



May 22, 2025

Patrick Holder, AIA  
Commissioner of Planning  
City of Mount Vernon  
1 Roosevelt Square Room 210  
Mount Vernon, New York 10550

Re: **Technical Services Change Order No. 2**  
**55 Pondfield Parkway Environmental Studies**  
**City of Mount Vernon, Westchester County, New York**  
**LaBella Project #2232238**

Commissioner Holder:

LaBella Associates, D.P.C. (LaBella) is providing this Technical Services Change Order (TSCO) for services associated with a project site located at 55 Pondfield Parkway (~0.46 acres on Tax Parcel ID 159.71-2253-1) in the City of Mount Vernon, Westchester County, New York ("Site"). LaBella will assess the property located at 55 Pondfield Parkway and will review potential impacts as well as impacts to the adjacent Hunts Woods Park, as described below. Please refer to the attached map. This TSCO is prepared in response to the request for services outside of the original scope described in our proposal dated February 28, 2023.

Our original proposal and fee for professional services for building plan review included review of the reviews for building permit applications for various addresses as assigned by the City under project 2232238.02.

The additional Project I the Fee and Time Schedule Table below reflects what has been requested by the City for a proposed subdivision of a single lot. It is LaBella's understanding that a proposed subdivision of the lot (into two 10,000 square foot lots) is proposed, and the Mount Vernon City Planning Board has established itself as the Lead Agency pursuant to SEQR for the proposed subdivision. The Project entails the subdivision as well as the demolition of the existing house on the lot in order to construct two new houses. In order for the City to make a determination of significance as part of the SEQR review, a habitat study must be conducted. It is noted that a previous assessment had been completed by another outside consultant; however, the study was deemed insufficient for the City's needs. In order to assist the City of Mount Vernon, LaBella proposes the following Scope of Work for the Project described above.

#### **Rate Schedule Summary Table**

The project will be invoiced in accordance with the Rate Schedule provided with this TSCO. Invoices will be issued monthly for all services performed during that month and are payable upon receipt. LaBella will make its best effort to complete all of the identified tasks within the overall estimated project budget. It is possible that it will be necessary to exceed these amounts in order to complete the scope of services for the project. We will not exceed the total estimated fee without obtaining written authorization from you.

#### **Authorization**

We appreciate this opportunity to continue supporting the City of Mount Vernon and look forward to our continued collaboration on this project. If the above is acceptable, please sign below and return. If you have any comments, questions, or require additional information, please do not hesitate to reach out.

Respectfully submitted,

LABELLA ASSOCIATES, D.P.C.



Meredith Ellis, PWS, CE  
Permitting & Compliance Manager

**City of Mount Vernon Approval**

By: \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date: \_\_\_\_\_

## Scope of Work

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**Phase 1 – Depth to Bedrock:** LaBella will coordinate with the Applicant's excavator contractor to perform test pit explorations across the planned areas of redevelopment to identify the depth of bedrock and its rip ability. A LaBella geotechnical staff member will oversee the test pits, which we estimate to take up to 6 hours. At the completion of the field work, LaBella will prepare a bedrock summary table and location plan.

Utilizing the redevelopment layout for the two residences and utility alignments, LaBella will estimate the quantity of the bedrock to be removed. Additionally, we will coordinate with the Applicant to determine their methods of rock removal and provide our opinion on noise and vibration levels. With an initial assumption that all bedrock will be removed from the site, we will provide an estimated number of truck trips.

**Phase 2 – Impacts to Habitat, Flora, and Fauna:** It is noted that the Project Applicant (landowner) previously hired an outside consultant who completed a very baseline habitat assessment report. LaBella will review this report and review the public comments made pertaining to wildlife and habitat, as provided in the RFP.

LaBella will submit protected Species screenings to the pertinent State and Federal Agencies. Correspondence with the USFWS will be completed through the Information, Planning, and Conservation (IPaC) system to identify any federally-listed species associated with or in the vicinity of the Site. The NYSDEC Resource mapper will be consulted to determine any state-listed species occurrences within the vicinity of the Site, and correspondence will be initiated with the New York Natural Heritage Program (NYNHP) if necessary through a NYNHP information request. Habitat surveys or presence/absence surveys for any species flagged for the Site are not included with this Scope of Work, however the preliminary screenings will provide information on the potential for protected species.

Once the growing season starts and vegetation is emerging, LaBella will schedule one site visit to review the property and complete a brief walkover of the adjoining Hunts Woods. The area of Hunts Woods that will be reviewed will be in the vicinity of the property (east and immediately north of the site- ie, northern portion of tax parcel 159.80-2252-6) and will not include the entire park. LaBella will complete a baseline habitat assessment within the Study Area. Plant species and dominant covertsypes will be recorded, along with observations (or signs of) wildlife while onsite. Species specific surveys are not included under this scope of work.

LaBella will prepare a habitat assessment report that includes the results of the Protected Species Screening completed in the Project Area, including likelihood of potential species, a description of existing habitats, observations of any wildlife (or signs of wildlife), and a photo log documenting the surveyed area. The report will briefly review the list of wildlife species that neighbors provided, and an assessment of potential for impact that the proposed project may have on wildlife and habitats, based on LaBella's professional opinion.

### **Phase 3 – Hazardous Materials Testing Related to Demolition:**

LaBella's environmental team will perform a comprehensive assessment of the existing residential structure to identify hazardous materials that could be encountered during building demolition. Our assessment will seek to identify suspect asbestos-containing materials (ACM), lead-based paint (LBP), PCB-containing materials and equipment, and Mercury-containing equipment. The inspection will include all accessible areas of the building.

An estimate of the number of required samples has been prepared without detailed knowledge of the building. The final number of samples collected will be determined by the number of homogenous building materials identified in accordance with federal and state regulations and may therefore vary from the

estimate provided. To establish an initial budget, the following sample analyses/rental fees have been included in the hazardous material reimbursable fee:

- 50 PLM friable (ELAP 198.1)
- 65 PLM non-friable (ELAP 198.6)
- 50 TEM (ELAP 198.4)
- 3 PCB (SW846 8082)
- 2 Paint Chip Samples (EPA 7000B)
- 1 Day XRF Rental

A final report will be prepared for the project. The report will list confirmed ACM(s) by homogeneous area, describe locations, condition, and provide approximate quantities. The report will also describe locations of other hazardous material items observed. Drawings will be prepared to record sample locations, although drawings may not be to scale. A photolog showing representative Site conditions and the general location of confirmed materials will also be provided.

Assumptions and Exclusions:

- The City of Mount Vernon will provide access to the original and most currently available building plans in print and electronic formats for review and scanning.
- Inspection and collection of bulk samples of suspect RBMs will be limited to those materials readily accessible. Spaces concealed by walls, floors, ceilings, etc. requiring access by demolition or other destructive means will not be investigated for safety reasons and to prevent damage to building components. The presence of such spaces and the need for destructive investigation will be documented in the final report. No attempt will be made to observe conditions in spaces not generally accessible, including but not limited to crawlspaces, pipe chases, plenums or confined spaces.
- Testing of accessible roofing is included in this scope of work. Roof sampling can compromise the integrity of roofing systems. Roof sampling resulting in roof penetrations will be repaired by LaBella using trowel-grade, non-asbestos roofing cement. Such patching typically lasts more than a year, but no warranty is provided. *Membrane roof systems require special patching and coordination with a professional roofing service. LaBella will coordinate professional patching service should it be necessary, and upon approval of the owner. The additional fee associated with proper patching of a membrane roof is not included in this proposal.*

**Phase 4 – Water Usage and Wastewater Impacts:** Utilizing the Manual of Water Supply Practices M22 Sizing Water Service Lines and Meters, latest edition developed by the American Water Works Association (AWWA), LaBella will calculate the residential per-home peak flow consumption rate. This rate will be used to determine the total amount of consumption required for both houses.

Utilizing the New York State Design Standards for Intermediate Sized Wastewater Treatment Systems, latest edition developed by the New York State Department of Environmental Conservation (NYSDEC), Division of Water, LaBella will calculate the residential per-home effluent loading generated. This calculated effluent loading will be used to determine the total amount of effluent discharge required for both houses.

**Phase 5 – Water Quality Impacts for Laurel Brook:** LaBella will review existing data regarding the fecal coliform levels in Laurel Brook that exceed acceptable levels. If, during this review, fecal coliforms generated by the development of these parcels are anticipated to be greater than 200 colonies per 100 milliliter sample, LaBella will develop a protocol for sampling.

Exclusions:

- Development of the sampling protocol is excluded from this phase. Should the sampling protocol be required, LaBella will prepare a Contract Modification request.

## Exclusions and Assumptions

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The Scope excludes: wetland delineations; wetland delineation reporting/memos; State Environmental Quality Review Act (SEQRA) reviews; historic or archaeological reviews with the State Historic Preservation Office (SHPO); Rare, Threatened and Endangered (RTE) species habitat assessments or presence/absence surveys, permitting associated with RTE species; and regulatory agency coordination. Representation at town meetings is not included under this scope of work but can be a provided service as a change order if required.

- LaBella reserves the right to postpone fieldwork given significant precipitation the prior 24 hours to allow the Site to drain. In the event of snow, LaBella reserves the right to postpone the delineation fieldwork until the snow cover has melted, and the vegetation on the ground is clearly visible at the Site. The habitat assessment will be scheduled during the growing season.
- It is assumed Mount Vernon will coordinate access to the property for LaBella's site visits.

## Fee

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LaBella proposes a Lump Sum budget in the amount of **\$23,750** to complete the Scope of Work. The proposed Phase budget amount listed in Table 1 below. These cost estimates are valid for 90 days (August 20, 2025).

**Table 1.** Proposed Lump Sum Budget, by Phase.

Phase	Cost (USD)
Phase 1 – Depth to Bedrock	\$4,500
Phase 2 – Impacts to Habitat, Flora, and Fauna	\$3,500
Phase 3 – Hazardous Materials Related to Demolition	\$8,500
Phase 4 – Water Usage and Wastewater Impacts	\$5,000
Phase 5 - Water Quality Impacts for Laurel Brook	\$2,250
<b>TOTAL PROPOSED LUMP SUM BUDGET:</b>	<b>\$23,750</b>

Project Study Area Map

