

REQUEST FOR PROPOSALS
SITE & NEIGHBORHOOD PLANNING SERVICES
BUFFALO CENTRAL TERMINAL, BUFFALO, NY



Issued: January 24, 2020

Official Contact: Monica Pellegrino Faix, Central Terminal Restoration Corp.

Proposals Due: February 26, 2020

Pre-Proposal Meeting/Site Visit: February 7, 2020 10 am

All contacts/inquiries shall be made by email to the following address:

MasterPlanRFP@buffalocentralterminal.org

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I. INVITATION TO SUBMIT PROPOSALS

The Central Terminal Restoration Corporation (CTRC), a 501c3 agency acting as steward of the Buffalo Central Terminal complex (hereinafter “Central Terminal”), seeks a qualified planning/architecture firm (hereinafter “the Consultant”) to assist in the formulation of a site **master plan** to guide the redevelopment and reuse of the historic Central Terminal property at 495 Paderewski Drive, Buffalo, New York; a **neighborhood plan** to identify measures for potential physical, visual, organizational, and/or institutional connections between the Central Terminal’s features/uses and the nearby Broadway Fillmore business district, the Broadway Market (a neighborhood anchor which is also undergoing planning and capital improvements), and other neighborhood institutions to help shape broader revitalization efforts and attract private investment and visitors to the area; and preparation of a **development & financing structure** to provide the framework for the CTRC to solicit and evaluate developer proposals and financing.

II. PROJECT OVERVIEW

The historic New York Central Terminal complex, better known as Buffalo Central Terminal, has sat vacant and virtually abandoned since the last train departed in 1979. The terminal is located within the City of Buffalo’s East Side neighborhood of Broadway Fillmore and is about three miles from downtown Buffalo, New York.

The CTRC has made tremendous strides in stabilizing the facility and bringing attention to the importance of this landmark. Underway now is capital work on the historic concourse in line with the 2017 Urban Land Institute Advisory Panel’s findings. The plan is to create a year-round, regional venue using the diversity of spaces on the Main Concourse and will include parking accessibility and full capacity for catering and entertainment to fully support events at the facility. The design for this work has commenced and initial construction contracts are targeted to be issued by mid-2020.

The capital and planning work at the CTRC is funded with \$5+ million through the Phase II of Governor Andrew M. Cuomo’s Buffalo Billion investment plan focused on ensuring that all Western New Yorkers have an improved quality of life, and includes programs targeted at revitalization in some of the City’s most underserved neighborhoods. As part of this strategy, \$65M in state funding is dedicated to the revitalization of Buffalo’s East Side through transformational capital investments in nine investment areas along four East Side Commercial Corridors (Michigan Avenue, Jefferson Avenue, Fillmore Avenue, and Bailey Avenue). Through the establishment of goals, an analysis of economic and land use data, a look at past investments, and in-depth stakeholder engagement, ESD and partners, with the assistance of University at Buffalo Regional Institute, developed a portfolio of catalytic projects aimed at improving economic conditions on Buffalo’s East Side.

Concurrent to these initial capital improvements, CTRC needs planning to guide site and building redevelopment and capital improvements steps to prepare the project for adaptive use and make ready for development that builds on the future year-round event venue; neighborhood planning to connect the site to the Broadway Market and the Broadway Fillmore business district with the goal to eventually

reuse the entire complex and restore the iconic art deco tower to the benefit of the community; and to prepare the organization for future development opportunities.

III. PROJECT BACKGROUND

A. History

The Art Deco Central Terminal building and adjoining 15-story tower, passenger concourse and platforms, baggage and mail building, power plant, two signal towers, and two utility buildings were built in about three years, opening on June 22, 1929. The Terminal served more than 200 trains and 10,000 passengers daily and operated for 50 years. After years of robust activity followed by a protracted decline, the facility was closed to train travel in 1979. In 1997, the 12.5-acre Central Terminal site was acquired by the non-profit CTRC. CTRC's mission is to refurbish and repurpose the complex. Until the CTRC bought the site for a dollar in 1997, various owners of the complex could not find viable uses for the site and instead stripped much of the building for scrap.

CTRC has made tremendous strides in stabilizing the facility and bringing attention to the importance of this landmark. It is now advancing the first component of reuse as a year-round "flexible space" for events. In the past, the concourse has managed to host various festivals and events, most notably the Polish holiday Dyngus Day. CTRC seeks to expand the diversity of events and attendees as well as revenue generation from rental fees. To enhance Buffalo Central Terminal's event capacity, multiple capital improvements need to be made inside the main terminal building. Improvements are focused on the Main Concourse (14,850 square feet), and adjacent Waiting Room (6,640 square feet) and Restaurant/Bar (8,445 square feet). Exterior repairs and stabilization will take place as funding permits. These improvements are both aesthetic and functional, as the Concourse, and its adjoining spaces, need to become fully code compliant upon completion of the project. Schematic design of restoration work is currently underway and their sub-consultants. Construction is anticipated to be a one year duration starting approximately July 2020.

The Central Terminal has been the subject of several studies over the past two decades:

- **2017. Central Terminal Buffalo, New York: Getting Adaptive Reuse Right - Urban Land Institute (ULI) Advisory Services Panel Report**

The reports finds that the fate of the Central Terminal is directly linked to the Broadway Fillmore neighborhood. It recommends creating value in the building by creating a year-round, regional event venue on the Main Concourse of the Terminal that appeals to a diverse, multi-ethnic clientele and includes residents of the neighborhood in entrepreneurial activities and opportunities. The report also recommends that CTRC build a full time operational staff to oversee the creation of a master plan for the Central Terminal complex, as well as management of future capital improvements to the property, fundraising and marketing. CTRC is currently beginning to implement all of these recommendations including a full time staff funded for at least five years through a pooled fund from local foundations.

- **2011. Buffalo Central Terminal Master Plan - CTRC Architecture Committee (Volunteers)**

This master plan was created by the CTRC board in order to spur interest and momentum for future redevelopment opportunities.

- **1996. Buffalo Central Terminal Existing Conditions Engineering Study - HHL Architects & Watts Engineering (includes Phase 1 Environmental Report)**

The report explored existing conditions, environmental conditions, future uses, full rehabilitation costs and immediate stabilization needs and costs.

B. Building and Site Conditions

Originally constructed for the New York Central Railroad, the Central Terminal is a monumental steel-frame brick clad complex, of which the 271-foot octagonal tower is the principal feature. The main terminal building is a six-story, rectangular barrel-vaulted structure measuring 300 feet long by 225 feet wide and 100 feet high. The terminal has a granite base, buff brick facing and limestone trim. It is distinguished by large round arches under the barrel vaults on the east and west elevations. The main terminal building is six stories high, but it is dominated by the passenger concourse, which features soaring ceilings of terra cotta tiles and ornate architectural detailing. Each end of the concourse features a balcony. Most of the original storefronts, ticket counters and curvilinear kiosks on the ground floor remain, as well as the terrazzo floor and marble wall accents remain. The main terminal building's entry is two stories above grade. It is surrounded by a plaza topping a parking garage.

The tower, which forms part of the rectangular station building, is composed of a series of setbacks flanking vertical piers. The buttresses, which mark the corners of the octagon, continue to the top to form an octagonal "crown" distinguished by a series of arched niches surmounted by stylized stone finials. Large clocks with stone surrounds are positioned above the eleventh story on each canted corner. The ground floor of the tower houses the entrance lobby, which leads to the passenger concourse.

Designed by the iconic railroad station architects Fellheimer and Wagner, Buffalo Central Terminal has been listed on the State and National Registers of Historic Places since 1984. The nomination cites the significance of the Art Deco style civic architecture, as well as the terminal's outsized role in the transportation landscape of New York State as well as the entire east coast.

Aside from the aforementioned main terminal building and tower, the site also includes a five-story baggage building, a three-story railway post office building, a fifty-foot wide train concourse, a power plant building, signal towers, repair shops and utility buildings.

The structure is in stable condition with limited structural instability. Previous structural conditions assessments have found no structural deficiencies that would preclude the implementation of an adaptive reuse of the facility. It has lost countless internal architectural

elements and historic artifacts during years of abandonments, but has been painstakingly cared for by the CTRC over the course of the last 20 years.

Central Terminal is located on an approximately 60+- acre site, three miles from Buffalo's central business district. Over time the complex has been divided into multiple ownerships. The CTRC owns the 12.5 acre 495 Paderewski parcel including the concourse, tower and baggage building. The CTRC parcel abuts the City of Buffalo-owned 15.4 acre parcel at 59 Memorial Drive including the mail building and also abuts the remaining 36-plus acres owned by CSX and Amtrak. The former power plant, signal towers, and utility buildings no longer exist.

The main terminal building is elevated 2 stories above the adjacent residential neighborhood to the north and west. The area to the south and east is largely characterized by its freight and stockyards, light manufacturing facilities and commercial structures.

C. About the Broadway Fillmore Neighborhood and Broadway Market

The Central Terminal is located within the City of Buffalo's East Side neighborhood of Broadway Fillmore and is about three miles from downtown Buffalo, New York. The largest concentration of commercial activity along Fillmore Avenue can be found in the Broadway Fillmore neighborhood and it is defined by its proximity to the iconic Central Terminal. Like the Central Terminal, the neighborhood has suffered from economic disinvestment over the years, but it has a rich cultural history of diverse immigration.

During the late 19th century, the neighborhood was founded by Polish and German immigrants who moved to Buffalo to work in the factories, slaughterhouses, and other industries. These early immigrants helped establish union halls and social clubs, businesses, and the city's only remaining public food market (The Broadway Market). Beginning in the late 19th century, many houses of worship were built to serve the religious needs of the Polish community. Of these, only St. Stanislaus and Corpus Christi remain open. These towering, often architecturally significant structures are character defining features of the neighborhood. Another Polish tradition that remains is the post-Lenten Dyngus Day celebration and parade that attracts thousands of people to the Broadway Fillmore neighborhood. In the mid-20th century, many of these original immigrant families fled the city to the suburbs, leaving many vacant homes and abandoned storefronts and helping cause increases in crime and poverty rates. The neighborhood transitioned to primarily African American, and now new immigrant populations are moving into the neighborhood, including Bengali, Kurdish, Southeast Asian, Turkish, and refugee populations.

As interest increases in redevelopment of the City of Buffalo, new residents and investment are slowly beginning to head toward Buffalo's East Side and the Broadway Fillmore neighborhood, providing an opportunity for a renewal of the community and adaptive use of the Central Terminal. Two discount grocery stores and other discount retailers, a bank, post office, and a variety of small businesses (many of which are owned by new immigrants to the neighborhood)—including a variety of food-related retail—serve the local community. 1021 Broadway is becoming a centralized hub for

a multitude of human service programs including primary care services, a human service collaboration, pharmacy, imaging, fitness center, conference and training space, and not-for-profit start-up space to serve the diverse Broadway Fillmore community. Jericho Road Community Health Center opened in 2018, becoming the first tenant. Mosques and the Buddhist Temple increase the diversity of the neighborhood's houses of worship. A portion of Broadway Fillmore was recently named a Federal Historic District allowing eligible property owners to take advantage of state and federal tax credits for property improvements. The Torn Space Theater, created through a renovation of the former the Adam Mickiewicz Library on Fillmore Avenue, stages original theatrical performances and new interpretations of contemporary plays and is a recent recipient of the State East Side initiative to complete its capital expansion. Another recent cultural addition to the neighborhood is the Welcome Wall mural—a collaboration between the Albright-Knox Art Gallery that celebrates the community's diversity. But, vacant and underutilized properties and vacant land still challenge the area. Two of the four corners of the Broadway Fillmore intersection have large vacant buildings—the Union Stock Yard Bank building and the Eckhardt building (although it has recently been purchased with plans for retail and office space; another recipient of Buffalo Billion financing under the Better Buffalo Fund). The former K-Mart building at 998 Broadway (prior to demolition, the location of Sattler's department store) is also vacant.

The Broadway Fillmore Neighborhood is anchored by the City of Buffalo-owned Broadway Market—one of the oldest and largest public markets in the United States and a significant asset to the City and the East Side in particular. The market is currently undergoing capital improvements as well as planning around operations, marketing, community outreach and design to transform the Broadway Market into a year-round, viable and vibrant public shopping hub and attractive regional destination that provides growth potential for small businesses and creates stronger connections to the Broadway Fillmore business district and nearby Central Terminal.

IV. SCOPE OF SERVICES

CTRC is seeking a Consultant and/or team to provide necessary services including, but not limited to, the scope of work described generally in the following sections.

A. Neighborhood Plan

OBJECTIVES

1. Engage residents from the surrounding Broadway Fillmore Neighborhood to identify ways to maximize the intrinsic linkages between the Central Terminal and the Broadway Fillmore neighborhood in order to:
 - a. Create physical, economic and emotional connections between the neighborhood and the Terminal.
 - b. Pursue future development in tandem to their mutual benefit.
 - c. Attract private investment and visitors to the area.
 - d. Create connections between the Broadway Market and the Central Terminal as well as with other anchor facilities that form the neighborhood fabric.

2. Use creative techniques to engage neighborhood residents.

SCOPE OF SERVICES

1. Develop a neighborhood plan with strong involvement from the current residents to guide future development to the mutual benefit of the neighborhood and the Central Terminal.
2. Engage the community using a variety of methods including public meetings and open houses, pop-ups and focus groups and the creation of a neighborhood advisory committee reflective of current residents and the cultural diversity in the neighborhood.
3. Identify community-driven ideas for the Central Terminal redevelopment that are inclusive of the neighborhood ethnic and cultural diversity.
4. Identify short term strategies to build momentum and long-term strategies for the Central Terminal redevelopment to be a catalyst for the reinvigoration of the surrounding neighborhood.
5. Recommend creative placemaking and tactical interventions at the Central Terminal that focus on connections to the neighborhood residents and businesses, bring ideas and interest to the project and embrace the diversity in the neighborhood, including short term interventions, pop-ups, and special events.
6. Incorporate entrepreneurial activities and opportunities that includes residents of the neighborhood.

B. Master Planning And Pre-Development Activities

OBJECTIVES

1. Provide a roadmap for capital investment activities with a comprehensive understanding of the building and site conditions and cost to stabilize and ready for development.
2. Identify predevelopment activities necessary to maximize development opportunities, minimize risk, and maximize long term development and financial success.
3. Identify options for highest and best uses based on layout of the buildings
4. Identify ways to improve the physical connections between the Central Terminal and the neighborhood, considering CRTC parcel and the abutting City of Buffalo parcel. The Terminal is perched in the neighborhood two stories above grade, a massive building, surrounded by a hardscaped plaza and greenspace. It functions like a castle surrounded by a figurative moat.

SCOPE OF SERVICES

1. Prepare a property condition report that identifies the current state of the Central Terminal segregated by component (i.e., Tower levels, Mezzanine office levels, parking garage, sub-mezzanine and basement, and the baggage-handling building, etc.). This excludes the work underway now – the main terminal building lobby, main concourse, restaurant, and waiting room. A framework for the building improvements was provided in the 2017 Urban Land Institute report.
2. Estimate the near term stabilization and building readiness costs as well as long term development costs of the building components (by range).

3. Recommend a phasing strategy for incorporating improvements and uses into the entire complex to allow for a gradual rehabilitation and reuse effort. Consider issues such as physical conditions in various portions of the complex and market opportunities.
4. From market and neighborhood revitalization perspectives, recommend the most appropriate and desirable mix of uses at the complex and their estimated square footages or acreages.
5. Recommend strategies to create a welcoming approach and improve the physical connection of the site to the neighborhood.
6. Create a site wide access and parking plan inclusive of multi model transportation options.
7. Identify the highest priority steps to prepare for financing options and incentive packages such as New Market Tax Credits and NYS Brownfield Cleanup Program tax credits.

C. Development & Financing Structure For Use In Evaluating Developer Options

OBJECTIVES

1. Provide the framework for the CTRC to solicit and evaluate developer proposals and financing structure.
2. Build on previous development proposals and agreements.

SCOPE OF SERVICES

1. Prepare development proposal and solicitation guidelines.
2. Prepare guidelines to evaluate developer proposals and financing structure.
3. Prepare guidelines to evaluate the budget and financial model/proforma and developer ability to assemble financing and to evaluate property and asset management capacity and track record.
4. Identify ownership or long-term lease recommendations.
5. Provide a framework to determine if the CTRC should pursue a master developer or multiple development partners.

V. MWBE & SDVOB SUBCONTRACTOR PARTICIPATION

Because this effort is being funded through ESD, it is subject to ESD's policies for Non-Discrimination and Contractor & Supplier Diversity. The Consultant shall be required to use Good Faith Efforts (pursuant to 5 NYCRR §142.8) to achieve an overall New York State certified Minority- and Women-Owned Businesses (MWBEs) Participation Goal of 30% of the total contract amount. The overall goal shall include a MBE Participation/Subcontracting Goal of 15% and a WBE Participation/ Subcontracting Goal of 15%. In addition, the Consultant shall be required to use Good Faith efforts to achieve a Service Disabled Veteran Owned Business (SDVOB) Participaion/Subcontracting goal of 3% of the total contract amount.

In order to demonstrate their plan for MWBE and SDVOB participation, respondents shall submit with their proposals ESD's Office of Contractor and Supplier Diversity (OSCD) Form 4, which is available at:

<https://esd.ny.gov/sites/default/files/OCSD-4-Utilization-Plan.pdf>

New York State certified MWBEs and SDVOBs may request that their firm’s contact information be included on a list of MWBE and SDVOB firms interested in serving as a subcontractor for this procurement. The listing will be publicly posted on the NYS Contract Reporter website for reference by the bidding community. A firm requesting inclusion on this list should send contact information and a copy of its NYS MWBE or SDVOB certification to Monica Pellegrino Faix at MasterPlanRFP@buffalocentralterminal.org by close of business on February 10, 2020. MWBE and/or SDVOB Vendor are nevertheless also encouraged to submit as a prime contractor for this solicitation.

VI. COMPLIANCE WITH NEW YORK STATE FINANCE LAW 139-J AND 139-K

Because this effort is being funded through ESD, State Finance Law Sections 139-j and 139-k (collectively, the “Procurement Requirements”) apply to this RFP. These Procurement Requirements govern permissible communications between potential Respondents and ESD or other involved governmental entities with respect to this RFP. Compliance with the Procurement Requirements requires that 1) all communications regarding this RFP, from the time of its issuance through final award and execution of any resulting contract (the “Restricted Period”), be conducted only with the designated contact person listed below; 2) the completion by Respondents of the Offerer Disclosure of Prior Non-Responsibility Determinations, and 3) the completion of the Offerer’s Affirmation of Understanding and Agreement pursuant to State Finance Law. These completed forms shall be included in A/E Consultant’s Proposal and can be found at:

http://www.empire.state.ny.us/CorporateInformation/Data/RFPs/RequiredForms/SF_Law139_JK.pdf

This is not a complete presentation of the provisions of the Procurement Requirements. A copy of State Finance Law Sections 139-j and 139-k can be found at:

http://esd.ny.gov/CorporateInformation/Data/RFPs/RequiredForms/PermissibleContactsPolicy_Jan2007.pdf.

VII. SCHEDULE OF DATES

The following target dates are intended as a guide for the proposal process (subject to change):

RFP Issue	January 24, 2020
Site Visit	February 7, 2020
Deadline for Submission of Questions	February 10, 2020
Responses to Questions	February 14, 2020
Submission Deadline	February 26, 2020
Interviews	w/o March 23, 2020
Consultant Selected	April 2, 2020
Anticipated Contract Start Date	w/o April 16, 2020

Please note, the CTRC reserves the right to change any of the dates stated in this RFP.

VIII. SELECTION PROCESS & EVALUATION CRITERIA

The contract will be awarded to the Entity that submits the most responsive proposal that best demonstrates relevant experience and expertise; and which, upon evaluation of all proposals received, best demonstrates its ability to achieve the objectives of this RFP; which offers the best value; and which in the judgment of CTRC, would best serve the public interest.

CTRC reserves the right to:

- Reject any and all proposals, and to waive technicalities, irregularities and omissions or solicit new proposals.
- Seek clarification and revisions of proposals.
- Seek a final and best offer from those firms short-listed.
- Make an award under the RFP in whole or in part.
- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring full and complete understanding of a proposal and/or to determine a respondent's compliance with the requirements of the solicitation, and
- Revise the scope of work after contract award to ensure that project goals/objectives are met.

All proposals will be evaluated on criteria that will include the following, provided that the relative value of all financial offers will be evaluated based on a standard term.

Proposals will be evaluated for "best value" based on the following criteria listed below:

A. Experience, Qualifications and References (40 Points)

1. Respondent and affiliated partners have successfully completed project(s) similar in size and scope and have the the skillsets to perform the duties outline in the scope of services.

B. Project Understanding (30 Points)

1. The respondent demonstrates a clear understanding of the project.
2. Ability to perform the required scope of services in given timeframe. Demonstrates that the consultant or team has sufficient capabilities, resources and staff to deliver high quality services on a short time frame and within budget.
3. Quality and Completeness of the Proposal: All required documents have been submitted and the project is presented in a clear and concise manner.

C. Consultant Fee Estimate (10 Points)

Respondents to the RFP will be evaluated to the RFP will be evaluated on the quality of the overall fee estimate. Elements to be evaluated include but are not limited to:

1. The use of reasonable and attributable assumptions.
2. The anticipated level of effort proposed for each task/subtask related to

descriptions/assumptions included in the Scope of Services.

3. Reasonableness of in the programming of labor categories/rates for each task/subtask based upon experience/skill sets required, and
4. Overall projected cost of the effort.

D. Project Schedule (10 Points)

Consultant and/or team shall be scored on the expeditiousness of the proposed schedule/timetables to complete the scope of services and demonstration of the team’s techniques and wherewithal to successfully complete the project in the shortest, but most reasonable timeframe.

E. Diversity Practices (10 Points)

Consultant and/or team shall be scored on the quality of their plan to provide meaningful participation by MWBEs and SVDDBs in accordance with established participation goals.

IX. SUBMISSION OF PROPOSALS

Proposals should demonstrate an understanding of the requirements of this RFP and present the following information in the same format as presented below, clearly divided by the following topic areas. Respondents should provide the following information:

A. Cover Letter and/or Executive Summary

1. Summarize your organization’s or team’s ability to undertake the work being solicited for in this RFP.
2. Present the major themes of your proposed approach to the effort—how you will meet the challenge.
3. Present the main strengths of your skill sets and experience in neighborhood and master planning.
4. Present key abilities of your organization and/or team and discuss any critical “distinguishers”—why your organization should be selected over others.

B. Qualifications Statement

1. Organization and/or Team
 - a. Respondents shall include firm profiles of the proposed Prime Consultants and any Sub-Consultants, as applicable.
2. Relevant Past Projects
 - a. Respondents shall provide no more than ten, one-page experience sheets (Note: additional materials will not be considered) summarizing the best examples of current and/or past projects undertaken by the firm and/or members of the team that are most similar and relevant to the process outlined in this RFP (see Section A - Experience, Qualifications and References).

- b. Information with respect to location, size, uses, approximate contract value, and dates of engagement.
- c. Graphic material/photographs illustrating efforts.
- d. Contact information (i.e., name, phone, and email) for applicable references for each representative contract.

3. Project Team Organization

- a. Include an organizational chart identifying members of the Consultant team (Prime and Sub-Consultant firms) as well as their respective administrative, management and professional responsibilities. If any, note any prior working relationships among the Prime Consultant and Sub-Consultant firms.
- b. Individual resumes should be submitted for key team members that will be engaged in the Project (no more than one [1] page in length for each staff member), stating registrations and licenses; professional and educational background; and experience relevant to this Project.

4. Current Workload

- a. List current projects and their status (including percentage complete) for all major task leaders (e.g., PM, deputy PM, major technical specialty leaders) included on the Consultant team.

5. Diversity Practices

- a. Describe plan to provide meaningful participation by MWBEs and SVDObS in accordance with established participation goals.
- b. Submit ESD's Office of Contractor and Supplier Diversity (OSCD) Form 4, which is available at: <https://esd.ny.gov/sites/default/files/OCSD-4-Utilization-Plan.pdf>

C. Project Understanding/Overall Approach

- 1. Based upon information in this RFP and from individual research, set forth your team's overall understanding of the effort, the key objectives, challenges, and overarching issues associated with realizing these objectives.
- 2. Based upon your preliminary understanding of the Project context, present your Organization and/or Team's overall Project approach to the objectives outlined in this RFP.

D. Project Schedule

- 1. Respondents must provide a task-by-task schedule that specifies the time (in days or weeks) that will be required for each task, work part, and all Scope of Service items. Include a linear timetable, with significant milestones, which outlines the sequencing, overlapping, etc., of the individual tasks. The schedule should begin coincident with notice to proceed. The schedule also should indicate the time allocated for team reviews/meetings and approvals. The timeline should be presented in weeks, starting in month one. In addition, describe the

process(s) the prospective Consultant would employ to maintain strict budgetary and schedule controls on the Project.

E. Estimated Cost

The proposal must include a detailed staffing plan including:

1. A budget summary for all Consultant services delineated by research/analysis, outreach, design and implementation planning activities across all tasks outlined in the Scope of Services.
2. A detailed labor budget for all Consultant services delineated by task as outlined in the Scope of Services, including the estimated hours, fully-burdened hourly rate and costs of each staff member whose resume is provided or whose job category may be required.
3. A list of anticipated reimbursable expenses and the rate charged for each without markup. Please indicate under reimbursables, a detailed list of working models, presentation models, renderings, or other work product to be furnished during each state of services which is not included in basic services covered by the proposed fee schedule and the cost for each.

Although proposed fees will be taken into account, CTRC reserves the right to negotiate a lower or different fee structure with any Consultant that is selected.

X. TIME AND PLACE FOR PROPOSAL SUBMISSIONS

Respondents will not receive compensation or reimbursement of any expenses associated with preparing and/or submitting the proposal.

Respondents are required to submit six (6) bound copies and one electronic copy (on CD or jump drive) of their proposal prior to **3:00 P.M., February 26, 2020**. Proposal packages shall be firmly sealed in an envelope or box, and contain the Respondent's name and return address. Any proposal that arrives after the deadline date and time will be time stamped and returned, unopened to the Respondent.

At the discretion of CTRC, requests for deadline extensions will be considered prior to the deadline and, if granted, announced via email and/or on our website:

Proposals shall be delivered to:

Jim Hycner, Chair of Central Terminal Restoration Corp.
Attn: Buffalo Central Terminal, Planning Services
New Era Cap
160 Delaware Avenue
Buffalo, New York 14202

XI. PRE-PROPOSAL MEETING/SITE VISIT/QUESTIONS

A non-mandatory pre-proposal meeting and site visit will be held on **February 7, 2020 at 10 am**. Prospective Consultants will be permitted to ask questions at the meeting; these questions and the

responses will be recorded in written form and later posted. To facilitate space planning for the meeting, please RSVP to masterplanRFP@buffalocentralterminal.org, prior to close of business on **February 3rd**.

Questions or requests for clarification regarding the RFP should be submitted via email, citing the RFP page and section to masterplanRFP@buffalocentralterminal.org. Questions will not be accepted orally, and any question received after the deadline may not be answered. Responses will be provided as a comprehensive list.

XII. GENERAL TERMS AND CONDITIONS

1. The acceptance of any Proposal shall be subject to, and contingent upon, the execution and delivery by CTRC of a contract for the services described herein, in form acceptable to CTRC. The contract shall contain, among other terms, certain provisions required by law or policies of the State, including, without limitation, provisions providing that the successful respondent:
 - a. Is an independent contractor;
 - b. Shall defend, indemnify and hold harmless the CTRC, New York State, ESD, and the City of Buffalo and their respective officers, directors, employees and agents from and against any claims or damages relating to the respondent's acts and omissions;
 - c. Shall maintain financial and other records relating to the contract and make such records available for inspection and audit;
 - d. Has no conflicts of interest with, or outstanding financial obligations owing to CTRC, New York State, ESD, and/or the City of Buffalo.
 - e. Maintains and provides the following insurance with insurers licensed to provide insurance in the State of New York: Commercial General Liability insurance of \$1 million per occurrence and \$2 million in the aggregate; Commercial Automobile Liability of not less than \$1 million; Professional Liability of not less than \$1 million; and evidence of Workers Compensation/Employers' Liability insurance. Such policies of insurance shall be in a form acceptable to, and shall include any conditions reasonably required by CTRC and shall name CTRC, New York State, ESD, and the City of Buffalo as additional insureds;
 - f. Is qualified to do business in the State of New York and is in receipt of all licenses, if any, required by applicable governmental entities; and
 - g. Shall represent and warrant that neither it nor any of its directors, officers, members, or employees has any interest, nor shall they acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services as set forth in the contract. The successful respondent must further agree that in the performance of the services no person having such a conflict of interest shall be employed by it.

2. Recipients of this RFP shall make no news/press release pertaining to this RFP or anything contained or referenced herein without prior written approval from CTRC.
3. No respondent to this RFP will be selected if an individual who is an owner, shareholder, member, partner, officer or director, or otherwise a principal and/or its management team is determined, in CTRC's sole discretion, to have been convicted of a felony or a crime involving moral turpitude, to be an organized crime figure, to be under indictment or criminal investigation, to be in arrears or in default of any debt, contract or obligation to or with the State of New York, or any of its agencies or instrumentalities or otherwise to be a prohibited person as defined by CTRC, ESD, or the City.
4. CTRC shall not be liable for any cost incurred by the respondent in the preparation of its proposal to this RFP or, with respect to the respondent, for any work performed prior to the execution and delivery of the contract.
5. CTRC shall be the sole judge of each respondent's conformity with the requirements of this RFP and the merits of the proposal. CTRC reserves the right, in its sole discretion to: amend, modify or withdraw this RFP; waive any requirements or conditions or modify any provisions of this RFP with respect to one or more respondents; require supplemental statements and information from any respondents to this RFP; to award a contract to as many or as few or none of the respondents as CTRC may select; accept or reject any or all proposals received in response to this RFP; extend the deadline for submission of proposals; negotiate or hold discussion with one or more of the respondents; correct deficient proposals that do not completely conform with this RFP; and/or to cancel this RFP, in whole or in part, for any reason or no reason. CTRC may exercise any such rights at any time, without notice or liability to any respondent or other parties for their costs, expenses or other obligations incurred in the preparation of a proposal or otherwise.
6. This RFP and any contract or agreements resulting herein are subject to all applicable Federal, State and local laws, rules, regulations and executive orders.