



**REQUEST FOR PROPOSALS (RFP)  
Program Administration Consultant for East Side Main Streets Initiative  
Addendum # 1**

Release Date: May 27, 2019

The following is a list of responses to questions submitted by prospective respondents to the ESD Request for Proposals for Program Administration Consultant for East Side Main Streets Initiative. A copy of the RFP is available at:

<https://esd.ny.gov/doing-business-ny/requests-proposals/program-administration-consultant-east-side-main-streets>

**Program Administration Consultant for East Side Main Streets Initiative RFP  
Responses to Questions**

No.	Question	Answer
1	What will be the maximum grant amounts for each district and what is the maximum percentage of funds that can be used for administration?	Each district will be awarded \$500,000 over five years for multiple rounds of capital funding. No administration fees will be coming out of this funding; those will be paid via a separate grant.
2	Will design fees (& related scope of work development) be paid for out of admin funds or will owners be paying for design services out of project delivery and then getting reimbursed with project delivery funds?	Owners will be paying for design services related to the development of construction for their projects. However, any technical assistance (i.e. this contract) that is done by the consultant to help a building owner prepare a project scope of work will come out of the consultant grant (this proposal).
3	For a project team of professional firms, who provides the Appendix A – Diversity Practices Questionnaire?	Either the primary entity submitting the proposal responding to the RFP, or if a new legal entity is created, the legal entity should submit the Diversity Practices Questionnaire.
4	For the Administrative Proposal – Should the required forms be provided by the prime contractor?	Yes



No.	Question	Answer
5	Will the Environmental Review Process follow the current HCR NY Main St. process?	ESD will serve as lead agency to do an initial SEQRA review of the corridor area. This action will be done before project determinations are made, so it will not be specific to certain sites. As with the HCR Main Streets program, LPAs will be required to perform and document the program’s specific environmental review procedures for each building project or other activity undertaken.
6	Will there be additional Environmental requirements other than the current HCR NY Main process. Would you please provide those to bidders?	Each building project, once selected by the LPAs, will be required to submit a project scope to ESD who would again serve as lead agency (if appropriate) and undertake any additional SEQRA review needed. At that time, ESD will also review project locations and scopes of work to determine if SHPO consultation is needed. In addition, as part of a building project, some owners may need to seek site plan approval from the City of Buffalo in which case they would need to complete their own site-specific SEQRA review if appropriate.
7	Proposal Contents: Page 10, #2 is the 10, one-page project experience limit for the entire project team?	Yes

*Each of the foregoing is added to and made part of the RFP. Any questions regarding this addendum may be submitted to the designated contact account for this solicitation at [E\\_SideMainSt@ESD.ny.gov](mailto:E_SideMainSt@ESD.ny.gov).*