



CITY OF MOUNT VERNON, NEW YORK  
DEPARTMENT OF PUBLIC WORKS

SHAWYN PATTERSON-HOWARD  
Mayor

CITY HALL  
ONE ROOSEVELT SQUARE, MOUNT VERNON, NY 10550  
(914) 914-665-2343  
dpwconcerns@mountvernonny.gov

DAMANI L. BUSH  
Commissioner

JOHN NUCULOVIC  
Deputy Commissioner

RYAN ULRICH  
Deputy Commissioner

September 17, 2025

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

**RE: Request for Release of RFQ No. 08.25 – Professional Engineering Services**

Dear Honorable Council Members,

I am writing to respectfully request your approval for the public release of **RFQ No. 08.25 – for Professional Engineering and Management Services for the Rehabilitation of City-Owned Structures.**

As you are aware, and with your help/approval, the City of Mount Vernon Department of Public Works (DPW) was able to expend American Rescue Plan Act (ARPA) funds in order to conduct engineering analysis on major structures owned by the City. The reports broken down architectural, mechanical, electrical, and plumbing issues, among others, as follows:

**Level 1 (Immediate Repairs – Critical/Immediate)** focuses on urgent building stabilization and life-safety needs, such as water infiltration control, damaged masonry, including urgent roof and envelope repairs, structural shoring, emergency mechanical/electrical hazards and fixes hazardous material remediation/abatement, and hazardous conditions that must be addressed without delay.

**Level 2 (Near-Term Repairs - Priority)** addresses significant system and envelope upgrades, including roof replacement, roof patching/leaks, masonry restoration, window and door replacement, HVAC and electrical modernization, plumbing upgrades, and ADA accessibility improvements, structural reinforcement, and accessibility improvements to bring the facility in line with current codes, electrical infrastructure, along with accessibility improvements.

**Level 3 (Long-Term Repairs and Enhancements – Important/Necessity)** includes broader capital improvements such as interior renovation, modernization of building systems, energy-efficiency upgrades; includes large-scale capital improvements to extend the building's useful life such as interior renovation, energy-efficiency upgrades, and modernization to support adaptive reuse and expanded community functions; encompasses broader capital improvements, modernization, and energy-efficiency upgrades that will extend the building's useful life and improve functionality, and certain improvements to bring the facility in line with current codes.

With your approval, we seek to go out with this RFQ in order to create a list of qualified firms, and the selected firm(s) will be on an acceptable list to provide services including but not limited to:

- a. Serve as the City's primary project representative during all phases of rehabilitation and be accessible to the City to coordinate activities, address field conditions, and ensure the City's directives are implemented promptly and effectively

*“The Jewel of Westchester”*

- b. Develop and maintain the overall project schedule and monitor progress against milestones, anticipating risks, identifying potential delays, and recommending corrective actions to maintain timely delivery
- c. Manage procurement and contract administration for the general contractor, subcontractors, and the independent Construction Inspector, including reviewing submittals, verifying invoices, processing change orders, and maintaining accurate records to ensure compliance and audit readiness
- d. Oversee project budget management, including ongoing cost control and verification of expenditures, ensuring compliance with state and federal grant requirements, provide regular budget tracking, and submit reporting as required by funding agencies
- e. Facilitate coordination among all project participants, including design professionals, contractors, inspectors, and City staff
- f. Monitor construction quality, safety, and compliance with contract documents, applicable codes, standards, and funding requirements
- g. Ensure that work addresses the deficiencies noted in the Conditions Assessment Reports, including but not limited to:
  - Roof and building envelope systems
  - Masonry and structural stabilization
  - Hazardous material abatement
  - Mechanical, electrical, and plumbing systems
  - Windows, doors, and accessibility improvements
  - Upgrades required to achieve code compliance
- h. Provide regular written progress reports to the City, including updates on schedule and budget status, identification of risks, and recommended mitigation strategies
- i. Oversee project closeout to ensure proper completion of all requirements, including, but not limited to, verifying submission of warranties, as-built drawings, operations manuals, and final inspection reports, and ensuring an orderly turnover of facilities to the City
- j. Procure, supervise and coordinate a qualified and independent Construction Inspector's activities to ensure their work is fully aligned with the approved project scope and schedule, and ensure they construction meetings and provide independent verification of work completed
- k. Use the Construction Inspector's findings to inform quality assurance activities, risk management, and reporting to the City, ensuring that independent oversight directly supports decision-making.
- l. Maintain all inspection records as part of the official project file, ensuring full transparency, accountability, and audit readiness.

In alignment with the City's commitment to equity and inclusion, the RFQ promotes participation of certified Minority and Women Business Enterprises (MWBE). Attached for your review is the full RFQ document.

Thank you for your time.

Respectfully,



Damani L. Bush  
Commissioner of Public Works  
DLB/jn

Cc: City Engineer  
File