



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

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY, 10550
(914) 665-2300 – Fax: (914) 665-2476

DAMANI L. BUSH
Commissioner

ROBERT L. HACKETT
Deputy Commissioner

Revised – September 9, 2024

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

Re: REQUEST TO ENTER INTO A CONTRACTUAL AGREEMENT WITH ENVIRONETICS GROUP ARCHITECTS, PC. FOR CONDITION ASSESSMENT REPORTS ON MUNICIPAL BUILDINGS

Dear Honorable Members of the City Council,

BACKGROUND

I am writing to formally request the City Council's immediate consideration and approval and authorize the City to enter a contract with Environetics Group Architects, PC (“Environetics”). This request is necessitated by the urgent need to update the Existing Condition Assessment Report(s) and to perform New Condition Assessment Report(s) on all municipal buildings owned by the City of Mount Vernon.

The scope of work to be performed by Environetics will include a comprehensive review of each building's envelope, infrastructure, HVAC structure, electrical, mechanical, plumbing, fire protection systems, ADA-compliant and potential environmental issues. The assessment will provide detailed observations and descriptions of each building system, along with recommendations, cost estimates, and a prioritized level of urgency for any required repairs or improvements.

The City of Mount Vernon owns and operates a diverse portfolio of municipal buildings, many of which are aging and have not been evaluated in several years. Recent critical emergency events and observations have raised significant concerns regarding the current condition of these facilities, with potential risks to public safety, building integrity, and operational functionality. These concerns highlight the critical need for immediate action to assess and address any deficiencies that may pose a threat to our community.

Given the specialized nature of the required assessments and the critical timeline within which these assessments must be conducted due to funding opportunities with approaching deadlines for appropriations, it is essential to retain the services of a firm with proven expertise in this area. Environetics Group Architects has demonstrated a deep understanding of the complexities involved in municipal building assessments and has the capacity to perform the required work within the necessary timeframe.

“The Jewel of Westchester”



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SCOPE OF WORK

Updated Reports:

- Armory
- Fire Station #3 (3rd Street)
- Fire Station #4 (Oak Street)
- Public Works Facility (DPW)
- Doles Center

New Facility Reports:

- City Hall
- Police/Court Building (*Only Roof report previously completed*)
- Fire Station #1 (Lincoln Avenue)
- Fire Station #2 (Fulton Avenue) (*Only Roof report previously completed*)
- MVPD ESU Building
- Stevens House

PROCUREMENT POLICY

Entering into this agreement is in accordance with the City of Mount Vernon Procurement Policy:

Section 6. A.- Professional services or services requiring special or technical skill, training or expertise. *The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgement, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.*

Sub-Section b. “Professional or technical services” shall include but not be limited to the following services of.

- iii. Technical services of an engineer engaged to prepare plans, maps and estimates;

Entering this contract will allow us to expedite the procurement process and ensure that the assessments are completed promptly. This will enable the City to make prioritized informed decisions on necessary repairs or upgrades, thus safeguarding our municipal assets and ensuring the continued safety and well-being of our residents and employees.



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FUNDING

The associated cost(s) for this project is **\$256,000.00**. Funding is available via **H1620.203.C930** – (ARPA) – City Owned Property Capital Projects Covid & Operational Compliance.

TIMELINE

Upon legislative approval, below is a **tentative** timeline of next steps to address the building maintenance critical issues:

- Completion of updating full condition assessment reports and adding additional facilities such as the Stevens House **(90 Days - 12/31/2024)**
- Review reports and identify which priority projects shall be completed **(30 Days - 1/31/2025)**
- Prepare RFP's and advertisement completion **(45 Days - 3/15/2025)**
- Award contracts and commence construction **(15 Days - 4/1/2025)**
- Select Engineering/Architecture Firms from established qualified list as Project Manager(s) to oversee construction.
- **All Construction should tentatively be able to start on April 1, 2025**

I respectfully request that the City Council approve this declaration of emergency and authorize the City to enter a contract with Environetics Group Architects, PC., for the necessary assessment services.

Thank you for your prompt attention to this critical matter.

Respectfully,

Damani L. Bush
Commissioner of Public Works
DLB/DB

Enclosures:

- Proposal / Draft Contract Agreement w/ Environetics Group Architects

Cc: Comptroller's Office
Corporation Council
Planning Department (HUD)
Grants Department
Buildings Department
Environetics Group Architects