



CITY OF MOUNT VERNON, NEW YORK
DEPARTMENT of PUBLIC WORKS

SHAWYN PATTERSON-HOWARD
Mayor

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DAMANI L. BUSH
Commissioner
ROBERT L. HACKETT
Deputy Commissioner

April 23, 2024

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

Re: Request for authorization to create a list of qualified environmental/sustainability consultants.

Dear Honorable City Council Members:

As the Director of Sustainability, I am writing to request your authorization to create a list of qualified environmental/sustainability focused consultants to support our efforts in advancing green policy development, fostering community engagement, and ensuring effective strategic planning and risk management in alignment with our city's sustainability goals.

The creation of a list of consultants specializing in environmental and sustainability matters is critical to the achievement of several foundational objectives that are essential for the enhancement of our city's sustainability initiatives.

1. **Strengthening Green Policy Development:** Our city is committed to adopting and implementing policies that promote environmental sustainability. However, the complexity and evolving nature of environmental issues require expertise beyond our current capacity. A consultant with specialized knowledge can provide invaluable insights and assist in the formulation of comprehensive and effective green policies.
2. **Creation of a Sustainability Advisory Board:** Establishing a Sustainability Advisory Board is integral to fostering collaboration among stakeholders and ensuring diverse perspectives are considered in decision-making processes. A consultant can guide us in establishing the structure, objectives, and composition of the advisory board, facilitating its smooth functioning and effectiveness.
3. **Data Collection and Analysis:** Accurate and comprehensive data is essential for informed decision-making and monitoring progress towards sustainability goals. A consultant can assist in identifying relevant data sources, developing data collection methodologies, and analyzing data to provide actionable insights for policy development and evaluation.
4. **Strategic Planning:** Effective strategic planning is vital for setting clear objectives, identifying priorities, and allocating resources efficiently. A consultant can support us in

developing a strategic framework that aligns with our sustainability goals, ensuring coherence and effectiveness in our initiatives.

5. **Community Engagement:** Engaging the community is essential for building support and fostering a sense of ownership in sustainability initiatives. A consultant with expertise in community engagement strategies can help us design and implement outreach programs, workshops, and events to actively involve residents and stakeholders in shaping our sustainability agenda.
6. **Risk Management:** Anticipating and mitigating potential risks is crucial for the success of any sustainability initiative. A consultant can conduct risk assessments, identify vulnerabilities, and develop strategies to address potential challenges, safeguarding the integrity and sustainability of our programs and projects.
7. **Budget Support:** Efficient allocation of resources is essential for maximizing the impact of our sustainability efforts. A consultant can assist in developing budgets, identifying funding opportunities, and evaluating the cost-effectiveness of proposed initiatives, ensuring prudent financial management and optimal utilization of resources.

It is important to note that payment to the consultant will be based on deliverables rather than an hourly rate, ensuring accountability and incentivizing the achievement of tangible outcomes. This approach aligns with best practices in procurement and reflects our commitment to transparency and value for taxpayer dollars.

In conclusion, the creation of a list of environmental/sustainability focused consultants is essential for enhancing our city's capacity to address pressing environmental challenges, promote sustainable development, and safeguard the well-being of current and future generations. I urge your favorable consideration of this request and stand ready to provide any additional information or clarification you may require.

Thank you for your attention to this matter and for your continued support of our city's sustainability efforts.

Respectfully,



Damani L. Bush
Commissioner of Public Works
DB/sb
Cc: Comptroller's Office
Mayor's Office
City Council