- Temporary Intersection Redesign Focus Area

