



**City of Buffalo Urban Renewal Agency (BURA)**

# **VACANT RENTAL PROGRAM (VRP)**

**Call for General Contractors for Various locations**

## **REQUEST FOR BIDS**

**Release Date: February 13th, 2026**

**Pre-Bid Conference: February 19, 2026**

**Location: 901 City Hall Conference Room**

**Time: 11AM-12noon**

**Questions by: 1PM E.S.T February 26th, 2026**

**Submission Date: 1PM E.S.T March 5th, 2026**

Bids must be received by BURA via email to [burarfp@buffalony.gov](mailto:burarfp@buffalony.gov) no later than March 5, 2026 at 1pm est. BURA will confirm date and time of receipt via email to the Contractor.

**BURA RESERVES THE RIGHT TO  
REJECT ANY AND ALL BIDS AND TO  
WAIVE ANY INFORMALITY THEREIN  
CITY OF BUFFALO URBAN RENEWAL  
AGENCY (BURA) GENERAL  
CONTRACTOR FOR VRP 2026-2028**



## **Vacant Rental Assistance Program (VRP) – Rehabilitation Scope**

This project consists of the comprehensive rehabilitation of vacant residential property under the City of Buffalo’s Vacant Rental Assistance Program (VRP) to return the unit(s) to safe, habitable, and code-compliant condition for long-term rental occupancy. The scope of work will address all health and safety deficiencies, building code violations, and necessary upgrades to meet New York State Uniform Fire Prevention and Building Code, local City of Buffalo ordinances, HUD Housing Quality Standards (HQS), and VRP program requirements.

The rehabilitation will include selective demolition, structural repairs, building system upgrades (mechanical, electrical, and plumbing), energy efficiency improvements, interior and exterior finishes, and life-safety installations required to obtain a Certificate of Occupancy. All work shall be performed in compliance with applicable federal, state, and local regulations, including MWBE, lead-based paint, and environmental requirements.

The selected contractor shall be responsible for retaining and managing all required subcontractors to complete the rehabilitation in accordance with the approved Scope of Work. The contractor will coordinate directly with the Buffalo Urban Renewal Agency (BURA) to finalize and refine the Scope of Work to ensure that all repairs and improvements are completed in a code-compliant manner, meet HUD and City of Buffalo standards, and remain within the approved project budget.

Funds provided through the VRP Program for rehabilitation shall not exceed \$75,000 **per unit**, inclusive of all labor, materials, subcontractor costs, general conditions, overhead, and profit. The General Contractor’s fee and all associated project management costs must be fully covered within this maximum unit allocation.

## **VRP Maximum Program Assistance and Responsibility for Costs Above Cap**

Funds provided through the VRP Program for rehabilitation shall not exceed **\$75,000 per unit**, inclusive of all labor, materials, subcontractor costs, general conditions, overhead, profit, the General Contractor's fee, and all associated project management costs.

The VRP Program will not provide additional funds beyond the established maximum.

In the event that the total cost to complete the approved rehabilitation scope exceeds \$75,000, the **homeowner shall be solely responsible for payment of all costs above the \$75,000 program limit** ("Overage Costs").

No work that would result in Overage Costs shall commence unless and until:

1. The homeowner has received a written itemization of the proposed Overage Costs;
2. The homeowner has executed a written agreement with BURA that acknowledges and agrees that the homeowner accept full responsibility for Overage Costs; and
3. BURA is provided a fully executed agreement with the selected contractor for the Overage Costs.

BURA will facilitate the execution of a separate written agreement between the homeowner and the selected contractor to address payment terms for any Overage Costs. Such agreement shall clearly specify the amount of the Overage Costs, payment schedule, and related terms. **Billing of Overage Costs shall include contractor overhead and profit at the percentage previously agreed upon between BURA and the contractor and shall not exceed that agreed-upon percentage.**

**All Overage Costs shall be paid directly by the homeowner to the contractor.** BURA shall not receive, process, disburse, guarantee, advance, or otherwise be responsible for any Overage Cost payments.

BURA shall not be a party to, nor financially responsible for, any Overage Costs, and assumes no obligation for collection, enforcement, or payment of such amounts.

## **VRP Detailed Scope of Work**

### **1. Pre-Construction & Compliance**

- Coordinate with the City of Buffalo Department of Permits and Inspections for plan review and required permits.
- Prepare construction schedule, cost breakdown, and compliance documentation (Section 3, MWBE, payroll, insurance, bonds).

### **2. Selective Demolition**

- Removal of deteriorated finishes, fixtures, non-code compliant partitions, and damaged materials.
- Demolition of unsafe structural elements as identified in inspection reports.
- Proper disposal in accordance with environmental regulations.

### **3. Structural & Building Envelope**

- Repair or replace damaged framing, joists, subflooring, and load-bearing elements.
- Foundation repairs as required to address settlement, cracking, or water infiltration.
- Roof repair or replacement, including sheathing, flashing, insulation, and ventilation.
- Installation or replacement of energy-efficient windows and exterior doors.
- Exterior masonry, siding, and weatherproofing repairs.

### **4. Mechanical, Electrical & Plumbing (MEP)**

- Electrical service upgrades, panel replacement if required, and full code-compliant rewiring.
- Installation of energy-efficient lighting, smoke detectors, and carbon monoxide detectors.
- Plumbing system upgrades, including domestic water lines, waste lines, fixtures, and hot water systems.
- HVAC repair or replacement to meet code, efficiency, and indoor air quality standards.

### **5. Interior Rehabilitation**

- Floor leveling and installation of durable finished flooring (LVP, tile, carpet).
- Installation of new drywall, insulation, and fire-rated assemblies as required.
- Interior door and hardware replacement with compliant egress and swing clearances.
- Kitchen renovation including cabinets, countertops, sinks, appliances, and ventilation.
- Bathroom renovation including ADA-adaptable layouts where required, fixtures, tile, and ventilation.
- Interior painting with low-VOC materials.

### **6. Life Safety & Accessibility**

- Installation of code-compliant stairways, handrails, guardrails, and egress lighting.
- Fire separation assemblies, draft-stopping, and emergency egress windows.
- ADA and Fair Housing Act accessibility upgrades where required (ramps, door widths, clearances).

## VRP Detailed Scope of Work

### 7. Site Work & Utilities

- Water, sewer, gas, and electric service upgrades and reconnections.
- Grading and drainage improvements to prevent water intrusion.
- Sidewalk, driveway, and site safety repairs as required.

### 8. Invoicing

Invoices must be sent to: [fguzman@buffalony.gov](mailto:fguzman@buffalony.gov) [Bbaxter@buffalony.gov](mailto:Bbaxter@buffalony.gov) and /or specified email address to be provided at a later date.

Contractors will be **notified within 21 days** of invoice submission regarding payment status.

### 9. Final Inspections & Closeout

- Final building, fire, and housing inspections.
- Correction of all punch list items.
- Issuance of Certificate of Occupancy.
- Submission of all compliance documentation, warranties, as-built drawings, and closeout reports to VRP and BURA. (if applicable)

## RFP SUBMISSION

Contractors must include a contractor fee (Exhibit A) in their RFP response for the outlined scope of work.

BURA reserves the right to modify the scope and adjust the contract price during the term.

Fees may be negotiated post-submission if the scope changes.

Requirements:

- Must be a licensed general contractor (proof required before contract award)
- Must carry all required insurance
- Encouraged to consult with subcontractors to estimate pricing and availability
- Must complete and submit **Exhibit A** with the bid package
- Any questions regarding this price proposal should be in writing to City of Buffalo Urban Renewal Agency by email only at [fguzman@buffalony.gov](mailto:fguzman@buffalony.gov) [Burarfp@buffalony.gov](mailto:Burarfp@buffalony.gov) on or before 1:00 p.m., E.S.T. Thursday, February 26, 2026

**Bids must be received by BURA via email no later than March 5, 2026 at 1pm est. at the below email address. BURA will confirm date and time of receipt via email to the Contractor.**

[burarfp@buffalony.gov](mailto:burarfp@buffalony.gov)

City of Buffalo Urban Renewal Agency  
Room 901 City Hall  
Buffalo, NY 14202

Exhibit A  
**PROPOSAL**

City of Buffalo Urban Renewal Agency (BURA)  
**VACANT RENTAL PROGRAM**

**Call for General Contractors for Various locations**

**Construction Projects**

**Fee is to be a percentage of \$75,000 dollars amount.  
General contractors can self-perform if necessary.**

	<b>GC Fee for Single Unit</b>	<b>GC Fee for Two Units</b>	<b>GC Fee for more than 3</b>
<b>Total percentage</b>	% _____	% _____	% _____

CONTRACTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

OFFICE No. \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CELL No. \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**BURA RESERVES THE RIGHT TO  
REJECT ANY AND ALL BIDS AND TO  
WAIVE ANY INFORMALITY THEREIN  
CITY OF BUFFALO URBAN RENEWAL  
AGENCY (BURA) GENERAL  
CONTRACTOR FOR VRP 2026-2028**

Exhibit B

INSURANCE REQUIREMENTS

The CONSULTANT shall secure policies of Workman's Compensation & NYS Disability, Professional Liability, General and Automobile Liability Insurance, and maintain said policies in force during the life of this contract in the limits set forth:

Workman's Compensation Insurance & NYS Disability:

This contract shall be void and of no effect unless the CONSULTANT shall secure Workman's Compensation Insurance for the benefit of, and keep insured during the life of this contract, such employees as are necessary to be insured in compliance with the provisions of the State of New York workmen's Compensation Law.

General Liability:

With respect to all operations the CONSULTANT shall carry Commercial General Liability insurance providing for a minimum limit of two million dollars (\$2,000,000) per occurrence and aggregate for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification provided under this contract.

Automobile Insurance:

With respect to any owned, non-owned, or hired vehicles the CONSULTANT shall carry Automobile Liability insurance providing a minimum limit of one million dollars (\$1,000,000) per accident for bodily injury and property damage.

Professional Liability:

With respect to any damage caused by an error, omission or any negligent acts of the CONSULTANT, the CONSULTANT shall carry Professional Liability insurance providing two million dollars (\$2,000,000).

All policies of insurance required by this contract shall be provided and maintained at no cost or expense to BURA and shall name the Buffalo Urban Renewal Agency and New York State Homes and Community Renewal (HCR) as an Additional Insured and Certificate Holder with respect to the CONSULTANT'S activities. Professional Liability, Workmen's Compensation and NYS Disability Insurance shall name the Buffalo Urban Renewal Agency as a Certificate Holder.

Any contractor or subcontractor performing work under this contract shall procure and maintain statutory insurance and other insurance as determined by the CONSULTANT so as to properly cover the liability of the CONSULTANT, contractor and subcontractor(s). The policy limits shall be the same as required of the CONSULTANT and the certificates of insurance shall be delivered to the CONSULTANT.

**BURA RESERVES THE RIGHT TO  
REJECT ANY AND ALL BIDS AND TO  
WAIVE ANY INFORMALITY THEREIN  
CITY OF BUFFALO URBAN RENEWAL  
AGENCY (BURA) GENERAL  
CONTRACTOR FOR VRP 2026-2028**