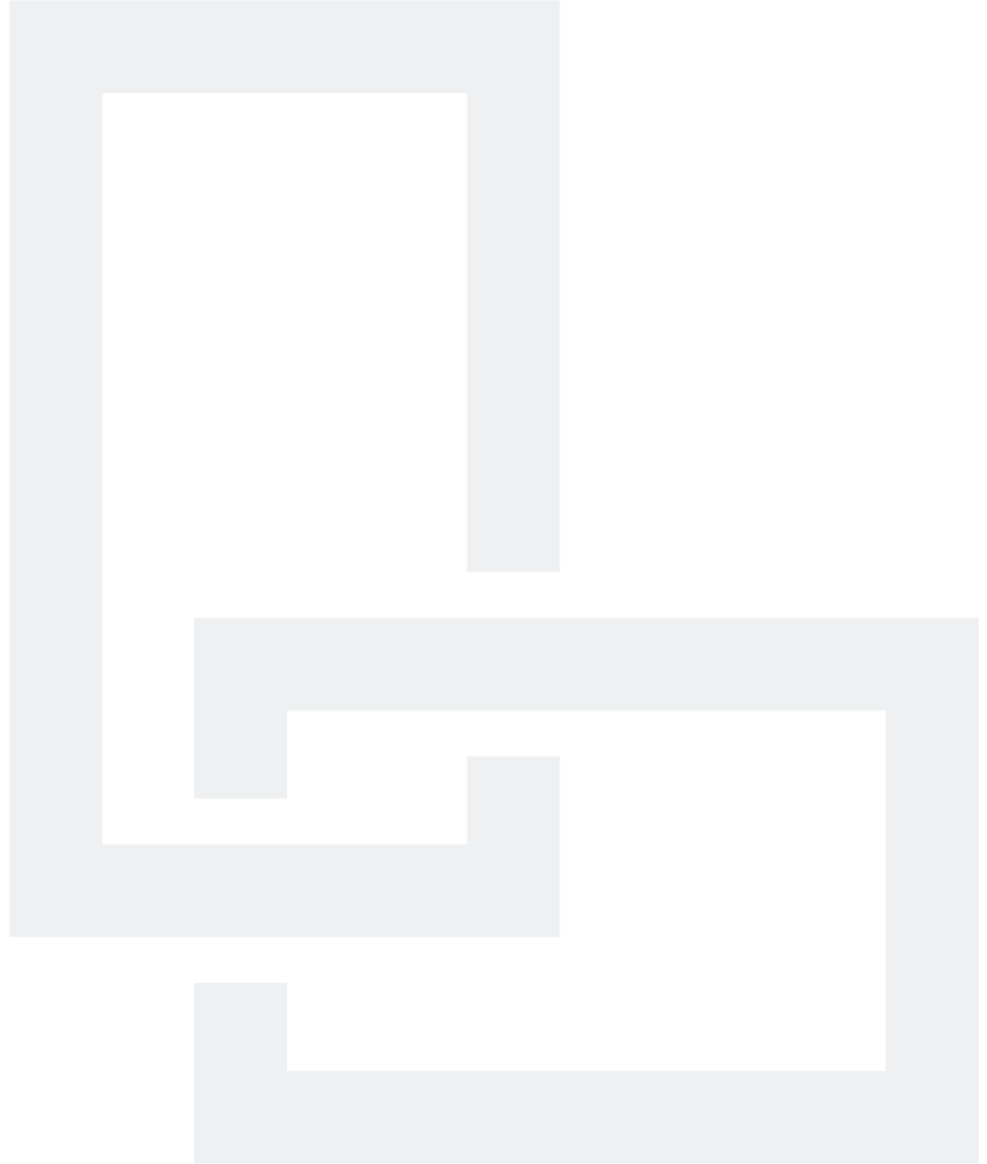


Prepared For:

Vincent Salanitro, PE
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



1 Croton Point Avenue
Third-Party Building Code Review

MAY 15TH, 2026
P2603518

May 15, 2026

Vincent Salanitro
Village Engineer/Building Inspector
Village of Croton-on-Hudson
1 Van Wyck Street
Croton-on-Hudson, NY 10520
Email: vsalanitro@crotononhudson-ny.gov

*Re: Professional Services Proposal
1 Croton Point Avenue
Third Party Building Code Review
Proposal P2603518*

Dear Mr. Salanitro:

LaBella Associates (LaBella) are pleased to submit this proposal for professional services associated with the building code review for the 1 Croton Point Avenue new building project in the Village of Croton-on-Hudson, New York. LaBella understands that the scope consists of the construction of a new 5-story, 100-unit, affordable housing building. Currently submitted documents are listed below:

- Arketekcher Architects Architectural Plan set (T-001.00 – A-901.00, 58 sheets), dated April 10, 2026
- Insite Engineering, Surveying, and Landscape Architecture, PC Site Plan set, (OP-1 – WM-2, 15 sheets), dated April 10, 2026
- Christie Engineering, Structural plans, (S-100.00 – S-600.00 22 sheets), dated April 10, 2026
- Sesi Consulting Engineers, Sub-Slab Vapor Intrusion Mitigation Plans, (V-1 – D-1, 2 sheets), dated April 10, 2026
- BR2 Consulting Engineers, Mechanical Plans, (M-001.00 – M-303.00, 12 sheets), dated April 10, 2026
- BR2 Consulting Engineers, Electrical Plans, (E-001.00 – E-702.00, 27 sheets), dated April 10, 2026
- BR2 Consulting Engineers, Plumbing Plans, (P-001.00 – P-401.00, 13 sheets), dated April 10, 2026
- BR2 Consulting Engineers, Sprinkler Plans, (FP-001.00 – FP-401.00, 11 sheets), dated April 10, 2026
- Lux Collaborative, Luminaire Schedule, (EL-001.00 – EL-002.00, 2 sheets), dated April 10, 2026
- Global Systems Integrators, Low Voltage Plans, (LV-001.00 – LV-003.00, 3 sheets, dated April 10, 2026
- Arketekcher Architects, Thermal Envelope & Lighting COM Check, 12 sheets, dated April 10, 2026
- Arketekcher Architects, Thermal Envelope & Boundary Plans, 29 sheets, dated April 10, 2026

Scope of Services

Based on the documents provided and discussions regarding the project we offer the following



phases of work, which we believe are needed to accomplish your desired objectives. The work schedule and fees associated with these phases are included in the Fee & Time Schedule Summary Table which follows the Scope of Services.

Phase 01 – Initial Complete Building Code Compliance Review

Scope – LaBella will complete a building code review of the submitted documents. These documents will be reviewed for compliance with the 2025 Building Code of New York State (BCNYS), and other applicable referenced standards, to support the issuance of a building permit by the Village of Croton-on-Hudson (Village/Client).

Our initial review will not exceed four (4) weeks subject to receipt of all required submittal documents. After the first letter is issued, LaBella will host one (1) virtual meeting with the design team to answer any initial questions about the comments and markups. All subsequent backcheck reviews will not exceed three (3) weeks subject to receipt of all required submittal documents and written responses. This task includes our initial code review as well as review of one resubmission by the applicant. Additional reviews and/or changes to the design after the first re-submission will be billed on an hourly basis, according to the rate schedule in effect at the time of services. A copy of our current Rate Schedule is attached.

Assumptions – This scope assumes that the Client will provide LaBella with a complete plan submission, consisting of all architectural, energy, structural, civil, and MEP drawings, specifications, and reports necessary to demonstrate code compliance and sealed by a NYS licensed design professional (1) shall define the scope of the proposed work; (2) shall be of sufficient clarity to indicate the location, nature and extent of the proposed work; (3) shall show in detail that the proposed work will conform to the provisions of the Uniform Code, the Energy Code, and other applicable codes, laws, ordinances, and regulations; (4) shall include all information required by any provision of the Building Code (including but not limited to the information described in Sections BC106.2.2 through BC106.2.8; and (5) shall include any and all additional information and documentation that may be required by the Code Enforcement Program of the Village of Croton-on-Hudson.

The Village will provide documents associated with site plan approval, including all special conditions.

Scope also assumes that the applicant will provide written responses to all comments as well as provide updated plan sheets necessary to close out all comments. The full review time frame is subject to the applicant's response and completeness of the required submittal documents.

Deliverables – LaBella will prepare a letter report detailing the comments found, including applicable Code references. LaBella will also provide a digital markup of our plan review to the Village and/or applicant. Once all comments have been resolved and closed, LaBella will issue a final letter that all comments have been satisfied. After the first letter is issued, LaBella will host one (1) virtual meeting with the design team to answer any initial questions about the comments and markups.

Should additional budget be needed to address the comments/information requested or if additional rounds of comments are provided LaBella will be billed on an hourly basis, according to the rate schedule in effect at the time of services. A copy of our current Rate Schedule is attached.



Phase 02 – Subsequent Reviews, Deferred Submittals, Delegated Designs, Specifications Review, & Post Approval Amendments

Scope – This phase shall cover any subsequent review, phone call, meeting, and/or consulting, necessary to close out any remaining plan comments beyond the first backcheck from Phase 01, as well as any deferred submittals, delegated designs, system specifications, and post approval amendments. LaBella will complete a building code review of the submitted documents. These documents will be reviewed for compliance with the 2025 Building Code of New York State (BCNYS), and other applicable referenced standards, to support the issuance of a building permit by the Village of Croton-on-Hudson (Village/Client).

Our initial review will not exceed four (4) weeks subject to receipt of all required submittal documents. All subsequent backcheck reviews will not exceed three (3) weeks subject to receipt of all required submittal documents and written responses.

Assumptions – This scope assumes that the Client will provide LaBella with a complete plan submission(s) necessary to demonstrate code compliance. Construction documents (1) shall define the scope of the proposed work; (2) shall be of sufficient clarity to indicate the location, nature and extent of the proposed work; (3) shall show in detail that the proposed work will conform to the provisions of the Uniform Code, the Energy Code, and other applicable codes, laws, ordinances, and regulations; (4) shall include all information required by any provision of the Building Code (including but not limited to the information described in Sections BC106.2.2 through BC106.2.8; and (5) shall include any and all additional information and documentation that may be required by the Code Enforcement Program of the Village of Croton-on-Hudson.

Scope also assumes that the applicant will provide written responses to all comments as well as provide updated plan sheets necessary to close out all comments. The full review time frame is subject to the applicant's response and completeness of the required submittal documents.

Deliverables – LaBella will prepare a letter report detailing the comments found, including applicable Code references. LaBella can also provide a digital markup of our plan review to the Village and/or applicant, if requested. Once all comments have been resolved and closed, LaBella will issue a final letter that all comments have been satisfied.

Professional Services Fee & Time Schedule

LaBella proposes to execute the scope of work outlined in this proposal on a blend of Fixed Fee and Time and Materials (T&M) basis as outlined in the fee summary table below. The assumptions used to establish these phase budgets are noted above. LaBella will only bill for hours worked and will continue to review project budgets and efforts with the Village throughout the duration of this project.

Invoices will be issued monthly for all services performed during that month and are payable upon receipt. LaBella will make its best effort to complete all of the identified tasks within the overall estimated project budget. It is possible that it will be necessary to exceed these amounts in order to complete the scope of services for the project. We will not exceed the total estimated fee without obtaining written authorization from you.



Fixed Fee tasks will be billed commensurately with the percentage of the task that has been completed. Estimated Time and Materials phases will be invoiced based on the actual hours incurred. Fees listed for Time and Materials phases, Sub-Consultants, and Reimbursable Expenses are estimates only. LaBella will bill for actual hours and reimbursable expenses incurred. While LaBella will make its best effort to complete each of these phases within the estimated amounts, it is possible that it may be necessary to exceed these amounts in order to complete the scope of services for each phase.

Reimbursable expenses, which include our direct expenses, such as mileage, overnight mailings, extensive photocopying, and map reproductions, will be tracked under a separate Phase RE00, if needed. LaBella will make its best effort to complete all of the identified phases within the overall estimated project budget. It is possible that it will be necessary to exceed these amounts in order to complete the scope of services for the project. We will not exceed the total estimated fee without obtaining written authorization from you.

Fee & Time Schedule Summary Table

Phases		Fee Estimates		Anticipated Schedule
Phase No.	Phase Description	Time & Materials Estimate	Fixed Fee	Phase Duration
01	Initial Complete Building Code Compliance Review	---	\$28,500	4 weeks for initial review. 3 weeks for subsequent reviews
02	Subsequent Reviews, Deferred Submittals, Delegated Designs, Specifications Review, & Post Approval Amendments	\$25,000	---	24 Months
Total Estimated Fee Budget		\$53,500		

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
Building Code Services, Discipline Leader

cc: Rachel Shaw, LaBella Associates
David J. Turiano, PE, NYSCEO
File

