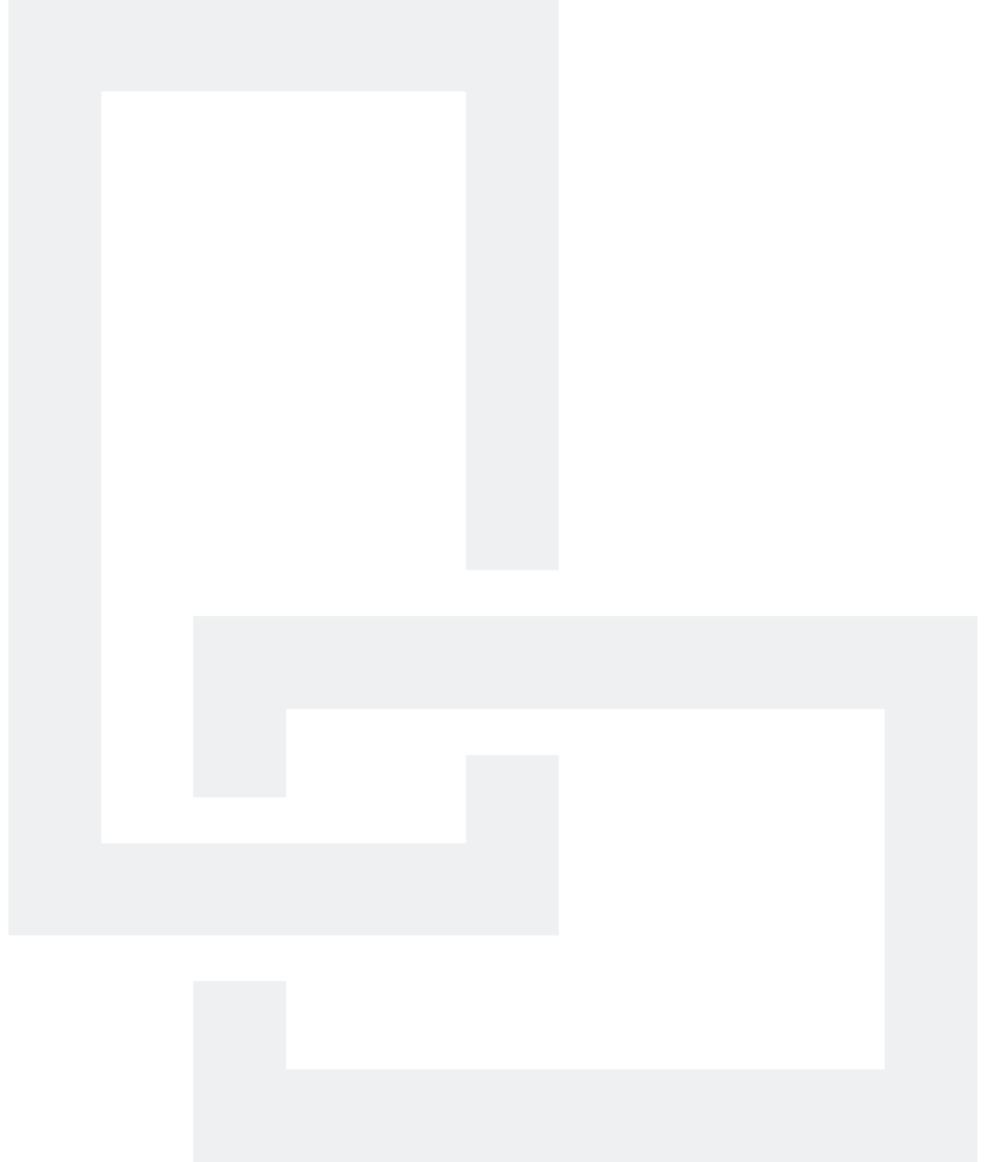


Prepared For:

Bryan T. Healy
Village Manager
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

OCTOBER 16, 2025

October 16, 2025

Bryan T. Healy
Village Manager
Village of Croton-On-Hudson
1 Van Wyck Street
Croton-on-Hudson, NY 10520
Email: bhealy@crotononhudson-ny.gov

*Re: Village Code Review
Proposal Number P2506412*

Dear Mr. Healy:

LaBella Associates (LaBella) are pleased to submit this proposal for professional services associated with a review of the Village Code for the Village of Croton-on-Hudson (Village). We understand you are seeking a qualified, third-party firm to review select sections of the Village Code for conformity to county, state, and national standards. 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 a thorough review of the Village Code. 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 – Village Code Review

Scope – LaBella will perform a thorough review of select sections of the Village Code. These sections include Sec. 113: Electrical; Sec. 175: Plumbing; Sec. 191: Sewer; and Sec. 223: Water. The purpose of the review is to identify any non-conformity with applicable Westchester County, NY State, and Federal regulations. Attend one (1) Village Board meeting, via Teams/Zoom to present summary of comments.

Deliverables – LaBella will provide written comments identifying any non-conformities and provide the appropriate correct regulation in PDF format. We may, as applicable, also include recommended "best practices", which may have been adopted by other jurisdictions. LaBella will attend one Village Board meeting virtually to provide a summary of comments.

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

- The Village has provided LaBella with the complete sections of the Village Code listed in the Scope section of this proposal.
- The Estimate provided below assumes one review with comments. Additional reviews, meetings, or phone calls will be billed on an hourly basis in accordance with our Fee Schedule.

Professional Services Fee & Time Schedule

LaBella proposes to complete Phase 0100 on a Time & Materials basis as indicated below. Invoices will be issued monthly for the value of all services performed during that month and are payable upon receipt.

Phases		Fee Estimates	Anticipated Schedule
Phase No.	Phase Description	Time & Materials	Phase Duration
0100	Village Code Review	\$6,950	5 weeks
Total Fee Budget		\$6,950	

LaBella will make its best effort to complete this task within the estimated amount, however fees are dependent upon 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

