



CITY OF MOUNT VERNON, N.Y.
DEPARTMENT of PUBLIC WORKS

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY, 10550
(914) 665-2300 – Fax: (914) 665-2476

DAMANI L. BUSH
Commissioner

ROBERT L. HACKETT
Deputy Commissioner

June 13, 2024

Honorable City Council Members
The City of Mount Vernon
Mount Vernon, New York
(Through the Office of the Mayor)

Re: Request for Release of RFP for Engineering Consultant Services for the Mount Vernon Police Department Roof Replacement and Construction Management

Dear Honorable City Council Members,

The Police Headquarters and Court Building, located at 2 Roosevelt Square North, is a complex of 3 connected structures constructed over the course of approximately 60-70 years. The Police Headquarters and Court Building Roofing system has become severely hazardous and currently exhibit several types of deterioration and damage typically associated with water infiltration and the effects of the freeze-thaw cycle on a masonry veneer wall.

I am writing to formally request the City Council's approval to release a Request for Proposals (RFP) seeking a qualified engineering consultant firm. These firms will be engaged to develop a comprehensive bid scope of work and provide construction management services for the upcoming roof replacement project at the Mount Vernon Police Department.

The roof of the Mount Vernon Police Department building is in critical need of replacement due to its advanced age and ongoing issues that compromise the structural integrity and safety of the facility. Addressing these issues promptly is essential to ensure the continued operation and safety of our law enforcement personnel and the public they serve.

The proposed RFP will seek engineering consultants with the following expertise:

1. **Assessment and Design:** Conduct a thorough assessment of the current roof condition and design a suitable replacement that meets all relevant building codes and standards.
2. **Bid Scope Preparation:** Develop a detailed and clear scope of work for the bid process to ensure that all necessary components and specifications are included, facilitating accurate and competitive contractor proposals.
3. **Construction Management:** Provide ongoing oversight and management of the roof replacement project to ensure that it is completed on time, within budget, and to the highest quality standards.

“The Jewel of Westchester”



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We believe that engaging a specialized engineering consultant firm will provide the expertise needed to manage this complex project effectively. The selected firm will be responsible for ensuring that the project adheres to all regulatory requirements, safety standards, and best practices in construction and project management.

I respectfully request the City Council's approval to proceed with the release of this RFP. Your support in this matter will be instrumental in ensuring the success of the Mount Vernon Police Department roof replacement project and in maintaining the integrity and safety of our public infrastructure.

Respectfully,

Damani L. Bush
Commissioner of Public Works
DLB

Cc: Comptroller's Office
Engineering Bureau
Building Maintenance Bureau
MVPD Commissioner
Law Department
Contract File