

Meeting date: 02/23/2026
Resolution #: 02/01/2026

RESOLUTION OF THE SLEEPY HOLLOW LOCAL DEVELOPMENT CORPORATION (THE "CORPORATION") AUTHORIZING THE PROCUREMENT OF SITE SURVEYING AND ENGINEERING SERVICES (AS FURTHER DESCRIBED HEREIN)

A regular meeting of the Sleepy Hollow Local Development Corporation ("Corporation") was convened in public session on February 23, 2026 at 7:00 p.m., local time.

The following resolution was duly offered and seconded, to wit:

WHEREAS, the Corporation was established by the Village of Sleepy Hollow (the "Village") as a not-for-profit local development corporation with purposes and powers that include constructing, acquiring, rehabilitating for use by others, assisting financially with the construction, acquisition, rehabilitation and improvement, and maintaining and/or leasing facilities on its behalf or for others within the Village; and

WHEREAS, the Corporation is undertaking various projects throughout the Village, including certain property acquisitions, dispositions, redevelopments and marketing activities that require the periodic determination of full market value pursuant to and in accordance with the policies of the Corporation; and

WHEREAS, in furtherance of the foregoing, the Corporation solicited proposals and received satisfactory quote from TGA Design Consultants, Inc. for professional surveying and site engineering services for 64-68 Beekman Avenue, as more fully described in the proposal dated January 5, 2026, as set before this meeting; and

WHEREAS, in accordance with the Corporation's Procurement Policy, the Corporation desires to authorize the proposals from Valuation Plus, Inc. for the subject appraisals, in the combined amount of \$12,700.00.

NOW, THEREFORE, BE IT RESOLVED, by the Directors of the Corporation as follows:

Section 1. The Corporation hereby approves the proposals from TGA Design Consultants, Inc. in the amount of \$12,700.00, and authorizes and approves the appropriation and expenditure of Corporation funds for each of the agreements.

Section 2. The officers, attorneys, employees and agents of the Corporation are hereby authorized and directed for and in the name and on behalf of the Corporation to do all acts and things required and to execute and deliver all such certificates, instruments and documents, including, but not limited to executing any agreements, to pay all such fees, charges and expenses related to the foregoing and to do all such further acts and things as may be necessary or, in the opinion of the officer, attorney, employee or agent acting, desirable and proper to effect the purposes of the

foregoing resolutions and to cause compliance by the Corporation with all of the terms, covenants and provisions of the documents executed for and on behalf of the Corporation.

Section 3. This resolution shall take effect immediately.

On motion duly made by Director Connell and seconded by Director Schmidt, the forgoing resolution was placed before the Board of Directors of the Corporation and voted:

	Aye	Nay	Abstain	Absent
Benjamin Sirota	X			
Erica Schmidt	X			
Hon. Lauren Connell	X			
Benjamin Sklar				X
Rod Salguero	X			

Motion carried.

CERTIFICATION

STATE OF NEW YORK)
COUNTY OF WESTCHESTER) ss.:

I, the undersigned, Acting Secretary of Sleepy Hollow Local Development Corporation (“Corporation”) DO HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the Corporation, including the resolution contained therein, held February 13, 2026, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Corporation and of such resolution set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

I FURTHER CERTIFY, that all members of said Corporation had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY, that there was a quorum of the members of the Corporation present throughout said meeting.

I FURTHER CERTIFY, that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation this ___ day of February 2026.

Acting Secretary

[SEAL]

TGA Design Consultants, INC

A Service-Disabled Veteran Owned Small Business (SDVOSB)



TGA DESIGN CONSULTANTS, INC.

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PROPOSAL FOR SITE ENGINEERING SERVICES

Client: Sleepy Hollow Local Development Corporation

Project: Restore NY Project No. 139.218 – Site Cleanup of 64–68 Beekman Avenue

Project Location: 64 Beekman Ave, Sleepy Hollow, NY 10591

Date: January 5, 2026

Prepared By: Tyrone Aull, TGA Design Consultants, Inc.

Project Understanding

TGA Design Consultants, Inc. (TGA) proposes to provide professional surveying and site engineering services in support of permitting, design, and construction for the referenced project. The scope of work includes field surveying, CAD drafting, site planning, grading and drainage design, utility coordination, permitting assistance, and preparation of construction cost estimates.

Scope of Services

1. Survey Services

Description	Unit / Duration	Rate	Total
Field Survey – Two-Person Crew	1 Full Day	\$3,446	\$3,446
CAD / Survey Drafting (25% of survey effort)	Lump Sum	—	\$861.50

Subtotal – Survey Services: \$4,307.50

2. Site Engineering Services

The following services will be provided on an estimated-hours basis using tiered hourly rates reflective of task complexity and professional responsibility.

Task	Estimated Hours	Hourly Rate	Total
Review of existing documents and survey	5 hrs	\$115/hr	\$575.00
Existing Conditions / Removal Plan	9 hrs	\$130/hr	\$1,170.00
Proposed Site Plan	13 hrs	\$145/hr	\$1,885.00
Grading & Drainage / Erosion Control Plan	12 hrs	\$150/hr	\$1,800.00
Utility Plan	8 hrs	\$135/hr	\$1,080.00

Task	Estimated Hours	Hourly Rate	Total
Construction Details	6 hrs	\$125/hr	\$750.00
Permitting Coordination	3 hrs	\$110/hr	\$330.00
Building Permit Application Support	2 hrs	\$105/hr	\$210.00
Cost Estimate / Bid Sheets	3 hrs	\$119/hr	\$357.00
Administrative / Proposal Rounding Allowance	—	—	\$35.50
Subtotal – Site Engineering Services			\$8,192.50

3. Reimbursable / Out-of-Pocket Expenses (Estimated)

Description	Basis	Total
Printing / Reproduction	Plans, exhibits, submissions	\$75.00
Travel / Mileage	Site visit(s), coordination	\$85.00
Filing / Administrative Fees	Permitting & submissions	\$40.00
Subtotal – Reimbursable Expenses		\$200.00

Fee Summary

Description	Total
Survey Services	\$4,307.50
Site Engineering Services	\$8,192.50
Subtotal – Professional Services	\$12,500.00
Reimbursable / Out-of-Pocket Expenses (Estimated, Not-to-Exceed)	\$200.00
Total Not-to-Exceed Fee	\$12,700.00

Deliverables

- Existing Conditions / Removal Plan
- Proposed Site Plan
- Grading & Drainage / Erosion Control Plan
- Utility Plan
- Construction Details
- Permit-ready plan set
- Building Permit Application support
- Cost Estimate and Bid Sheets

All deliverables will be provided in electronic PDF format unless otherwise requested in writing.

Project Schedule & Workflow

The anticipated schedule below reflects TGA's typical turnaround assuming timely authorization to proceed, access to the site, and receipt of required base information. Agency review timelines and third-party responses are excluded.

Task 1 – Survey Services

Estimated Duration: Approximately 1 week from Notice to Proceed (weather permitting)

Survey Workflow

- Field Survey – Two-person crew (1 working day)
- CAD / Survey Drafting – Preparation of base survey (3–5 business days following field survey)

Task 1 Deliverable

- Existing Conditions Base Survey

Task 2 – Site Engineering Services (Design & Cost Estimate)

Estimated Duration: Approximately 3–4 weeks following completion of survey
Design & Documentation Workflow

- Review of survey and existing documents
- Preparation of:
 - Existing Conditions / Removal Plan
 - Proposed Site Plan
 - Grading & Drainage / Erosion Control Plan
 - Utility Plan
 - Construction Details
- Preparation of permit-ready plan set
- Building Permit Application support
- Preparation of construction cost estimate and bid sheets

Overall Project Duration

Total Estimated Duration (Tasks 1 and 2): Approximately 4–5 weeks from Notice to Proceed, excluding agency review timelines, permitting authority responses, and third-party coordination.

Assumptions

- One (1) full day of field survey will be sufficient to complete the required work.
- No major redesign will be required as a result of agency comments beyond standard review.
- Utility information will be provided by others or obtained through available public records.
- Proposal assumes a single permitting jurisdiction.
- Proposal excludes environmental testing, subsurface investigations, or hazardous materials assessment unless separately authorized.

Terms & Conditions

1. This proposal is valid for thirty (30) days from the date listed above.
2. Services outside the defined scope will be billed at TGA's standard hourly rates.
3. Payment Terms: 50% upon authorization to proceed; remaining 50% upon delivery of final, permit-ready plans.
4. Client-requested revisions beyond the initial scope may result in additional fees.

Authorization

By signing below, the Client authorizes TGA Design Consultants, Inc. to proceed with the services described herein.

Client Representative: _____

Date: _____

TGA Representative: Tyrone Aull

Date: February 09, 2026

