



PLANNING & COMMUNITY DEVELOPMENT
ONE ROOSEVELT SQUARE
MOUNT VERNON, NEW YORK 10550
PHONE: (914) 840-4029
EMAIL: TGRAHAM-OUATTARA@CMVNY.COM

JAMES RAUSSE, FAICP, WEDG
COMMISSIONER

June 20, 2024

VIA EMAIL:

Honorable City Council Members
City of Mount Vernon
1 Roosevelt Square
Mount Vernon, New York 10550

RE: Request for the Mount Vernon City Council to enact legislation authorizing the Mayor to execute a contract with planning consultant Brownfield Redevelopment Solutions, Inc. to conduct the study for the Mount Vernon Comprehensive Plan. For approval at the June 26th City Council Meeting.

Honorable City Council Members:

I am writing to respectfully request that the Mount Vernon City Council enact legislation to authorize the Mayor to execute a contract with consultant **Brownfield Redevelopment Solutions, Inc. (BRS)** to provide planning and community engagement services to complete the Mount Vernon Comprehensive Plan. The service contract will cover up to a 1-year service term.

The Department of Planning and Community Development (PCD) solicited eight firms to assist with public outreach and community engagement. Of these firms, five submitted estimates and/or were interviewed. After serious consideration, the city has chosen the team of BRS, Inc and Creative Urban Alchemy (CUA). BRS, Inc. will be the lead consultant and the contract fee will be one hundred forty-nine thousand one hundred ninety dollars (\$149,190.00).

The contract fee for BRS, Inc. will be paid using the **Department of Planning and Community Development Contracted Outside Services (including Comprehensive Plan) budget line A8020.405**. BRS, Inc. and CUA will conduct community engagement to collect and synthesize data to develop recommendations on housing, economic development, urban design, open space and parks, traffic, climate change and resilience, air quality, zoning, and public policy to inform the Mount Vernon Comprehensive Plan.

PCD will work with BRS, Inc. and CUA to manage the day-to-day operations and implementation of the study. I am including the service contract and proposal for the proposed services to be provided by the consultants.

We thank the City Council for your support in addressing the needs in the city. I am available to address any questions or concerns you may have regarding this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'James Rausse'.

JAMES RAUSSE, FAICP, WEDG





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cc: Mayor Shawyn Patterson-Howard
Comptroller Darren M. Morton
Malcolm Clark, Chief of Staff
Khendra David, Deputy Chief of Staff

Enclosure(s): BRS, Inc. Proposal
BRS, Inc. Contract (DRAFT)

