











































































EXHIBIT A

SCOPE OF SERVICES

RGP Consulting LLC  
12 Burt Street  
Warwick, NY 10990  
845.988.7186

Roisin Ponkshe  
[Roisin.ponkshe@gmail.com](mailto:Roisin.ponkshe@gmail.com)

September 17, 2021

Adam Salgado  
Executive Director, IDA/CLD  
Department of Development  
515 North Avenue  
New Rochelle, NY 10801

Dear Mr. Salgado,

Please accept this proposal from RGP Consulting to assist the New Rochelle Industrial Development Agency ("NRIDA") and New Rochelle Corporation for Local Development ("NRCLD") with technical assistance consulting services as set forth in the following "Scope of Services."

**1. Scope of Services:**

- Uniform Tax Exemption Policy (UTEP) review and revisions
  - Review and revise the NRIDA Uniform Tax Exemption Policy by working with City Staff. Provide feedback, written revisions, and meet with staff to update and revise the UTEP.
  - Aid in UTEP revision procedure/adoption of revisions with the NRIDA Board.
- Miscellaneous Technical Assistance on NRIDA and NRCLD policies and procedures relating to transaction closings and compliance.

**2. Fees for Services and Term:**

- Term: October 1, 2021- November 30, 2021
- \$56.00 per hour on an as-needed bases

Thank you,

Roisin Ponkshe  
RGP Consulting, LLC