

**Request for Proposals**  
**(RFP)**

**Neighborhood Infill Schematic & Conceptual Design Services**



403 Main Street, Suite 602

Buffalo NY 14203

*A New York State Land Bank*

**RFP Date:** Thursday November 30th, 2023

**Proposals Due:** Tuesday December 19<sup>th</sup>, 2023 - 10 AM

## Section I – Introduction and Schematic & Conceptual Design Concept

The Buffalo Erie Niagara Land Improvement Corporation (BENLIC) is seeking a professional and qualified architectural services firm to provide Schematic & Conceptual Design Services for the future construction of multiple residential properties throughout the City of Buffalo. These conceptual designs will assist BENLIC in community engagement activities and influence its future infill development strategy.

BENLIC endeavors to build housing on existing residential vacant lots. No accessory structures or garages will be present at any potential infill site. It is generally assumed that all potential infill sites will be in a N2-R & N3-R Residential District per the City of Buffalo Unified Development Ordinance. The respondent will develop conceptual housing typologies for the following allowable building types:

- Detached House (1-2 Family)
- Multiple Unit (Maximum 4 Residential Units)
- Attached House

***Below are BENLICs proposed target infill neighborhoods in the City of Buffalo with corresponding conceptual design typologies for each.***

Municipality	Neighborhood	Conceptual Design Typologies Required			
		Detached Single Family	Detached Two Family	Multiple Unit	Attached House
City of Buffalo	Black Rock/Riverside/Grant-Amherst	3	1	1	1
	First Ward	2	0	0	0
	Kensington Bailey /University Heights	4	1	0	0
	West Side/Lower West Side	4	1	1	1

The conceptual designs should have exterior design elements that contribute and reflect the existing neighborhood and contribute to the existing neighborhood's-built history. BENLIC wishes to incorporate thoughtful and efficient design elements to provide a high quality, yet affordable, new housing product. It is BENLICs desire to create a "mix" of housing typologies to accommodate changes in vacant lot size and configuration, neighborhood preferences, resident family size, primary transportation, and accessibility needs.

- ***Detached Single Family and Attached House*** conceptual designs should be between approximately 1000 - 1400 square feet in size and should be two and/or one and a half story homes with full basements. Each dwelling is to have a minimum of 3 bedrooms and 1.5 bathrooms.
- ***Detached Two-Family*** conceptual designs should be between approximately 1500-1800 square feet in size. Residential units should be placed in a "over/under" configuration with a full basement. Each residential unit is to have a minimum of 3 bedrooms and 1.5 bathrooms.
- ***Multiple Unit*** conceptual designs should be between approximately 2000-2800 square feet in size and two stories. The overall building footprint should be compact and accommodate no more than four (4) residential units. Dwelling units should have between 1-3 bedrooms and 1-1.5 bathrooms.
- All conceptual designs should accommodate the optional inclusion of off-street parking via- driveway.

## Section II – Scope of Design Work

### **Task Group 1 – Site Evaluation & Visioning**

- Perform in-person neighborhood visits and understand historical evolution of local neighborhood housing typologies.
- Document the neighborhood photographically and obtain any crucial measurements of existing features as relevant, document significant architectural vocabulary on the street (eaves, entries, casings, porches, posts and beams, etc.
- Meet once (1) with BENLIC staff to conduct initial “visioning” exercise. Review neighborhood evaluation and analysis, discuss market needs for new structures, opportunities & constraints, construction budget, materials and design options, and other design issues per BENLIC.

### **Task Group 2 –Schematic and Conceptual Design**

- Develop multiple architectural concepts based upon site-visits and staff visioning.
- Prepare building elevations and floor plans.
- Develop an outline of material specifications for each preferred housing typology.
- Prepare 3D massing model of preferred conceptual designs.
- Attend up to six (6) associated public meetings with BENLIC and City of Buffalo Officials and engage with members of the public when appropriate.
- Perform up to one (1) revision of each proposed conceptual design based on any relevant input from public meetings.
- Present final conceptual designs to BENLIC staff for use. Provide digital and hard copies as required.

## Section III – Proposal Requirements

All proposals shall be organized in the following manner:

### A. Contact Information

Name, address, federal tax id. number, telephone number and email address of the individual and/or firm(s). If a firm, the name and title of the individual authorized to negotiate contracts. BENLIC expects a single point of responsibility to act as one voice on behalf of the Respondent.

### B. Experience

- I. Description of the firm or team’s resources – Please provide the names of all personnel who will be assigned to work with BENLIC including previous experience and education.
- II. Years of operation – State the number of years your firm has been involved in the construction industry, particularly small-scale residential projects, and the volume of units designed and/or built over the last five years.
- III. Public engagement – Please provide examples, if any, of firms experience engaging with racially and income diverse communities.
- IV. Accreditation or related licenses – Describe any relevant accreditations or licenses held with regard to this project. Include copies of any professional certifications with this proposal.
- V. MWBE Certification – Please specify if the firm holds a current New York State M/WBE Certification.

### C. Insert Section II - Scope of Design Work

D. Total Pricing

**Present your cost proposal as the following:**

Total Proposed Fee – Stipulated Sum	\$ _____
Task Group 1 – Site Evaluation & Visioning	\$ _____
Task Group 2 – Schematic and Conceptual Design	\$ _____
Additional Associated Costs	\$ _____

A. Hourly Rate Schedule

Please attach a current hourly rate schedule for any professional who could work on this project.

**Additional Notes**

- The selected firm shall possess Professional Liability Insurance coverage and shall furnish to BENLIC a certificate of such insurance and/or endorsements and/or copy of policy constituting such coverage.
- BENLIC may retain the selected firm for future and similar schematic and conceptual design work.
- BENLIC reserves the right to modify, distribute, and use all final design materials.

**Section IV – Submission Information**

Cost Proposals must be mailed (US Overnight Mail, Priority Mail, 1st Class Mail), e-mailed, faxed, or delivered to:

Buffalo Erie Niagara Land Improvement Corporation  
403 Main Street, Suite 602  
Buffalo New York, 14203  
RE: Proposal for Neighborhood Infill Schematic & Conceptual Design Services  
ATTN: Benjamin Brown, Program Manager b.brown@benlic.org

**Proposals must be received at BENLIC offices before Tuesday December 19<sup>th</sup> @ 10 AM.**

**Anticipated Schedule**

Responses Due: Tuesday December 19<sup>th</sup> – 10 AM  
Notification of Award: Tuesday December 26<sup>th</sup>  
Execution of Contract: Week of Tuesday December 26<sup>th</sup>  
Commencement of Work: Immediately following Execution of Contract

*[END INSTRUCTIONS FOR RESPONDENTS]*