**Habitat for Humanity of Greater Buffalo, Inc.**

**ReStore Retail Prototype – Final, Version #7 (As of: 8/15/21)**

**General:**  Habitat for Humanity’s ReStore operation in the Greater Buffalo Area is considering a new location for a ReStore retail store. ReStores are thrift type stores operated by Habitat for Humanity in various communities which are intended to receive donations of furniture, appliances, household items, clean construction materials (i.e., doors, windows, handles and knobs, electrical fixtures, etc.) and then sell them to the public. The net proceeds fund Habitat’s efforts to provide affordable homes and self-sufficiency to those in need. They are operated by a combination of staff and volunteers.

**Specific Requirements:**

**Total Square Feet** {**Range: 12,000-20,000 sf }** of total **space** to include the following:

{**Range:** **8,000-14,000 sf** } of **retail sales floor** space of which +\- 1,000 sf is needed for a **manager’s office { +/- 120 sf } enclosed storage {at least 120sf } , two bathrooms {at least 64 sf each} accessible to staff and volunteers only, and an employee/volunteer lounge/meeting room** **{at least 180 sf}** (ideally located at the rear of the retail floor space).

The **retail floor space** should be open with tiled or appropriately painted cement floors which are in good repair to allow for customer, staff, and volunteer safety and comfort. Lighting should be consistent with a retail sales area (example a furniture store) and there should be adequate electricity for staff, volunteers, and customers to be able to plug in and try items for sale such as lamps. Ideally, the front of the store floor area should include large windows to allow customers to see displayed items such as furniture even when the store is closed. There should be double doors to the outside with a large vestibule (ideally with separated additional double doors to facilitate one-way traffic in and out of the store (for example see doors used by Office Max). Ceiling height should be at least 12’ below obstructions (beams, duct work, lighting fixtures) or finished ceiling. While a drop in or similar ceiling would be preferred ReStore would consider an open ceiling which is clean and painted.

**{Range: 3,000-5,000 sf}** of **warehouse space** which would be used for receiving donations and pick up for larger purchased items. This area should be at the back or the side of the sales floor space and have at least one adjacent commercial size exterior garage door which should be in a well-lit safe parking/driveway area (ideally facing the street) to facilitate ReStore truck loading and unloading. There should also be a sizeable interior garage door between the receiving/pick up space and the sales floor. There should be third additional garage door opening to the parking lot for a customer “drive up donation/pickup lane” (ideal situation would be a covered/car port for this drop off door, but not a requirement). The warehouse space should be large enough to accommodate indoor parking of one or two of the ReStore panel trucks (although a secure exterior parking option would also be acceptable). The warehouse space will be used for sorting, pricing, and in some cases repairing or assembly of donated items which will be offered for sale. It should have sufficient lighting for safety and electrical power for a shop area with power tools to facilitate repairs. There should be an industrial sink to facilitate clean-up of objects being prepared for sale. Ceilings should be at least 20’ (clear of obstructions) high. The area should be heated and have good ventilation for warm weather.

In addition to the customer and garage doors it is expected that there will be sufficient man doors throughout the building to meet or exceed fire code regulations.

Should there not be a security system in the building, Habitat will install its own system.

There must not be any unmitigated asbestos, lead based paint, or other toxic substances present. Any mitigated areas must be disclosed in advance.

**Parking** - at least **{28-30}** full sized parking spaces for customers and volunteers. The parking lot should be visible to the street with sufficient aisles to facilitate parking and loading of smaller items into customer vehicles. In the parking area near the drive-up donation/pick up door there must be sufficient space for the panel trucks and/or customer vehicles to turn around to facilitate unloading and loading safely.

An additional parking lot at the rear of the building with 7 to 10 parking spaces would be utilized for staff parking and allow for placement of a dumpster for garbage and items deemed unfit for sale. The lot should be sufficient to accommodate a **{20}** yard dumpster under normal conditions and occasionally a **{30}** yard dumpster to facilitate disposal of larger items like furniture. In the absence of such a lot for staff/volunteer parking, we would need an additional **{8}** spaces in the front customer parking area. Sufficient space would be required in the rear of the building for the setting and servicing of the dumpsters previously described.

The parking lots and exterior building walls should have sufficient lighting to protect the area at night. The lots should be in very good condition and striped to facilitate the parking and donation/pick up areas.

Although ReStore anticipates maintaining and cleaning the interior of the space it expects the exterior including roof, HVAC, exterior, plumbing and waste lines, windows and parking lots and exterior lighting to be maintained in excellent condition by the landlord at all times. Any structural problems would be the responsibility of and addressed promptly by the landlord.

**Location/Building Type** – Within a designated market area, the stores need to be located on a busy street to facilitate visibility with easy access in and out of the parking lot. (Preferably on/near major bus routes so that customers without their own transportation can still shop at our store.) Habitat is willing to consider locations in a plaza as long as the other tenants would not interfere with the donation, pickup, and sales operation (endcap is most desirable). It will also consider buildings meeting the above criteria which were warehouses, banquet facilities, and similar open span types of structures.

**Signage** is critical. The building must have sufficient space for ReStore’s signage which is easily visible from the street. As ReStore’s signage is of distinctive colors, font, and style, it would insist on that style being available. In addition, ReStore would need to know the details of any local signage ordinances which might restrict signage size, design, and installation even though the landlord requirements were acceptable. The landlord should provide assistance with any signage approval process required by the local municipality. Typically, ReStore signs are affixed to the façade of the building but it would gladly also participate in additional signage available from the landlord.

ReStore revenue supports Habitat’s core mission of providing affordable homes and improving communities and must operate at the lowest possible cost consistent with the clean, safe, and appealing operations. In addition to the anticipated rental rate for the location we need the landlord’s best effort to help estimate “all in” operating expenses such as electricity, gas, maintenance, taxes, etc. The landlord’s assistance will be greatly appreciated and will also definitely impact our decision making. Habitat looks forward to any assistance the Landlord can provide to defray rent and other expenses.

**Habitat for Humanity of Greater Buffalo, Inc.**

**Administrative Office Space Prototype – DRAFT #5 (As of: 2/8/21)**

**General** – Habitat for Humanity for Greater Buffalo, affiliate of Habitat for Humanity International, has been rehabbing and building homes for families in need stressing self-sufficiency for many years. The organization has an administrative staff and volunteers who plan and organize the home building programs, meet with prospective homeowners and provide them with training and counseling before and after they become Habitat homeowners. The Administrative Offices are presently located at the site of the South ReStore retail fundraising store. The Offices can operate either with other Habitat locations or as an independent location. The following specs are divided into two sections: Rent and Own. We do not want to rent more space than we need now, but we do have plans to grow staff over the next 3-5 years and wouldn’t want to be shortsighted in purchasing a building.

**Specific Requirements:**

**Total Square Feet** {**Range: 4,000-5,000 sf }** of total **space** to include the following:

**Executive Director Size Office** – Rent **{Number: 2} {Size 180 sf } Own {Number: 2} {Size 180 sf }**

**Director Size Offices** – Rent **{Number: 4} (Size: 100 sf } Own {Number: 6} (Size: 120 sf }**

**Small Office or Open Workstation Area** – Rent **{Number: 8}**  **{Size: 80 sf }** **Own {Number: 10} {Size: 80 sf }**

**Conference/Meeting Rooms Large –** **Rent {Number: 1} {Number of Seats: 24 } {Size: 250 sf } Own Number: 1} {Number of Seats: 24 } {Size: 250 sf }**

**Conference/Meeting Rooms Small - {Number: 1} {Number of Seats: 12} (Size: 180 sf }**

**Reception Area –Rent & Own {Waiting Seating Number: 4-5 } {Staff Seating Number: 1 } {Size: 180 sf }**

**Bathrooms** (should be adjacent to or as close as possible to Reception Area) - **{Number: 2} { 64 sf }**

**Staff/Volunteer Break/Kitchen/Lounge Area – {Number: 1} {Size: 120 sf }**

**Storage - {Size: 100 sf }** suitable for copier/printer, IT and telephone equipment as well as office supplies etc. The room would need to be included in office air conditioning system but does not require special or enhanced air conditioning.

There should be a security system in the building, Habitat will most likely contract with Doyle Security, a long-time supporter of Habitat.

There must not be any unmitigated asbestos, lead based paint, or other toxic substances present. Any mitigated areas must be disclosed in advance.

**Parking** - at least **10-15** full sized parking spaces for clients, staff, and volunteers. The parking lot should be visible to the street with sufficient aisles to facilitate parking.

The parking lots and exterior building walls should have sufficient lighting to protect the area at night. The lot should be in very good condition and striped to facilitate the parking.

Although Habitat anticipates maintaining and cleaning the interior of the space it expects the exterior including roof, HVAC, exterior, plumbing and waste lines, windows and parking lots and exterior lighting to be maintained in excellent condition by the landlord at all times. Any structural problems would be the responsibility of and addressed promptly by the landlord.

**Location/Building Type** – Within the designated desired location area, the offices should be located on well-traveled streets ideally with access to public transportation. The preference would be for the offices to be located on the East Side of the City in close proximity to the neighborhoods we serve, however, this is not a requirement.

The building itself could be single or multitenant as long as the location within the building is visible and easily accessed and the building has some type of effective access control. Ideally, the building should be in an area with regular evening activity. There should be sufficient exterior windows for natural light but windows should have blinds to control light and heat as well as providing privacy especially if the office is on the ground floor.

**Signage** – Signage should be adequate for clients to be able to easily locate the Habitat offices.

**Additional Notes**: Habitat is concerned to be able to focus on its core mission of providing affordable homes and improving communities and must operate at the lowest possible cost consistent with the clean, safe, and appealing operations. In addition to the anticipated rental rate for the location we need the landlord’s best effort to help estimate “all in” operating expenses such as electricity, gas, maintenance, taxes, etc. The landlord’s assistance will be greatly appreciated and will also definitely impact our decision making. It is critical that habitat be able to estimate its total operating expenses accurately. Habitat looks forward to any assistance the Landlord can provide to defray rent and other expenses.

**Habitat for Humanity of Greater Buffalo, Inc.**

**Warehouse/Assembly Space Prototype – DRAFT #5 (As of: 2/8/21)**

**General** – Habitat for Humanity for Greater Buffalo, affiliate of Habitat for Humanity International, has been rehabbing and building homes for families in need for many years. The organization has a need for warehouse space to store tools, equipment, and materials for the various home building projects it performs. In addition, Habitat is considering having space to pre-assemble components of homes and installing them on the new home sites. The Warehouse/Assembly can operate either with other Habitat locations or as an independent location.

**Specific Requirements:**

**Total Permanent Square Feet -** {**Size: +/- 5,000 sf }** of total **space** to include the following:

**Offices** – Rent **{Number: 1 } {Size: 100 sf }** Own **{Number: 2 } {Size: 100 sf }**

**Open Workstation Area** – Rent **{Number: 2}**  **{Size: 80 sf }** **Own {Number: 2} {Size: 80 sf }**

**Conference/Meeting Rooms Small – Rent or Own {Number: 1} {Number of Seats: 12 } {Size: 180 sf }**

**Bathrooms** - **{Number: 2} { 64 sf }**

**Staff/Volunteer Break/Kitchen/Lounge Area – {Number: 1} {Size: 120 sf }**

**Storage - {Size: 100 sf }** suitable for copier/printer, IT and telephone equipment as well as office supplies etc. The room would need to be included in office air conditioning system but does not require special or enhanced air conditioning.

**Doors** – There should be two garage doors of the type described for Additional Temporary space below. If one door could have a loading dock that would be very helpful. One at least should be at grade for loading work vans, etc. There should be sufficient man doors to facilitate entry and meet building codes.

**Additional Temporary Space -** **{Size: at least 5,000 to 10,000 sf }** for at least 2 -3 years with renewal options. Minimum 60’depth with its own commercial size garage (16’ to 18’ wide and 14’ high) style door. Adjacent to Warehouse space preferred.

Should there not be a security system in the building, Habitat will install its own system.

There must not be any unmitigated asbestos, lead based paint, or other toxic substances present. Any mitigated areas must be disclosed in advance.

**Parking** - at least **{20}** full sized parking spaces for staff, and volunteers. Parking should be lighted and safe. Secure overnight parking (indoor or out) for 5 work type trucks. Availability for additional secured outdoor space for temporary staging of construction supplies would be helpful. Exterior space for dumpsters **{Number: 2} {Size: 20x20 }** is required.

The parking lots and exterior building walls should have sufficient lighting to protect the area at night. The lot should be in very good condition and striped to facilitate the parking and delivery areas.

Although Habitat anticipates maintaining and cleaning the interior of the space it expects the exterior including roof, HVAC, exterior, plumbing and waste lines, windows and parking lots and exterior lighting to be maintained in excellent condition by the landlord at all times. Any structural problems would be the responsibility of and addressed promptly by the landlord.

**Additional Requirements**: Space should be heated and there should be sufficient air ventilation for warm weather conditions.

There should be telephone/data service to the space to allow for voice and data access including Wi Fi which will be installed by Habitat.

There should be sufficient electrical outlets for the warehouse style space and the ability to install additional electrical outlets for the **Additional Temporary** Space described above.

Both spaces should have access to both 120 and 220 volt electrical service.

Both spaces should be accessible Monday – Saturday as a minimum 7:30 A. M. to 4:00 P. M.

**Location/Building Type** – Within the desired location area, the warehouse/assembly building (or portion of building) should be located on a street with easy access to primary streets. Although, the facility may be part of another building or complex of buildings it should not be far from street access.

The building type should be typical warehouse or even industrial style with open span and open ceilings with a minimum height of **{ 15 feet}.** The interior should be clean, heated, and suitable for storage of new materials such as windows, kitchen cabinets, etc. There should be a minimum of two large garage style doors and one should have a loading dock for delivery of materials. Deliveries may be up to and including tractor trailers and outbound items will likely be carried in smaller trucks. There should be a heated and air-conditioned office area with bathrooms as described above. This area should be accessible via a man door. If the space is part of a larger building the demising separations must be sufficient to prevent observation and access from adjacent spaces. There needs to be sufficient lighting in all areas to allow safe access and work to be performed on items stored in the space. It will not be necessary to separate the warehouse from the assembly area.

**Signage –** Signage should be adequate for volunteers and delivery drivers to locate the building and the loading dock garage door area.

Habitat is concerned to be able to focus on its core mission of providing affordable homes and improving communities and must operate at the lowest possible cost consistent with the clean, safe, and appealing operations. In addition to the anticipated rental rate for the location we need the landlord’s best effort to help estimate “all in” operating expenses such as electricity, gas, maintenance, taxes, etc. The landlord’s assistance will be greatly appreciated and will also definitely impact our decision making. It is critical that habitat be able to estimate its total operating expenses accurately. Habitat looks forward to any assistance the Landlord can provide to defray rent and other expenses.