

**MEMORANDUM**

**TO:** Board of Directors, Buffalo Erie Niagara Land Improvement Corporation  
**FROM:** Brendan Mehaffy, Chairperson  
**SUBJECT:** **Resolution #2024-16** Approval of Neighborhood Infill Architectural and Engineering Services – ARPA Infill Initiative  
**DATE:** July 18th, 2024

DISCUSSION:

BENLIC is seeking a professional and qualified architectural services firm to provide Architectural and Engineering Services for the construction of multiple residential properties throughout the City of Buffalo. These construction documents are a critical need for residential infill development. This engagement is part of BENLIC's ARPA Infill Initiative.

The Request for Proposals was released on June 7th, 2024, with a submission deadline of June 21st, 2024. A Letter of Clarification was released on July 5<sup>th</sup>, 2024 to HHL Architecture with a deadline to respond on July 10<sup>th</sup>, 2024. A letter of Clarification was released on July 11<sup>th</sup>, 2024 to Trautman Associates with a deadline to respond on July 15<sup>th</sup>, 2024.

ACTION:

WHEREAS, the Buffalo Erie Niagara Land Improvement Corporation wishes to approve a proposal and enter into contract for Architectural and Engineering Services; and

WHEREAS, pursuant to the Corporation's Procurement Policy for Professional Services over \$10,000.00, a Request for Proposal was sought from architectural firms on June 7th, 2024 with a deadline to submit proposals of June 21st, 2024; and

WHEREAS, architectural and engineering services require formal education, special and technical skill, licensing, training and expertise and the individual, company or firm to provide such services must be chosen based on accountability, reliability, responsibility, skill, conflict of interests, reputation, education, training, judgment, integrity and continuity of service; and

WHEREAS, the procurement of such Professional Services impacts the liability of BENLIC and its directors; and

WHEREAS, the qualifications to provide such Professional Services and to address the concerns of BENLIC referenced above are not necessarily found or addressed in the individual, company or firm that offers the lowest price; and

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WHEREAS, the proposals of the various proposers are presented in the table below:

FIRM	PROPOSAL PRICE	MBE/ WBE?
Dean Architects	\$118,700.00	No
Koll Arch	\$170,261.00	No
HHL Architecture	\$686,665.00 Including \$150,000 CA Cap	No
Trautman Associates	\$711,561.00 Including \$150,000 CA Cap	No

WHEREAS, Dean Architects and Koll Arch submitted incomplete proposals and are not considered as qualified firms to provide professional services for this engagement;

RESOLVED, that the BENLIC Board of Directors hereby determines that Hamilton Houston Lownie Architects possesses the requisite education, special and technical skill, licensing, training, reputation, integrity, judgment and expertise to provide the professional architectural services needed for BENLICs ARPA Infill Initiative and approves the proposal from Hamilton Houston Lownie Architects of *not to exceed* \$686,665.00, and authorizes the execution of a contract for said amount to perform architectural and engineering services for the benefit of BENLIC; and be it further,

RESOLVED, that this Resolution, approving the contract for Hamilton Houston Lownie Architects, shall take effect immediately.