



**Issued by: Buffalo Urban League, Inc.**  
**Date: 10/24/2025**  
**RFP Number: 1137JEF2025-AE**

Buffalo Urban League, Inc. (BUL) is seeking an Architectural and Engineering design firm(s) (the “Consultant”) to provide comprehensive design and engineering services for the planned Buffalo Urban League Headquarters Project (the “Project”). The Project will transform the site located at 1137 Jefferson Avenue, Buffalo, NY, and surrounding parcels into a new headquarters campus with supporting community facilities. The site can be identified on the tax map below showing the addresses currently owned by Buffalo Urban League highlighted in yellow.



The Buffalo Urban League is undertaking a phased redevelopment process for its Jefferson Avenue Headquarters site. The selected firm will lead site design, and complete schematic design, design development, construction documents and construction administration over the term of the contract. The Project is planned to commence in Summer 2026 with site remediation and general site preparation to expend the contracted American Rescue Plan Funds (ARP) on hard costs by September 2026. Full construction expected to be completed by 2029. Initial scope and contract term is expected to begin in January 2026. The Project may be accomplished in phases and design work may be paused in order to adjust to funding and phasing.

### 3. SCOPE OF WORK

The scope of professional services conducted by the selected A&E firm shall include, but not be limited to, the following:

#### *A. Schematic Design*

- Conduct a high level field survey of Buffalo Urban Leagues' existing downtown office building, to identify programs, and general space usage to provide a spatial needs analysis.
- Review project requirements, space programming, and initial budget assumptions.
- Develop schematic design floor plans, elevations, and site layout concepts in consultation with BUL Leadership. Please allow for flexibility and more than one scenario to be developed.
- Participate in regular coordination meetings with BUL and project team.
- Provide renderings, plans, or rough order of magnitude cost estimates as needed for funding applications or community engagement.

#### *B. Design Development*

- Prepare Design Development drawings
- Participate in regular coordination meetings with BUL and project team.
- Prepare a DD Cost Estimate

#### *C. Site Design and Remediation Coordination*

- Develop site designs in collaboration with the environmental consultant managing remediation activities (Summer 2026). Recommend pathways to maximize any financial benefits associated with site remediation, work with BUL to manage construction to meet budget, timeline, and procurement objectives related to the ARPA award.
- Site improvements such as foundation and floors may be completed in advance of final building CD's to advance environmental remediation work plan and ARP funding.
- Prepare preliminary grading, utility, and drainage plans and specifications
- Provide technical input to facilitate remediation planning, coordination, permitting, and bidding for summer 2026 site preparation.
- Attend and participate in project team and regulatory meetings as required.

#### *D. Final Construction Drawings*

- Prepare full construction drawings and technical specifications suitable for permitting and bidding.
- Coordinate across architectural, civil, structural, MEP, and landscape disciplines.
- Support BUL in obtaining necessary approvals and permits as requested.
- Provide responses to contractor questions during bidding and construction.
- Construction administration.

### 4. SELECTION CRITERIA

- Demonstrated experience in urban infill and mixed-use community design.
- Demonstrated civil engineering experience with Brownfield remediation coordination and NYSDEC Region 9 familiarity.
- Experience delivering similar-scale projects for nonprofit or institutional clients.

- Adequate professional staff and resources to complete the project efficiently.
- Documented firm diversity practices and/or MWBE certification.
- Competitive cost and schedule proposal.

## 5. SUBMISSION REQUIREMENTS

Submissions must include the following:

- Qualifications of key team members and identification of the principal in charge.
- Examples of at least three similar projects with client contact information.
- Proposed approach to the Scope of Work and project timeline.
- Detailed fee proposal, including hourly rates and estimated costs by phase.
- Explicit details of subcontractors used to assist with the Project, such as structural, mechanical, electrical engineering firms, preservation, interior design, landscape or other consultants or specialties.
  - The cost of these services shall be included in the proposed fee.
- Summary of MWBE certification and/or diversity practices.
- Sample contract form.
- Proof of ability to meet insurance requirements equivalent to BUL's standard limits.

Affirm ability to meet the following insurance requirements (note: other funding sources may add additional insurance requirements, to be determined at contracting):

- Commercial General Liability - \$1MM per occurrence / \$2MM aggregate
- Excess Umbrella Liability - \$5MM per occurrence / \$ 5MM aggregate
- Worker's Compensation & Employer's Liability at State Statutory Limits
- Disability coverage at State statutory limits
- Auto Liability - \$1MM per occurrence
- Professional Liability (Errors + Omissions) - \$1MM
- Employer's Liability Insurance at State Statutory Limits

## 5. RESERVATION OF RIGHTS

Buffalo Urban League, Inc. reserves the right to reject any or all proposals, waive irregularities, cancel or modify this solicitation, and award the contract in the best interest of the organization.

## 6. PROCUREMENT METHOD & BID SUBMISSION

- Questions may be submitted by November 5, 2025, at 5:00 PM EST. All questions and answers will be circulated to parties who have submitted inquiries by the above deadline. Questions should be directed to Maggie Hamilton Winship at [mhamiltonwinship@windsorturner.com](mailto:mhamiltonwinship@windsorturner.com)
- This procurement will follow a sealed bid process in compliance with New York State law and BUL's procurement policy.
- Bids must be submitted in a sealed envelope clearly labeled "Sealed Bid – ARCHITECTURAL/ENGINEERING SERVICES JEFFERSON" to:  
Buffalo Urban League, Inc.  
Attention: Director of Purchasing  
15 Genesee Street  
Buffalo, New York 14203
- Bids must be received no later than November 13, 2025, by 4:00 PM EST. Late submissions will not be considered.  
Submissions should include one paper copy and one electronic copy on a thumb drive. Do we want an email copy

- Sealed bids will be opened on 11/14/2025 at 10:00 AM EST at 15 Genesee Street, Buffalo, New York 14203. The contract will be awarded to the contractor who meets the organization's best interests and scope requirements.

## 6. SUMMARY SCHEDULE

|                                                                                                                                                                                                    |                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <b>RFP Release</b>                                                                                                                                                                                 | October 24, 2025                  |
| <b>Questions (or general interest expression to receive summary of Q&amp;A) due.</b> Email questions to <a href="mailto:mhamiltonwinship@windsorturner.com">mhamiltonwinship@windsorturner.com</a> | November 5, 2025                  |
| <b>Answers Provided</b>                                                                                                                                                                            | November 7, 2025                  |
| <b>Proposals Due</b>                                                                                                                                                                               | November 13 <sup>th</sup> at 4 PM |
| <b>Interviews/Presentations, if held</b>                                                                                                                                                           | November 17-18, 2025              |
| <b>Selection/Board approval</b>                                                                                                                                                                    | November 20, 2025                 |
| <b>Execution of contract</b>                                                                                                                                                                       | January 2025                      |

## 7. SITE VISITS

The property is vacant. Site visits may be conducted from the street at the responder's own risk.

## 8. CONTRACT

The selected contractor will be required to enter a formal contract with the Buffalo Urban League, Inc. or its subsidiary. This is anticipated to take four weeks after award.

## 9. REQUEST FOR PROCUREMENT (RFP) CONTACTS:

### Questions Submitted to:

Maggie Hamilton Winship  
[mhamiltonwinship@windsorturner.com](mailto:mhamiltonwinship@windsorturner.com)

### Primary BUL Contact

Kito Hill  
 Director of Purchasing  
 Buffalo Urban League, Inc.  
 15 Genesee Street  
 Buffalo, New York 14203  
 United States  
 Phone: 716-907-1284  
 Email: [khill@bulny.org](mailto:khill@bulny.org)

### Secondary BUL Contact

Joseph Ricchiazzi  
 Chief Financial Officer  
 Buffalo Urban League, Inc.  
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 United States  
 Phone: 716-250-2407  
 Email: [jricchiazzi@bulny.org](mailto:jricchiazzi@bulny.org)

This RFP ensures **compliance with New York State procurement laws** while maintaining a **fair, competitive, and transparent** sealed bid process and with Buffalo Urban League, Inc. procurement policy.