



# Town of Cheektowaga

3301 Broadway, Cheektowaga, NY 14227 / (716) 686-3400

## **REQUEST FOR PROPOSALS** **Town of Cheektowaga** **Zoning Ordinance Update (Phase 01)** **Consultant Services Retention**

### **Introduction & Disclosure**

#### **Introduction**

The Town of Cheektowaga (hereafter "Town") by way of and managed through its Department of Building and Plumbing, is seeking proposals for professional services that would provide 'Planning Consultation & Technical Services' from qualified professional(s) and/or professional firm(s) to prepare a Zoning Ordinance update phased out in two parts.

#### **Disclosure**

The Town's intent is to select the proposal deemed most fit for the scope of work needed. However, it reserves the right to reject any or all of the proposals. The Town reserves the right to award any negotiated contract to one or more applicants. This RFP is not intended, nor shall it be construed to commit the Town to financial responsibility for any costs incurred by applicants in preparation of their submittals, inclusive of any services procured and/or contracts entered by the applicant in preparation of their submittal. All contracts entered as a result of this RFP by the Town of Cheektowaga shall be under appropriate authorization and with notice to the party of services to be retained.

### **General Information & Requirements**

- A. All applicants shall comply with all laws, rules, regulations, and/or ordinances of the Federal Government, the State of New York, and any other regulatory law and/or court ruling that is applicable to its acceptance and performance under bidding and/or contract.
- B. Submittals shall see six (6) hard copies and one (1) electronic/digital copy in PDF format filed in conjunction.
- C. Each submittal shall be of relevant material and be no less than 10 pages, but no more than 40 pages. Halving the page number counts if double sided.
- D. Cost proposals shall be the last item within the deliverable document.
- E. Any requests for interpretations and/or questions shall be made to the Town directly either by email or mail, by April 15, 2026, directed to Dan Young, Planner. Contact and mailing information is as follows:  
**Email** / [dyoung@tocny.org](mailto:dyoung@tocny.org) / Subject: *Zoning Ordinance Update (Phase 01)*  
**Mail** / 3301 Broadway, Cheektowaga, NY 14227 / Attention: *Zoning Ordinance Update (Phase 01)*
- F. Submittals are to be delivered by mail and in the possession of the Town, to the mailing address listed above, on or before May 8, 2026, by 3:00 PM EST. All proposals received after the above date and time will not be considered, with the Town holding no obligation to return.
- G. Applicants will be required to interview virtual or via conference call. Any applicant that files a complete submittal and underscores, will be asked to interview in-person as a chance to explain areas of underperformance. Applicants shall be notified by the Town with written notice within five (5) business days of the intended interview date. Each notice shall contain a principal date and time given, with an alternate date & time.

## **Project Background**

The Town of Cheektowaga is located at the center of Erie County in the Buffalo-Niagara Region of Western New York. This first-ring suburb sees the City of Buffalo directly to the West, with the Town of Lancaster to the East, capped by the Town of Amherst in the North, and sees the Town of West Seneca in the South. On the eastern and western ends of the Town, you will find the separate Villages of Depew and Sloan. Both of which see partial shared services from the Township. The Town is home to a populous of 89,877 residents as of 2020 with an upward trend. Cheektowaga stretches across just under 30 (29.61) square-miles of land, with just under 4(3.95) square-miles dedicated to the separate municipalities (Village of Depew & Village of Sloan).

Cheektowaga was residentially built out heavily during the post-war era housing boom which saw 26,492 residential structures built between the 1940's and the 1970's. With a smaller wave of development between the 1980's and 2000's that saw 4,476 residential structures built according to US Census Data. Residential areas are supported by a variety of industry, commercial business, office, including a large retail presence in the destination shopping center with one the regions last viable malls. The Town is also proudly the hub for various areas of transportation with multiple NYS Thruway interchanges, Norfolk Southern & CSX rail depots, and the Buffalo-Niagara International Airport.

In 2021 the Town adopted a Comprehensive Plan, a strong update from the last plan adopted in 1992 and a failed adoption in 2008. From a zoning perspective, the Town saw the original zoning code adopted in 1969 with notable amendments in 1984 and 1992. The Town's current zoning lags in comparison to the newly adopted comprehensive plan and this policy is facing pressure from a changing local market which has been taking a marginal cue from the 2021 Comprehensive Plan.

This pressure is not only a cue from the Comprehensive Plan, but larger market trends that show a shift towards mixed-use projects and a state-wide housing crisis. The Town is seeking to, with public input, enable more sensible code to protect stakeholders of the community through preserving quality of life, protecting assets, and enhancing neighborhood character.

The Town is looking to achieve this under an initial step by establishing the Galleria-Thruway District for the formation of a central district in a staggered approach towards a full town-wide zoning ordinance update. This district would be a direct action-item found within the 2021 Comprehensive Plan. The formation and mapping of this new district would be meant to create more flexible and predictable land use/development patterns with a central geographic focus.

Preliminary boundaries of such demonstrate a focus area defined by a rudimentary block that sees parcels abutting a defunct rail right-of-way as the Northern boundary (adjacent to Galleria Drive), Union Road to the East, parcel lines abutting the CSX Rail right-of-way in the South, and Harlem Road in the West. Public & stakeholder input would ultimately define the definitive boundaries of the district.



## **Scope of Services**

### **1. Code Audit & Analysis**

- a) Review and become familiarized with the current zoning code and its relationship with the remaining body of local law, State and Federal law. Identifying contradictions, outdated practice, illegal practice, redundant practice, and/or anything of similar nature.
- b) Establish a data analysis for the geographic area of focus to prepare an applied metrics assessment. Using the identification markers of tax code by parcel and separately the housing & building stock age, comparing these markers to the existing zoning code standards. Identifying where the code shows performance and where the code presents as a barrier.

#### *Deliverables*

- One report demonstrating an analysis of the current zoning code that summarizes parameters defined in 1a.
- One report demonstrating the performance of the current zoning code that summarizes the parameters defined in 1b.

### **2. Public Engagement & Visioning**

- a) The consultant is to aide in the public engagement & visioning portion of the project in conjunction with the steering committee or at the directive of the steering committee. The interaction with the community is to carry sustained momentum that is highly interactive, inclusive of all age demographics and cultural backgrounds within the community. Engagement techniques should be inclusive of the traditional methods and inclusive of modern technology, such as advertising flyers/posts, surveys, meetings/charrettes, etc., but are not limited to such. Creative and interactive methods are welcomed and will be considered during the formation of the public engagement & visioning plan.

#### *Deliverables*

- One public engagement plan with optional engagement actions to adopt based on communities' level of engagement.

### **3. Zoning Ordinance/Map Drafting & Publishing**

- a) The consultant is to provide an updated zoning ordinance and map. All updates and/or revisions must be completed under review with a chance to comment, by the appointed Town of Cheektowaga staff, the Project Steering Committee, community stakeholders, and the public. Components for the update should be as follows under each respected phase.
  - Defining & mapping of the Galleria-Thruway District.
  - Forming & defining the land uses allowed.
  - Establishing parcel & structure dimensional standards, inclusive of site accessories and access.
  - Establishing architectural & design standards, where deemed applicable.
  - Preparing a use-friendly document that encapsulates the code in a simplistic manner with visual aids, inclusive of but not limited to, charts, infographic examples, visual representations, etc.

#### *Deliverables*

- One master digital final document in PDF format for web-viewing.
- One master digital final document in Microsoft Word format with full editing rights and restrictions relinquished to Town ownership and management upon contract completion.
- One master shapefile compatible with ESRI software of a coordinated plotted zoning district map with editing rights and restrictions relinquished to Town ownership and management upon contract completion.
- Number of hard copies shall not exceed twenty (20) sets and shall be only by request. All requests by the Town shall be made prior to contract completion.



#### 4. Environmental Review (NYSEQRA)

- a) Pursuant to the New York State Environmental Quality Review Act (SEQRA), facilitated in conjunction with the Town's engineering department the technical review process to establish an environmental determination for consideration by the lead agency.

##### *Deliverables*

- SEQRA documents and/or any associated analysis reports as required at Town directive.

#### 5. Other Project Specifications

- a) The consultant is to aid the production of the following:
- Drafting of documents for review, including final documents.
  - Coordination of meetings with the Town to ensure all comments, feedback, and changes are incorporated into the final documents.
  - In coordination with the Town, managing steering committee meetings, including the production of all agendas and minutes. Anticipate a minimum of six (6) meetings.
  - Any graphic(s) or chart(s) produced should have an editable file format and embedded within the final document as a graphic. All files for graphics and/or charts are to be filed with the Town before closure of the project.

### **Funding**

#### **Phase 01**

Funding of \$50,000 has been awarded at this time from Erie County.

### **Schedule**

- **RFP Release Date:** April 2, 2026
- **RFP Questions Due:** April 15, 2026
- **RFP Question Response Release:** April 22, 2026
- **Proposal Response Due:** May 8, 2026, by 3:00 PM Eastern



## **Requirements for Proposal**

Proposals for submittal should address and identify the following:

- a) Project Cover Letter  
*Identifying a company/firm overview and statement of qualifications.*
- b) Project Understanding / Approach  
*Identifying and detailing a work plan with a description of proposed methods, public engagement, project timeline, and deliverables.*
- c) Respondent Qualifications & Experience  
*Identifying relevant project examples and client/professional references (minimum of 3). Include for each, project status and date of completion.*
- d) Project Management & Administration  
*Identifying company/firm discipline areas of focus and key personnel including their project experience.*
- e) Required Statements  
Identifying proof of insurance.
- f) Pricing Proposal  
*Identifying an itemized budget based on the scope of services, including a separate chart of hourly rates by assigned staff members and their title. The itemized budget should show an overall fee by Phase for two summary totals with a 2% overage allocation. Followed by a breakdown showing a lump sum and employee hours for each category of the following:*
  - *Audit & Analysis*
  - *Public Engagement & Visioning*
  - *Zoning Ordinance/Map Drafting & Publishing*
  - *Environmental Review (NYSEQRA)*



**Evaluation & Selection**

The following denotes the grading rubric that will be utilized by the Town to score the proposal submissions:

- **Project Understanding** ..... 20%  
*Scoring for this section will be determined on application completeness and applicant’s demonstration of the project’s needs, with a plan demonstrated to address those needs.*
  - 10 points for completed application.
  - 15 points for demonstration of understanding.
  
- **Company/ Firm Experience & Qualifications** ..... 20%  
*Scoring for this section will be determined by the company/firm’s ability to demonstrate by example projects, of work in-kind or of discipline relevance from staff that are currently with the firm.*
  - 20 points for in-kind projects.
  - 10 points for discipline relevant projects.
  
- **Staff Experience & Qualifications** ..... 20%  
*Scoring for this section will be determined by the demonstration of staff project experience of work in-kind or of discipline relevance.*
  - 25 points for in-kind projects.
  - 5 points for discipline relevant projects.
  
- **Logistics & Market Rapport**..... 15%  
*Scoring for this section will be determined by physical presence and practice in the Buffalo-Niagara Region.*
  - 10 points for market presence.
  - 10 points for market practice.
  - 5 points for practice in larger markets.
  - 5 points for international market practice.
  
- **Scheduling**..... 15%  
*Scoring for this section will be determined by an applicant’s ability to demonstrate an efficient and flexible timeline to meet the project needs.*
  - 5 points for completed schedule.
  - 10 points for demonstrating flexibility or real-time adjustment plan.
  
- **Fee Proposal**..... 10%
  - 10 points for completed fee proposal.

**Score Total**..... **140 Max / 100%**

**Any applicant that scores under 100% and demonstrates a completed application will be asked to interview in-person to explain the areas of underperformance.**



### Example of a Qualifying Project

- **Project Understanding** ..... 20%
  - 10 points for completed application.
  - 15 points for demonstration of understanding.
- **Company/ Firm Experience & Qualifications** ..... 20%
  - 20 points for in-kind projects.
  - 10 points for discipline relevant projects.
- **Staff Experience & Qualifications** ..... 20%
  - 25 points for in-kind projects.
  - 5 points for discipline relevant projects.
- **Logistics & Market Rapport** ..... 15%
  - 10 points for market presence.
  - 10 points for market practice.
  - 5 points for practice in larger markets.
  - 5 points for international market practice.
- **Scheduling** ..... 15%
  - 5 points for completed schedule.
  - 10 points for demonstrating flexibility or real-time adjustment plan.
- **Fee Proposal** ..... 10%
  - 10 points for completed fee proposal.

Score Total ..... **115** / 100%

### Example of an Under Qualifying Project

- **Project Understanding** ..... 20%
  - 10 points for completed application.
  - 15 points for demonstration of understanding.
- **Company/ Firm Experience & Qualifications** ..... 20%
  - 20 points for in-kind projects.
  - 10 points for discipline relevant projects.
- **Staff Experience & Qualifications** ..... 20%
  - 25 points for in-kind projects.
  - 5 points for discipline relevant projects.
- **Logistics & Market Rapport** ..... 15%
  - 10 points for market presence.
  - 10 points for market practice.
  - 5 points for practice in larger markets.
  - 5 points for international market practice.
- **Scheduling** ..... 15%
  - 5 points for completed schedule.
  - 10 points for demonstrating flexibility or real-time adjustment plan.
- **Fee Proposal** ..... 10%
  - 10 points for completed fee proposal.

Score Total ..... **95** / 100%

