



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

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

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**DAMANI L. BUSH**  
*Commissioner*

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*Deputy Commissioner*

January 22<sup>nd</sup>, 2026

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

**Re: Authorization to Issue a Request for Proposals (RFP No. 01.26) – On-Call Professional Engineering, Capital Project Assistance, and Emergency Engineering Services**

Dear Honorable City Council Members:

The Department of Public Works (“DPW”) respectfully requests that the above-referenced item be placed on the agenda for consideration at the next scheduled City Council meeting.

**Project Background**

The City is actively managing multiple capital, compliance, and grant-funded initiatives that require ongoing professional engineering support. These efforts involve coordination among City staff, consulting engineers, construction contractors, and regulatory agencies, often on accelerated schedules.

To support this work, DPW has determined that retaining one qualified engineering firm to provide on-call professional engineering, capital project assistance, and emergency engineering services is in the City’s best interest.

**Purpose**

RFP No. 01.26 is intended to procure one qualified engineering firm to serve as the City’s Owner’s Representative. The selected firm will act on behalf of the City to support project coordination, schedule and cost monitoring, review of contractor submissions, and compliance with funding and regulatory requirements.

This RFP shall retain one firm, ensuring continuity and a clear point of responsibility. The Owner’s Representative will supplement City staff and will not replace design engineers or construction contractors retained for individual projects.

**Scope of Services**

Under this RFP, the City intends to solicit Proposals from firms capable of providing services that may include, but are not limited to:

- Capital project planning, design support, and construction administration
- Project and construction management services

- Engineering support for the rehabilitation of City-owned structures
- Emergency engineering services related to structural, mechanical, electrical, or life-safety conditions
- Coordination with regulatory agencies and grant compliance requirements
- Preparation of technical documentation, reports, and bid-ready materials

Assignments will be issued on an as-needed basis through authorized task orders. Issuance of this RFP does not guarantee work, nor does it obligate the City to award a minimum quantity of services.

#### **Funding**

Funding for services under this RFP will be provided through the following sources, as applicable and subject to appropriation:

- A1440.405 – Engineering Office Outside Contractor Services
- External Capital Federal and State Grant Funds

#### **Requested Action**

The Department of Public Works respectfully requests that the Mount Vernon City Council:

1. Authorize the advertisement and solicitation of RFP No. 01.26 for On-Call Professional Engineering, Capital Project Assistance, and Emergency Engineering Services;
2. Authorize the Commissioner of Public Works, in coordination with the Purchasing Department, to evaluate Proposals and recommend a qualified firm for consideration; and
3. Direct DPW to return to the City Council for approval of the contract and authorization to execute the agreement.

Approval of this request will provide the City with the flexibility and technical capacity necessary to advance priority infrastructure projects, respond to emergent conditions, and effectively manage grant-funded and capital improvement initiatives.

Respectfully,



**Damani L. Bush**  
Commissioner of Public Works  
DB/db