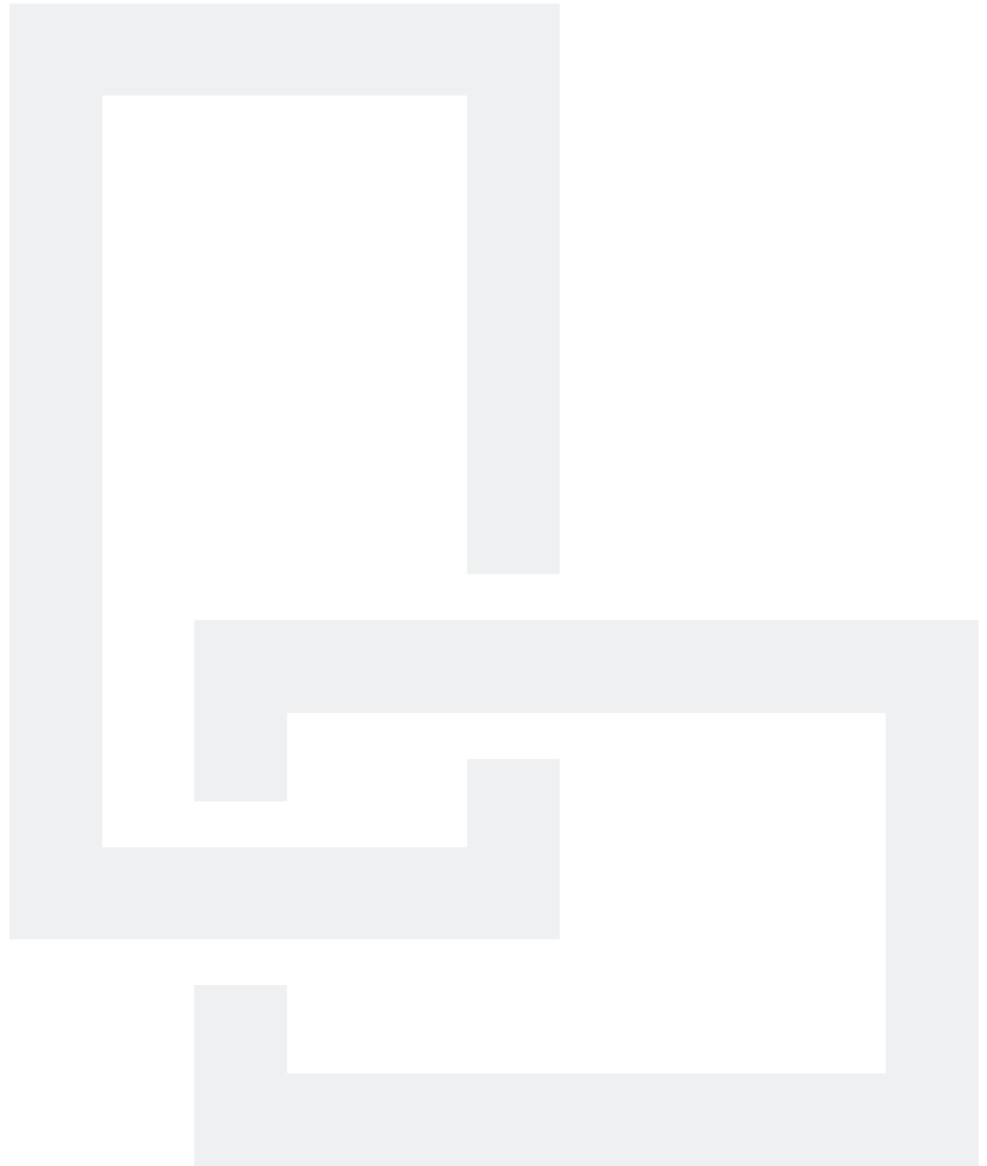


Prepared For:

Daniel O'Connor, P.E.
Village Engineer/Building
Inspector
Village of Croton-on-Hudson
1 Van Wyck Street
Croton-on-Hudson, NY 10520

Submitted by:

LaBella Associates
1 North Broadway | Suite 803
White Plains, NY 10601



Village of Croton-on-Hudson
On Call Building Code Services

SEPTEMBER 4, 2025

September 4, 2025

Daniel O'Connor, P.E.
Village Engineer/Building Inspector
Village of Croton-on-Hudson
1 Van Wyck Street
Croton-on-Hudson, NY 10520
Email: doconnor@crotononhudson-ny.gov

*Re: On Call Building Code Services
Proposal Number P2505646*

Dear Mr. O'Connor:

LaBella Associates (LaBella) are pleased to submit this proposal for professional services associated with on-call code review support for the Village of Croton-on-Hudson (Village). We understand you are seeking a third-party firm to provide building code review services to support the Village Building Department with Building Code reviews. Work will commence immediately and continue as needed and requested by the Village. We look forward to this opportunity to support the Village.

Scope of Services

Based on the documents provided we offer the following phases of work, which we believe are necessary to accomplish your objectives and provide effective building code oversight on behalf of the Authority Having Jurisdiction (AHJ). The work schedule and fees associated with these tasks are included in the Fee & Time Schedule Summary Table which follows the Scope of Services.

Phase 0100 - On Call Building Code Review

Scope – LaBella will perform building code reviews of building permit applications for various projects on an as needed basis. Work will be reviewed for conformance with the 2020 NYS Uniform Building Code (or the NYS Uniform Code in effect at the time of submission) and applicable referenced standards. This review will be performed by NYS Certified Code Enforcement Officials and licensed design professionals in accordance with Part 1203 of Title 19 of the NYCRR.

Deliverables – LaBella will provide written comments at the completion of the review to the designer and copy Village staff. After all comments have been addressed and the documents have been found to be compliant with the applicable codes, LaBella will provide written approval and recommendation that a building permit be issued. LaBella cannot formally sign legal documents but is qualified to perform the work and can provide written approval to the Village for execution.

Assumptions – In developing this scope of services, the following assumptions have been made:

- The Village will receive all plan review requests and forward to LaBella as needed.
- Reviews will consist of two (2) rounds, the initial and the revision review. Additional reviews may result in additional fees.

Phase 0200 – Building Department Assistance

Scope – Under this task LaBella will provide general support to the Village's Building Department. This work is understood to include consulting on building code questions, department policies and procedures, operations, and efficiency as requested. All work under this task will be provided on an as-needed basis and at the direction of the Village.

LaBella proposes to bill this Task as Time and Materials in accordance with our attached 2025 rate table, or the rates in effect at time service is performed.

Phase RE00 – Reimbursable Expenses

Scope — This scope of services includes only the cost for the preparation of the work as outlined above and does not include our direct expenses, such as mileage, overnight mailings, photocopying, map reproductions, etc. Reimbursables will be billed in accordance with the Billing Rate Schedule in effect at the time of incurring the expense.

Substantive Revisions

The Scope of Services provided in this proposal was developed based on information available at the time it was prepared, including the known conditions of the site. In the event of project changes (e.g., additional information becomes available, regulatory agencies require additional studies, the extent of the project or its design, etc.) a Professional Services Change Order will be provided to you. Additionally, Client requested changes to the documents after the originals are submitted to regulatory agencies will constitute a change in services and will also require a Professional Services Change Order.

Professional Services Fee & Time Schedule

LaBella will perform assigned reviews at the direction of the Village and proposes to bill each task on a fixed fee based on construction cost as indicated below. Invoices will be issued monthly for the value of all services performed during that month and are payable upon receipt. Reimbursable expenses, which include our direct expenses, such as mileage, overnight mailings, extensive photocopying and map reproductions, will be tracked under Task RE00.

BUILDING CODE REVIEW SCHEDULE		
Review Scope	Rate	Review Schedule
Residential Solar	\$350	2 weeks
Residential HVAC	\$350	2 weeks
Residential Construction		
< \$500,000	\$5.00/\$1000 construction cost ⁽¹⁾	2 weeks
\$500,000 - \$1,000,000 (+)	\$4.00/\$1000 construction cost	2 weeks



BUILDING CODE REVIEW SCHEDULE		
Review Scope	Rate	Review Schedule
Commercial Construction		
< \$500,000	\$5.50/\$1000 construction cost ⁽²⁾	2 weeks
\$501,000 - \$1,000,000	\$5.00/\$1000 of construction cost	2 weeks
\$1,000,001 - \$5,000,000	\$4.50/\$1000 of construction cost	2 weeks
\$5,000,001 - \$10,000,000	\$4.00/\$1000 of construction cost	3 weeks
\$10,000,001 - \$25,000,000	\$3.00/\$1000 of construction cost	3 weeks
\$25,000,001 - \$50,000,000	\$2.00/\$1000 construction cost ⁽³⁾	4 weeks

Notes (1) Minimum fee for residential review is \$750
 (2) Minimum fee for commercial review is \$1,000
 (3) Fee for projects over \$50,000,000 will be established based on scope and complexity

LaBella will make its best effort to complete this task within the estimated amount provided prior to commencement of services, however fees are dependent upon the responsiveness of the applicant and their professional consultant(s) and the effort required to provide a comprehensive evaluation as requested by the Village. We will not exceed the estimated fee amounts without written authorization from you.

Agreement

Attached please find a copy of our Standard Agreement. Receipt of an executed copy of this Agreement will be our authorization to schedule the performance of this work. Please be aware that the projected phase start and completion dates are based upon timely receipt of the signed Agreement, and any other required documents. A delay in returning the necessary documents may require modification of the proposed phase start and completion dates as described herein. This proposal is valid for 30 days from the date hereof.

Please note that while we have furnished what we believe is a comprehensive and complete scope of services, we are open to dialogue as to how we may modify our proposal to ensure that our services may better meet your needs, and/or how alternate approaches may be implemented.

If you have any comments, questions or need additional information, please do not hesitate to contact me at ranic@labellapc.com or this office at (914) 997-8510.

Sincerely,

LaBella Associates



Robert Anic, NYSCCEO
 Manager, Building Code Services

cc: Ed Larkin, PE, LaBella Associates
 Rachel Shaw, LaBella Associates
 File

