SECTION 1
ADMINISTRATIVE AND CONTRACTUAL INFORMATION

1.1 RFP Purpose
The University District Community Development Association (UDCDA) is seeking an experienced consultant to assist with the following:

- Development of design guidelines for a 9-block area of Main Street in Buffalo’s University Heights Area. Running from Englewood Avenue to LaSalle Avenue, this area constitutes the walkable heart of our community.

- Develop, at a minimum, five (5) building rehab design concepts working directly property owners. These include renderings/visualizations based on design guideline recommendations and owner feedback, a preliminary scope of work, and project cost estimates.

- Facilitate three (3) public stakeholder meetings in coordination with the UDCDA.

These materials should ultimately prepare the UDCDA and selected property owners to apply for a New York Main Street grant and/or Buffalo Main Streets Initiative grant.

1.2 Issuing Office
This RFP is issued by the UDCDA, which is responsible for the requirements specified in this RFP and for the evaluation of all proposals.

1.3 Organization
The University District Community Development Association (UDCDA) is a full service agency offering a wide array of youth and senior service programs to residents out of the Gloria J. Parks Community Center located at 3242 Main Street while also spearheading community and housing development projects throughout Buffalo’s Northeast from its offices located at 995 Kensington Avenue. We work with residents, block clubs, community nonprofits, educational institutions, and local government to invest resources in the people and places that matter most to our community.

1.4 RFP Scope
The information and instructions contained in this RFP are intended to provide interested vendors with information necessary to prepare and submit proposals and accompanying materials. RFP sections include:
- Administrative and Contractual information
- Detailed Requirements
- Proposer Requirements
- Fee Analysis & Proposal
- Required Submittals

1.5 Pre-submittal Material Review
Upon reviewing all project materials, please direct all inquiries concerning this RFP to:

Darren Cotton,
Director of Community Development & Planning
University District Community Development Association
995 Kensington Avenue
Buffalo, NY 14215
716-832-1010 x 212 | d.cotton@udcda.org
1.6 Pertinent Dates
- February 4 - Send out RFP
- February 22 – Deadline for Submission of Proposals
- February 27 – Award Contract
- April 26 – Development of Draft Design Guidelines
- May 24 – Community Feedback Session
- July 1 – Delivery of Final Design Guidelines & Building Rehab Design Concepts

1.7 Submittal of Proposals
Interested vendors should submit three hard copies as well as a digital version (PDF) to the individual listed in Section 1.5 by 4PM Eastern Time on the Submittal of Proposal date specified in Section 1.6. Vendors have sole responsibility to assure that their proposals are received on time.

The content of each proposal will be held in strict confidence and no details of any proposal will be divulged to any other vendor prior to proposal openings.

1.8 Opening; Conformity to Specifications; Clarification Bulletins
A. The proposals are opened as stated in the call for proposals or as soon thereafter as reasonably possible. They are irrevocable after opening for sixty (60) days or any period specified in the call for proposals.

B. Selection is based upon a comparison of the proposal as submitted with the requirements identified in the RFP and, where necessary, clarification bulletins.

C. Clarification bulletins may be issued to correct mistakes, answer questions, or resolve ambiguities during the proposal solicitation process. The date and time of proposal opening may be extended only once, and not more than twenty business days. Any proposal may be withdrawn prior to the time of opening in case of an extension. Reasonable effort will be made to notify all who have submitted proposals.

D. If major revisions become necessary, or for any other reason, all proposals may be rejected and a new call published, subject to the discretion of UDCDA.

E. Unopened proposals are to be returned if the proposer requests and supplies a prepaid mailer.

F. Specific questions regarding the RFP may be submitted in writing to the individual listed in Section 1.5.

1.9 Selection Process; General Criteria
A. UDCDA reserves the right to reject all proposals, waive minor irregularities, and/or call for new proposals.

B. When evaluating the proposals submitted in response to this RFP, UDCDA considerations include, but are not limited to, the following:

1. The ability, capacity, and skill of the proposer to perform the contract or provide the service required.

2. Demonstrated ability to treat the work consistent to the treatment required of a historical building/space.

3. The cost of proposed services necessary and suggested value added savings.

4. Whether the proposer can perform the contract or provide the service promptly, or within the time specified, without delay or interference.

5. The character, integrity, reputation, judgment, experience and efficiency of the proposer.

6. The quality of performance of previous contracts or services.

7. The knowledge, previous history and evidence of existing compliance by the proposer with laws and ordinances relating to the contract or service.

SECTION 2
PROPOSER REQUIREMENTS
The following list of proposer requirements and required information to be included in submittals may be supplemented by additional information the proposer determines will be helpful to UDCDA in determining the proposer’s ability to perform the work outlined in this RFP. When addressing the following requirements, proposers are encouraged to augment responses with appropriate samples of work (e.g., reports, outlines, models or other visual representations, etc.) and substantive accounts of work experience with former clients for whom comparable work has been performed.

2.1 Personnel and Firm
A. The proposer must provide details summarizing the education and/or professional experience of all personnel proposed for this project.

B. If the proposer intends to use subcontractor(s) for any portion of the proposed work, the proposer will identify the work to be subcontracted and identify the firm(s) with a statement of their contact information and qualifications.

C. If the proposer and/or subcontractor(s) is a Certified Minority Business Enterprise/Women’s Business Enterprise (MBE/WBE), Proposers should include the Erie County certification letter with the proposal. If not, include a statement of the anticipated utilization of minority professionals as a percentage of the staffing to be utilized on this project and the anticipated utilization of women professionals as a percentage of the staffing to be utilized on this project.
2.2 General Qualifications:
A. Demonstrated completion of like projects
B. Demonstrates understanding the importance and significant of historic preservation to any guidelines proposed
C. Demonstration of quality work and craftsmanship.
D. Submission of a minimum of three references from like projects including contact information in the form of name, address, telephone number and e-mail address.
E. Demonstrated ability to set priorities and meet objectives on time and within budget.

2.3 Liability and Insurance Requirements.
The Proposer must certify that the Proposer is an independent contractor and the Proposer’s firm, its officers, employees, agents or subcontractors shall not be considered to be employees or agents of the participating property owner. The Proposer shall indemnify and hold UDCDA and the participating property owner harmless from any loss, liability, damage, death or injury to any person or property, from any negligent or wrongful act or omission of the Contractor, its agents, or employees, arising directly or indirectly as a consequence of this contract.

SECTION 3
FEE ANALYSIS & PROPOSAL

3.1 Fee Analysis
Subject to budgetary constraints, UDCDA intends to negotiate a “Not to Exceed” agreement for consultant services with the most qualified proposer based on the evaluation of the proposal to address the project requirements outlined in Section 1 of this RFP. Selection will be based on the evaluation of the proposer’s ability to address detailed requirements identified in Section 1 and proposer requirements outlined in Section 2.

3.2 Evaluation Criteria
Proposals will be evaluated based on the following percentages.
• 50% Cost of services
• 25% Examples of comparable work
• 25% Recommendations of other parties from previous projects

3.3 Schedule of Fees
Proposals must include a lump sum fee, itemized by type of expense. The fee should include all anticipated categories of services to be provided for the scope of work described in the response. Upon notification, the successful proposer must hold to quoted price(s) a minimum of 180 days. Should it be determined that additional work is needed during the course of the engagement; the consultant must provide a similarly detailed estimate for the additional work for UDCDA to review and approval prior to beginning any such work.