



REQUEST FOR PROPOSALS (RFP)
Broadway Market Business Planning & Concept Design Services RFP
Addendum # 2

Release Date: August 28, 2019

The following is a list of responses to questions submitted by prospective respondents during the pre-bid RFP Q&A session and Broadway Market tour held on Wednesday, August 21 at 10:00AM, as well as through online forum in response to the ESD Request for Proposals for Broadway Market Business Planning & Concept Design Services RFP. Many of the Broadway Market ("the Market") specific questions were answered by Kathy Peterson, Market Manager.

https://esd.ny.gov/doing-business-ny/requests-proposals/request-proposals-broadway-market-business-planning-and-concept

Broadway Market Business Planning & Concept Design Services RFP - Responses to Questions asked at session and during tour of facility

Table with 3 columns: No., Question, Answer. Contains 4 rows of Q&A pairs regarding contract dates, timelines, attendee lists, and construction costs.



No.	Question	Answer
5	Were the report findings from the 2004 report incorporated into the 1999 report?	No, all the reports are stand-alone documents.
6	Where are the previous market studies?	All previous market studies are available on the Contract Reporter.
7	Were the recommendations from previous market studies implemented?	The 1999 plan wasn't fully implemented. The 2015 plan wasn't fully implemented.
8	Are there any traffic planning studies available for the area?	GBNRTC (Greater Buffalo Niagara Regional Transportation Council) might have some neighborhood specific data on its website, but we are not aware of specific studies.
9	Are there any life and safety facility issues that need to be addressed?	The completed facilities use survey will address all issues.
10	Will the CAD files from the Existing Conditions Report be available?	The CAD files from the Existing Conditions Report will be available upon award.
11	What is the current work being done on the façade? Do proposals need to coordinate with the current work?	This RFP only seeks input on exterior streetscape enhancements.
12	Is the façade improvement plan in process? Who is the exterior architect?	No, it is in design phase and should be complete by 2020. Foit Albert is the exterior architect.
13	Was the building landmarked through the City of Buffalo?	Yes.
14	Are there any "sacred cows" to avoid in redesign? Such as the existing logo?	Not sure.
15	Are there limitations to including performance space or a brew pub?	No.

No.	Question	Answer
16	Who manages the Market? Do neighborhood-based organizations work with the Market? Is there community input into market vendors?	The City of Buffalo manages the market. Friends of the Broadway Market District are community members that work with the Market's management and vendors on special events. There was once a lotto store in the front of the building on the Broadway side, which closed and now temporarily houses a City of Buffalo Senior Drop in Center. The community would like a lotto store back in the building so the Market is trying to find a vendor.
17	How big is the Market and how are the spaces used? How much parking is available? Where are production spaces located?	The Market is 90,000ft ² on the first floor, more than half of the space used by permanent full time and Saturday only vendors. The front (Broadway entrance side) of the Market is considered the food court/performance area. There is a total of 1,000 Market designated parking spaces on all three levels of parking. All production spaces are located on the perimeter of the building. There are 2 loading docks in the building.
18	What are the security measures for the Market? What are the plans for the satellite police station in the building?	Armed security is in the building Monday through Saturday from 6AM-6PM (at least 2 guards) and there is a building engineer on site 24/7. The Mayor of Buffalo will be announcing that the police satellite station is opening today (8/21/19).

No.	Question	Answer
19	What are the occupancy rates of vendors annually? During prime seasons such as Easter? What are the vendors hours?	The market is occupied at the following rates: 50% 60% annually, 100% during the Easter season. Most additional vendors rent solely during the Easter season. All annual vendors are open Monday through Saturday, 8AM-5PM (with exceptions for vacations, personal matters). Seasonal vendors are open for the Easter season and on Saturdays.
20	What are the rates for vendors to rent space? How much space can be rented?	\$6/ft ² for production space, \$13/ft ² for retail space. Vendors can rent anywhere from 100ft ² to 1,000ft ² .
21	For units with production space, what utilities are included in rent?	Base electric usage and municipal water (unlimited) is included in rent. Most vendor spaces are individually metered for electric. Additional equipment (refrigerators, cooking appliances), that require increased electric are the responsibility of the vendor. If a vendor needs natural gas for equipment, it is also the vendor's responsibility. The Market's annual electric bill is over \$200,000.
22	How frequently do Market vendors turnover?	There is a strong base of vendors that have been in operation for 30 years (Camilla Meats) and then there are vendors that were just recently opened and are already closed. Kathy will share the vendor turnover data.
23	How are vendors selected?	Kathy Peterson and the Buffalo Office of Strategic Planning review applications.
24	Do vendors have business plans? What business supports are offered to vendors? Do vendors work with SBDL?	Most vendors apply with business plans. If they don't, Kathy refers them to the Small Business Center at Buffalo State College or to the Beverly Grey Business Exchange Center for assistance in developing their plans. Not many vendors are working with SBDL right now. Some are working with the Beverly Grey Business Exchange.



No.	Question	Answer
25	Does the Market have a noncompete agreement with neighboring grocery institutions like Aldi's and Save-A-Lot?	No, there is a short list of products for internal vendors.
26	What are the results of the \$464,000 commercial kitchen upgrade?	Commercial kitchen renovations were complete in April 2019, and the facility is a shared, licensed commercial kitchen available for small businesses. The kitchen is currently open from 6AM-6PM with the hopes of making it a 24-hour operation to meet the demands of the small business owners. Friends of the Broadway Market received a grant from the United Way for programming in the commercial kitchen and the Westminster Economic Development Initiative (WEDI) will manage the kitchen and provide business services to entrepreneurs. Users of the kitchen must be approved by Erie County and have City of Buffalo Vendor approval. The kitchen is leased at an hourly rate. Market staff currently provide maintenance.
27	Are there any issues for a subcontractor to perform both marketing and community outreach function for this project?	Provided it is demonstrated that the activities of these (and any other) subcontractors will be properly managed/coordinated by the prime contractor in order to maintain an overall continuity and consistency of the project approach, we would have no issues with this.

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 BroadwayMarket2019@esd.ny.gov.