



Dec 09, 2025

Bryan Healy, Village Manager
Village of Croton-On-Hudson
1 Van Wyck Street
Croton-On-Hudson, NY 10520

**RE: PIN 8760.11 VANCORTLANDT MANOR ENTRANCE
IMPROVEMENTS, CROTON-ON-HUDSON, WESTCHESTER
COUNTY AWARD CONCURRENCE**

Dear Mr. Bryan:

We have reviewed the contract award documentation package submitted by email on December 02, 2025 and the Certification of Bidding and Award submitted to the Local Projects Unit. Documentation of the construction contract bidding and award process is complete and satisfactory, therefore, the Department concurs with your recommendation to award.

Once available, please forward a copy of the official project award letter to the Local Projects Unit.

Please be reminded of the emphasis placed on Disadvantaged Business Enterprise (DBE) utilization and the documentation thereof. The utilization of DBEs per the project's assigned DBE goal and the approved utilization plan are an important part of the construction contract. Per Section 105-21 of NYSDOT Standard Specifications, the contractor shall use the current version of the Department approved civil rights reporting software on all contracts. That reporting software is Equitable Business Opportunity Solution (EBO).

Also, during construction the oversight, management and inspection of the project should be performed in accordance with the contract documents, the approved Construction Management Plan and Chapter 15 of the Local Projects Manual. Special note should be made of Section 15.4.2 regarding Change Orders. The Local Projects Unit, Office of Construction and/or FHWA may visit the project site during construction to monitor progress and compliance with key federal requirements.

Prior to commencing work a pre-construction meeting must be held to discuss Federal requirements which must be met during the construction phase. Attendees at this meeting shall include representatives from the contractor, inspection team, Local Projects Unit and your office. Please contact Tarek Elmenayar at (845)431-5871 or tarek.elmenayar@dot.ny.gov and Barbara Mattice at (315)317-1189 or barbara.mattice@dot.ny.gov (to schedule this pre-construction meeting).

Sincerely,

Orietta V. Trocard, P.E.
Regional Local Projects Liaison

BY: *Tarek Elmenayar*

Tarek Elmenayar
Regional Construction Local Projects Liaison

cc: NYS PERMIT ENGINEER (FOR INFORMATION PURPOSES ONLY)