



City of Buffalo Urban Renewal Agency (BURA)

ADU (Accessory Dwelling Unit)

REQUEST FOR QUALIFICATIONS

Release Date: June 22, 2026

Walkthrough TBD

Questions by: 1PM E.S.T, June 29th, 2026

Submission Date: 3PM E.S.T JULY 6, 2026

Responses must be received by BURA via email to burarfp@buffalony.gov no later than July 6, 2026 at 3pm est.
BURA will confirm date and time of receipt via email

**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 QUALIFICATIONS**



1. PROJECT OVERVIEW

City of Buffalo Accessory Dwelling Unit (ADU) Program

Project Overview

The City of Buffalo Accessory Dwelling Unit (ADU) Program, administered by the Buffalo Urban Renewal Agency (BURA), is designed to increase the availability of safe, affordable housing while assisting homeowners in creating additional living space and generating long-term housing opportunities throughout the City of Buffalo. The program supports the creation, conversion, rehabilitation, or legalization of Accessory Dwelling Units located on residential properties. ADUs may include basement apartments, attic conversions, garage conversions, carriage houses, or other accessory residential units that comply with applicable zoning, building code, and permitting requirements. The program is intended to maximize existing housing stock, promote neighborhood stability, and expand housing options for residents.

Program Goals

The City of Buffalo ADU Program seeks to:

- Increase the supply of affordable housing units.
- Support aging-in-place opportunities for seniors and multigenerational families.
- Provide homeowners with opportunities for supplemental rental income.
- Utilize underutilized residential spaces to create safe and code-compliant housing.
- Improve neighborhood housing conditions and property values.
- Support community revitalization efforts through strategic housing investments.
- Promote sustainable infill development without requiring new land acquisition.

Eligible ADU Types

The ADU Program is designed to increase housing opportunities within the City of Buffalo through the creation and rehabilitation of Accessory Dwelling Units.

Each project will have an established maximum funding allocation of \$115,000. Contractors will be required to evaluate project feasibility within the available funding amount.

Projects may include, but are not limited to:

- Basement apartment conversions
- Attic apartment conversions
- Garage conversions
- Carriage house rehabilitation
- Detached accessory dwelling units
- Existing ADU rehabilitation
- Conversion of non-habitable space into legal dwelling units

Each project will be evaluated for zoning compliance, building code compliance, site conditions, utility capacity, life-safety requirements, and overall project feasibility.

2. RFQ Process

This solicitation is a two-step procurement process.

Step 1 – Qualifications Review

Interested contractors shall submit qualifications demonstrating:

A. Experience

- Residential rehabilitation experience
- ADU experience (if applicable)
- Renovation and remodeling experience
- Code compliance experience
- Similar project experience

B. Project Approach

- Understanding of ADU construction requirements
- Approach to budgeting and cost control
- Quality control procedures
- Communication methods
- Project management methodology

C. Capacity

- Current workload
- Available staffing
- Organizational structure
- Ability to manage multiple projects simultaneously
- Financial capacity

D. MWBE Utilization

- Existing MWBE partnerships
- MWBE participation strategy
- Previous MWBE utilization experience

Step 2 – Site-Specific Bidding (Locations TBD)

BURA will notify qualified contractors when projects become available.

For each project:

1. BURA will issue project information.
2. Contractors will attend a mandatory site walkthrough.
3. Contractors will evaluate project feasibility.
4. Contractors will submit a site-specific bid.

3. Site-Specific Bid Requirements

For each project, contractors shall submit a complete lump-sum bid including:

Contractor Fee

- General conditions
- Overhead
- Profit

Labor Costs

- All trade labor
- Supervision
- Project management

Material Costs

- Building materials
- Fixtures

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- Equipment

Subcontractor Costs

- Electrical
- Plumbing
- HVAC
- Roofing
- Masonry
- Other specialty trades

Permits and Fees

- Building permits
- Trade permits
- Inspections

Insurance

- General Liability
- Workers Compensation
- Automobile Liability
- Any additional required coverage

Schedule

Contractors shall provide:

- Estimated project duration
- Proposed start date
- Milestone schedule
- Completion schedule

4. Project Scope

Projects may include rehabilitation activities such as:

Pre-Construction

- Site inspection
- Scope verification
- Permit coordination
- Project scheduling

Structural Improvements

- Framing repairs
- Foundation repairs
- Roof repairs
- Building envelope improvements

Mechanical, Electrical, and Plumbing

- Electrical service upgrades
- Rewiring
- Plumbing replacement
- HVAC installation or replacement

Interior Improvements

- Drywall
- Insulation
- Flooring
- Kitchens
- Bathrooms
- Painting
- Interior finishes

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Life Safety Improvements

- Smoke detectors
- Carbon monoxide detectors
- Egress improvements
- Fire separation assemblies
- Handrails and guardrails

Site Improvements

- Utility connections
- Drainage improvements
- Sidewalk and driveway repairs

Project Closeout

- Final inspections
- Punch list completion
- Certificate of Occupancy
- Warranty documentation

BURA reserves the right to modify project scopes and negotiate final contract amounts as necessary.

5. Contractor Requirements

Contractors must:

- Be licensed to perform work within the City of Buffalo and Erie County.
- Maintain all required business registrations.
- Maintain all required insurance coverage.
- Demonstrate financial capability to perform the work.
- Maintain good standing with applicable regulatory agencies.
- Comply with all City of Buffalo permitting requirements.

The following shall be submitted with qualifications:

- Contractor license documentation
- Insurance certificates
- Company profile
- References
- Relevant project experience
- MWBE utilization plan

6. Funding Requirements

Projects are funded through the ADU Program.

Prevailing Wage

Prevailing wage requirements do not apply to this program.

7. Evaluation Criteria

Qualifications will be evaluated based upon:

Criteria	Weight
Relevant Experience	35%
Project Approach	25%
Capacity and Staffing	20%
MWBE Utilization Strategy	20%

Only qualified contractors will be invited to participate in project-specific bidding opportunities.

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Please note BURA strongly encourages the utilization of Minority- and Women-Owned Business Enterprises (MWBEs) throughout all phases of ADU project development and construction. Contractors are encouraged to make good-faith efforts to engage certified MWBE firms for professional services, subcontracting, material suppliers, and construction-related activities whenever feasible.

8. Award Method

For each project, BURA will solicit bids from the pre-qualified contractor pool.

Projects will be awarded to the lowest responsive and responsible bidder whose proposal demonstrates:

- Ability to complete the work within budget
- Ability to meet schedule requirements
- Compliance with program requirements
- Adequate qualifications and capacity

BURA reserves the right to reject any or all bids and to waive informalities when deemed in the best interest of the Agency.

9. Reservation of Rights

BURA reserves the right to:

- Accept or reject any submission.
- Request additional information.
- Negotiate project scopes.
- Cancel this solicitation.
- Issue additional solicitations.
- Modify project requirements as necessary.

Submission of qualifications does not guarantee project award.

EXHIBIT A

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 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.

EXHIBIT B (Preferred Materials List)

For a state-funded residential rehabilitation or ADU program, the goal is usually durable, code-compliant, readily available materials that balance cost, longevity, and appearance. Below is a specification list that many housing agencies, CDBG/HOME programs, land banks, and affordable housing developers use as a baseline.

Windows

Preferred

- Double-pane vinyl replacement windows
- Low-E glass
- Argon-filled
- Energy Star rated

Acceptable Manufacturers

- Andersen Corporation
- Ply Gem
- JELD-WEN
- Pella Corporation

Minimum Requirements

- U-factor compliant with NYS Energy Code
- Tempered glass where required
- Egress windows in sleeping rooms

Flooring

Living Areas

- Luxury Vinyl Plank (LVP)
- 5mm–7mm thickness
- 12–20 mil wear layer

Preferred Manufacturers

- Lifeproof
- Mohawk Industries
- Shaw Industries

Bathrooms

- Porcelain tile
- Waterproof LVP

Basements

- Waterproof LVP
- Sealed concrete

Avoid:

- Peel-and-stick tile
- Low-grade laminate

Kitchen Cabinets

Preferred

- Shaker-style cabinets
- Plywood box construction preferred
- Soft-close hinges preferred

Budget Option

- White thermofoil shaker cabinets

Countertops

- Post-formed laminate

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- Wilsonart or Formica

Upgrade Option

- Entry-level quartz

Appliances

Basic Package

- ENERGY STAR refrigerator
- Electric or gas range
- Range hood
- Microwave (if applicable)

Manufacturers

- GE Appliances
- Whirlpool Corporation
- Frigidaire

Plumbing Fixtures

Toilets

- ADA-height preferred
- 1.28 GPF

Faucets

- Brushed nickel finish
- WaterSense certified

Manufacturers

- Moen Incorporated
- Delta Faucet Company

Tub/Shower

- One-piece fiberglass surround
- Acrylic tub

Interior Doors

Preferred

- Six-panel molded doors
- Hollow core for bedrooms
- Solid core for utility rooms

Hardware

- Satin nickel lever handles
- Privacy locks for bathrooms

Exterior Doors

Preferred

- Steel insulated doors
- Prehung units
- Weatherstripped

Paint

Walls

- Eggshell finish

Bathrooms/Kitchens

- Satin finish

Trim

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- Semi-gloss

Manufacturers

- Sherwin-Williams
- Benjamin Moore

Lighting

Interior

- LED flush mount fixtures
- LED vanity lights

Exterior

- LED wall packs
- LED porch lights

Requirements

- Energy code compliant

Smoke and CO Protection

Required for Certificate of Occupancy:

- Hardwired interconnected smoke detectors
- Carbon monoxide detectors
- Battery backup

HVAC

Preferred

- 95%+ efficiency furnace
- Programmable thermostat

Alternative

- Mini-split heat pump systems

Manufacturers

- Carrier Global
- Trane Technologies
- Mitsubishi Electric

Insulation

Walls

- R-21 fiberglass batt

Attics

- R-49 minimum

Basements

- Rigid foam board where applicable

Accessibility/Fair Housing (ADUs)

Where applicable:

- 32" minimum clear door opening
- Lever hardware
- Reinforced bathroom walls for future grab bars
- Accessible route to entrance where feasible

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BURA reserves the right to modify the scope of work, project requirements, specifications, funding availability, procurement procedures, or any other aspect of this solicitation at any time prior to contract execution. BURA may issue addenda, clarifications, or revisions as necessary and shall not be liable for any costs incurred by respondents in the preparation or submission of qualifications, proposals, bids, or supporting materials.

SUBMISSION INFORMATION

Submission Deadline: 7/6/2026

Submission Location:

Email or
Buffalo Urban Renewal Agency
65 Niagara Square, Room 901
Buffalo, NY 14202

Submission Contact:

Brandon Baxter

Special Project Manager
Buffalo Urban Renewal Agency

Phone: (716) 851-4212

Email: BBaxter@buffalony.gov
burarfp@buffalony.gov

All questions regarding this RFQ shall be submitted in writing by email.

BID MUST BE EMAILED NO LATER THAN 1:00 PM, FRIDAY, July 6, 2026 TO THE FOLLOWING:

Brandon Baxter, Special Project M
City of Buffalo Urban Renewal Agency
Room 901 City Hall
Buffalo, NY 14202