

Buffalo Urban Development Corporation

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BUDC Downtown Committee Wednesday, October 15, 2025 95 Perry Street, 4th Floor 12:00 Noon

Agenda

1. Approval of Minutes from August 20, 2025 *(Action)(Enclosure)*
2. Ralph Wilson Park - General Update *(Informational)*
3. Ralph Wilson Park - Ralph C. Wilson, Jr. Foundation Grant Agreement #14
(Recommendation)(Enclosure)
4. Ralph Wilson Park - BUDC and COB Subgrant Agreement Amendment #13 *(Recommendation)(Enclosure)*
5. Ralph Wilson Park - Amendment to Gardiner & Theobald Agreement
(Recommendation)(Enclosure)
6. Ralph Wilson Park - MVVA Amendment #15 *(Recommendation)(Enclosure)*
7. Queen City Pop Up – Downtown Holiday Campaign Consultant *(Action)(Handout To Be Distributed)*
8. Buffalo's Race For Place – General Update *(Informational)*
 - a. Downtown Temporary Intersection Project
 - b. Downtown and Waterfront Coordination Updates
 - c. Downtown Project & Cost Management Selection
9. Queen City Hub Revisited – Project Update *(Informational)*
10. Partner Updates *(Informational)*
11. Adjournment *(Action)*

**Minutes of the Meeting
of the
Downtown Committee
of
Buffalo Urban Development Corporation**

**95 Perry Street, 4th Floor
Buffalo, New York 14203
August 20, 2025
12:00 p.m.**

Committee Members Present:

Catherine Amdur
Daniel Castle
Nadine Marrero (Chair)
Kimberley A. Minkel
Karen Utz

Committee Members Absent:

Bryan J. Bollman
Dottie Gallagher
Darby Fishkin

Officers Present:

Brandye Merriweather, President
Rebecca Gandour, Executive Vice President
Kevin J. Zanner, Secretary

Guests Present: James Bernard, BUDC Project Manager; Alexis M. Florczak, Hurwitz Fine P.C.; and Brian Krygier, Director of IT, ECIDA.

Roll Call: The meeting was called to order by Ms. Marrero at 12:05 p.m. A quorum of the Committee was not present. Agenda items 3 and 4 were presented for informational purposes only. Ms. Amdur joined the meeting during the presentation of item 4, at which time a quorum was present.

- 1.0 Approval of Minutes of the July 16, 2025 Meeting** – The minutes of the July 16, 2025 meeting of the Downtown Committee were presented. Ms. Utz made a motion to approve the July 16, 2025 meeting minutes. The motion was seconded by Ms. Minkel and unanimously carried (5-0-0).
- 2.0 Ralph Wilson Park – 13th Amendment to BUDC-City of Buffalo Subgrant Agreement** –Mr. Bernard presented his August 20, 2025 memorandum regarding the 13th amendment to the BUDC-City of Buffalo subgrant agreement for Wilson Foundation funding. Following the presentation, Ms. Amdur made a motion to recommend that the BUDC Board of Directors: (i) approve the 13th amendment to the Subgrant Agreement between BUDC and the City of Buffalo to transfer up to \$250,000 from the Memorial Garden Grant to support the construction of the entryway garden and dog park at Ralph Wilson Park upon the terms and conditions set forth in the memorandum; and (ii) authorize the BUDC President or Executive Vice President to execute the 13th amendment to the Subgrant Agreement and take such other actions as are necessary to implement this authorization. The motion was seconded by Mr. Castle and unanimously carried (5-0-0).
- 3.0 Ralph Wilson Park – General Update** – Mr. Bernard provided an update regarding the Ralph Wilson Park construction project. General shoreline work is expected to be completed by the end of the week. Fencing installation at the baseball diamonds and grading work at the soccer fields is ongoing. The sledding hill is projected to be completed by the end of the week, which will complete the earthwork

for Phase 1 construction. Mr. Bernard noted that BUDC and ESD staff recently toured the Park and are excited about the progress of construction.

4.0 Buffalo's Race for Place – General Update – Ms. Merriweather presented the following updates regarding Buffalo's Race for Place.

- a. Queen City Pop Up– Outdoor Holiday Market– Outdoor Holiday Market Consultant RFP: BUDC received three proposals in response to its request for proposals issued for consulting services for the outdoor holiday market concept at Fountain Plaza. BUDC, with the City of Buffalo, Buffalo Place, and Ciminelli Real Estate are in the process of reviewing the proposals. BUDC is coordinating with Buffalo Place to time the holiday programming with the tree lighting and ice skating activities at Fountain Plaza. It is anticipated that the holiday programming will highlight six small businesses to occupy stalls in the market, with collaboration from surrounding restaurants and retail spaces.
- b. Queen City Pop Up– Downtown Business Promotional Support BUDC recently partnered with The Bricks Collaborative for its Brick-by-Brick graduation ceremony. The Bricks Collaborative offers small business support and mentoring programming for emerging food service entrepreneurs. The ceremony recognized three small businesses that graduated from the mentorship program. Further collaboration is anticipated with the Taste of Downtown, which will promote black-owned businesses in downtown Buffalo.
- c. Downtown Project & Cost Management Selection: BUDC continues to collaborate with the City of Buffalo to finalize and execute the Memorandum of Understanding regarding the use of the Accelerator Fund for project and cost management services to be performed by Buffalo Construction Consultants. Ms. Merriweather noted some challenges had arisen regarding the issuance of bonds by the City and was hopeful for movement on the MOU moving forward, which will allow BUDC to execute its agreement with Buffalo Construction Consultants.
- d. Waterfront Coordination Updates: A request for proposals for short-term placemaking and wayfinding improvements near the Explore & More Children's Museum, Naval Park and Heritage Point and other projects is under review by the City of Buffalo Department of Public Works. BUDC and the City of Buffalo anticipate issuing the RFP once City comments are received. Completion of the improvements is targeted for Spring 2026.
- e. WUFO Partnership: Ms. Merriweather reported that BUDC is launching its third episode for its weekly radio show with WUFO. The programming has highlighted the Northland Corridor and featured guests with the Buffalo Urban League Young Professionals, Black Restaurant Week, and The Bricks Collaborative.

5.0 Queen City Hub Revisited – Project Update – Ms. Merriweather presented an update regarding Queen City Hub Revisited. Work on this initiative continues. BUDC and Buffalo Place Foundation have executed the funding agreement in connection with this initiative. BUDC continues to coordinate with the City of Buffalo and partners regarding the preparation of the final document.

6.0 Partner Updates – None.

- 7.0 Adjournment** – There being no further business to come before the Downtown Committee, upon motion made by Ms. Minkel, seconded by Ms. Amdur and unanimously carried, the August 20, 2025 meeting of the Downtown Committee was adjourned at 12:22 p.m.

Respectfully submitted,

Kevin J. Zanner
Secretary

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Item 3

MEMORANDUM

TO: BUDC Downtown Committee

FROM: James Bernard, Project Manager

SUBJECT: Ralph C. Wilson, Jr. Centennial Park– Ralph C. Wilson, Jr. Foundation Grant Agreement #14

DATE: October 15, 2025

On June 24, 2025, the BUDC Board of Directors accepted a grant of \$25,600,000 from the Ralph C. Wilson, Jr. Foundation (“Wilson Foundation”) to advance Phase 2C construction at Ralph Wilson Park. Subsequently, BUDC staff submitted an application for capacity funding to ensure continued project management services that are aligned with Phase 2 construction.

On October 6, 2025, BUDC staff received a proposed grant agreement in the amount of \$3,155,200 from the Wilson Foundation (“Wilson Grant 14”) to further support the capacity of the Ralph Wilson Park project team.

Funding will be allocated as follows under Wilson Grant 14:

- \$300,000 will be retained by BUDC to support BUDC staff salaries and grant administration work;
- Up to \$234,000 will be transferred to the City of Buffalo via an amendment to the BUDC-City of Buffalo subgrant agreement to support the City Engineer position;
- Up to \$1,809,200 will be utilized to extend BUDC’s existing contract with Gardiner & Theobald to extend G&T’s project management services for an additional twenty-six (26) months; and
- Up to \$812,000 will be utilized to amend BUDC’s existing agreement with Michael Van Valkenburgh Associates (MVVA) to support continued construction administration and quality control services, and additional shoreline work.

ACTION:

We are requesting that the Downtown Committee recommend the BUDC Board of Directors: (i) accept the \$3,155,200 grant award from the Wilson Foundation to support the capacity of the Ralph Wilson Park project team as outlined in this memorandum; and (ii) authorize the BUDC President or Executive Vice President to execute Wilson Grant Agreement 14 take such other actions as are necessary to implement this authorization.

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Item 4

MEMORANDUM

TO: BUDC Downtown Committee

FROM: James Bernard, Project Manager

SUBJECT: Ralph C. Wilson, Jr. Centennial Park– BUDC and City of Buffalo Subgrant Agreement Amendment 13

DATE: October 15, 2025

At its September 30, 2025 meeting, the BUDC Board of Directors approved the 13th amendment to the Ralph C. Wilson, Jr. Foundation Subgrant Agreement between BUDC and the City of Buffalo (the “Subgrant Agreement”). This amendment facilitated the transfer of additional funds from the Ralph C. Wilson, Jr. Foundation to support Phase 2 construction work at Ralph Wilson Park.

The 13th amendment has not yet been executed by the parties. Following the September 30 Board of Directors meeting, BUDC received a proposed grant agreement from the Wilson Foundation to support project team capacity during Phase 2 construction (“Wilson Grant 14”) which is also being presented to the Downtown Committee. Up to \$234,000 of Wilson Grant Agreement 14 will be transferred to the City of Buffalo via the 13th amendment to the Subgrant Agreement to support the City of Buffalo City Engineer position over a two (2) year period. This amount represents the maximum amount of grant funds to be transferred to the City and may be less than this amount as determined by the project team.

ACTION:

We are requesting that the Downtown Committee recommend the BUDC Board of Directors: (i) approve the modification to the 13th amendment to the subgrant agreement between BUDC and the City of Buffalo to allow the transfer of up to \$234,000 from Wilson Grant 14 to support the City of Buffalo City Engineer position; and (ii) authorize the BUDC President or Executive Vice President to execute the 13th amendment to the Subgrant Agreement as modified and take such other actions as are necessary to implement this authorization.

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Item 5

MEMORANDUM

TO: BUDC Downtown Committee

FROM: James Bernard, Project Manager

SUBJECT: Ralph C. Wilson, Jr. Centennial Park–Gardiner & Theobald Agreement Amendment #5

DATE: October 15, 2025

On July 29, 2025, the BUDC Board of Directors approved the fourth amendment to BUDC's agreement with Gardiner & Theobald (G&T) for project and cost management services related to the Ralph Wilson Park project (the "Agreement"). The fourth amendment increased the value of the contract by an amount of \$57,530.47 to account for additional cost and project management services performed between April 2024 and July 2025.

As Phase 2 of construction at Ralph Wilson Park continues, G&T's cost and project management services continue to be vital. As the Agreement is set to expire at the end of October 2025, an additional amendment is needed to extend the term of the Agreement through December 2027 in order to continue G&T's project and cost management services through Phase 2 construction. The amendment will extend the agreement an additional twenty-six (26) months at an amount not to exceed \$1,809,200, which is allocated as follows: \$179,000 for the remainder of 2025 and \$815,100 annually for 2026 and 2027.

This extension will start November 1, 2025 and would be fully funded through the pending capacity grant (Wilson Grant 14) under consideration by the Downtown Committee.

ACTION:

We are requesting that the Downtown Committee recommend the BUDC Board of Directors: (i) approve the fifth amendment to the Agreement with G&T to extend G&T's project and cost management services an additional twenty-six (26) months for an amount not to exceed \$1,809,200; and (ii) authorize the BUDC President or Executive Vice President to execute the fifth amendment to the Agreement and take such other actions as are necessary to implement this authorization.

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Item 6

MEMORANDUM

TO: BUDC Downtown Committee

FROM: James Bernard, Project Manager

SUBJECT: Ralph C. Wilson, Jr. Centennial Park –MVVA Agreement Amendment #15

DATE: October 15, 2025

On December 17, 2024, the BUDC Board of Directors approved modifications to the 14th amendment to the Master Service Agreement (the “MVVA Agreement”) with Michael Van Valkenburgh Associates (“MVVA”). These modifications brought the total not-to-exceed cost of the 14th amendment to \$395,934.00 for Phase 2 value engineering design services.

An additional amendment to the MVVA Agreement is now required in order for MVVA to provide the following services, as recommended by BUDC’s project manager, Gardiner and Theobald:

- (1) Additional Shoreline Work. MVVA’s revised scope of services for Phase 2 will now include bid and negotiation work for Segment 3 of the shoreline, which will be included in the Phase 2C construction work. This proposed scope of work also includes developing a formal Phase 2C drawing list and marking up drawings as appropriate to facilitate the preparation of bidding documents.
- (2) Continued CA and QA Services. The 15th amendment will extend the term of the MVVA Agreement in order for MVVA to provide continued Construction Administration and Quality Assurance services as Phase 2 construction progresses.

The total cost of this amendment will be a not to exceed amount of \$847,440. \$35,440 of this increase will be funded through contingency funding from Wilson Grant 12, which was accepted by the BUDC Board of Directors on September 24, 2024. The remaining \$812,000 will be funded through the pending capacity grant from the Wilson Foundation currently before the Downtown Committee (Wilson Grant 14).

ACTION:

We are requesting that the BUDC Downtown Committee recommend that the Board of Directors: (i) approve the 15th amendment to the MVVA Agreement for a not to exceed amount of \$847,440 for additional shoreline work and continued construction administration and quality assurance services during Phase 2 construction; and (ii) authorize the BUDC President or Executive Vice President to execute the 15th amendment to the MVVA Agreement and take such other actions as are necessary to implement this authorization.