



**CITY OF MOUNT VERNON, NY**  
**DEPARTMENT OF BUILDINGS**

**SHAWYN PATTERSON-HOWARD**  
Mayor

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**Patrick G. Holder, R.A.**  
Commissioner

**Hediye Mamak**  
1<sup>st</sup> Deputy Commissioner

**Dawn Asbury**  
2nd Deputy Commissioner

November 24, 2025

City Hall  
1 Roosevelt Square  
Mount Vernon, Ny 10550

Re: To Establish a list of qualified vendors for third-party inspections

To the Honorable Council Members:

This letter is to request the City Council's approval for the establishment of a list of qualified vendors capable of performing a broad range of technical inspections and other construction-related services in accordance with the New York State 2020 Uniform Fire Prevention and Building Code, the Energy Code, and applicable city ordinances. This list is for the sole use of property owners and/or constituents (no cost to the city; fees are paid directly to the vendor by the property owners), as an option of utilizing third-party vendors to assist with specialized and general code inspections (under the Department of Buildings oversight), consultations, report preparation services, and other construction-related services as needed.

RFQ #005 – DOB Third-Party Inspection Services for the Buildings Department was released on August 29, 2025. Two submissions were received.

1. LaBella Associates
2. Ettinger Engineering Associates

Each submission was evaluated for responsiveness (completeness, required forms, and acknowledgments), responsibility (experience, capacity, references, and compliance with prevailing wage and insurance requirements), and pricing was also reviewed.

This approach is designed to be fee neutral or fee positive, ensuring that any fees collected will cover the costs of the third-party inspections without negatively impacting the Department's budget.

Currently, most neighboring cities and towns utilize outside consultants for specialized inspections such as electrical work. In line with these practices, the Buildings Department collects an initial inspection fee of \$150.00, consistent with comparable jurisdictions, to support the expanded inspection capacity while maintaining fiscal responsibility.

It is the determination that **Labella Associates** and **Ettinger Engineering Associates** are found to be responsible, qualified vendors capable of performing the qualifications specified in the RFQ.

I respectfully request the City Council's approval to allow the Department of Buildings to formalize this vetted list for our city's property owners/constituents to utilize if they so choose.

Thank you for your time and attention. I am available to discuss this request further and provide any additional information the Council might require.

Respectfully, Submitted,

A handwritten signature in blue ink, appearing to read "Patrick G. Holder", with a long horizontal flourish extending to the right.

Patrick G. Holder  
Commissioner of Buildings

cc: Mayor, Corporation Counsel, City Clerk, The Comptroller