



Patrick G. Holder, R.A.
Commissioner

Hediye Mamak
1st Deputy Commissioner

Dawn Asbury
2nd Deputy Commissioner

SHAWYN PATTERSON-HOWARD
Mayor

CITY OF MOUNT VERNON, NY

DEPARTMENT OF BUILDINGS
City Hall – One Roosevelt Square, Mount Vernon, NY 10550

November 5, 2025

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

Re: RFP Acceptance Letter for RFP #004 – DOB Construction Inspection and Consulting Services

Honorable Council Members:

The Department of Buildings respectfully requests City Council approval of a resolution to award and authorize a contract for third-party professional construction inspection and consulting services for large-scale new construction projects within the City of Mount Vernon to **LaBella Associates**.

Background & Procurement

The Department of Buildings publicly advertised RFP #004 seeking a qualified firm to provide comprehensive construction inspection services, with an immediate priority on the ongoing development at 115 South MacQuesten Parkway—a 13-story, 470,000 sq. ft. mixed-use building comprised of 315 residential units, retail space, structured parking, and a community facility.

Two (2) firms submitted complete bid packages:

1. LaBella Associates
2. Ettinger Engineering Associates

Each bid package was evaluated for responsiveness (completeness, required forms, acknowledgements) and responsibility (experience, capacity, references, prevailing wage compliance, and insurance), as well as proposed pricing.

Findings

LaBella Associates has been determined to be a responsible and qualified vendor capable of performing the full range of technical inspections required under the New York State 2020 Uniform Fire Prevention and Building Code, Energy Code, and applicable City ordinances. Their proposal demonstrated strong experience in municipal inspection oversight for complex mixed-use and high-rise developments.

Request

The Department of Buildings respectfully requests that the City Council adopt a resolution to:

1. Award non-exclusive contracts for third-party inspection services to LaBella Associates and Ettinger Engineering Associates.
2. Authorize the Mayor to execute a one (1) year agreement with renewal options based on project needs and mutual consent of the parties.
3. Affirm that the award is non-exclusive, allowing the City to utilize alternative contracts or procure services through emergency procurement when it is in the best interest of the City.

Purpose and Impact

This agreement will allow the Department of Buildings to expand inspection capacity by engaging third-party inspectors operating under DOB oversight. These services will supplement—not replace—existing DOB inspection operations and will provide property owners and applicants with an alternative mechanism to obtain timely, qualified inspections when needed to support progress on permitted construction projects.

Thank you for your consideration. I am available to answer any questions or provide additional documentation the Council may require.

Respectfully,

A handwritten signature in blue ink, appearing to read "Patrick G. Holder", with a stylized flourish at the end.

Patrick G. Holder
Commissioner of Buildings