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March 26, 2024

Kevin Tollisen, Town Supervisor
Town of Halfmoon
2 Halfmoon Town Hall Plaza
Halfmoon, NY 12065

**Re: Proposal for Engineering Services
Erie Canal Towpath Trail Link
MJ Proposal No. 2024044**

Dear Supervisor Tollisen:

MJ Engineering and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) with this proposal for professional engineering services associated with the design of a combination of off-road and on-road trail segments along Towpath Road / Old Canal Road in the Town of Halfmoon, NY. MJ's project understanding and associated Scope of Services are included below.

PROJECT UNDERSTANDING

The Town is requesting Professional Services to design the trail link along Towpath Road / Old Canal Road between Beach Road and Clamsteam Road. Based on the January 25, 2024 meeting with MJ and Town staff, MJ understands the scope to entail the design of 1,925 linear feet of an 8'-0" multi-use path and 2,250 linear feet of shared use lanes, including road markings, traffic and wayfinding signage, crosswalks, and stone bollards. This project is funded through the NYSDEC's Climate Smart Communities Grant (CSCG) program with the Town responsible for 50% of the funding.

SCOPE OF SERVICES

The task numbers within the scope of services below correlate to the Work Plan (Attachment C to the Master Grant Contract between NYSDEC and the Town).

Task 2.5: Project Initiation

In accordance with the CSCG requirements, MJ will prepare for and participate with the Town and NYSDEC in a project kickoff meeting, during which each of the project's scope will be clearly defined to ensure a smooth process from public input through construction and project closeout. We understand the objective of the meeting to be the development of a concise project approach that meets each requirement of the grant's Work Plan. MJ will aid the Town in determining the kickoff meeting invitees, if needed, to ensure a productive meeting.

All materials will be submitted to meeting attendees within ten (10) business days of the meeting date.



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Fishkill, NY
Levittown, NY
Picatinny, NJ
Melbourne, FL



Task 3.1: Data Collection & Analysis

MJ will complete supplemental survey and mapping of the project area, estimated to be approximately 4,175 feet in length (Refer to Figure 1). Tasks to be completed include:

- Initial update to the May 2021 base mapping.
- Utilize 3D mobile LiDAR technology to capture photographic imagery of the conditions.
- Supplemental surveys when needed for design purposes and to keep the survey and mapping current.

Task 3.2: Preliminary Design

MJ will complete preliminary design tasks as follows:

- Design Criteria: Confirm the applicable design standards to be used for this project and confirm project-specific design criteria in accordance with the AASHTO Guide for the Development of Bicycle Facilities.
- Environmental Screening (to support Task 5.1)
 - General Ecology and Endangered Species
 - Ground Water
 - Surface Water
 - State Wetlands
 - Federal Jurisdictional Wetlands
 - Floodplains
 - Coastal Zone Management
 - Navigable Waterways
 - Historic Resources
 - Parks
- 30% Plan Coordination: Update previously prepared concept plans to +/-30% complete. MJ will meet with the Town to review the 30% plan set with the Town, including:
 - Plans: 1" = 40.0' showing (at a minimum) stationed centerlines, roadway and multi-use path geometries, major drainage features, construction limits, cut and fill limits and highway boundaries.
 - Profiles: showing (at a minimum) the vertical datum reference, significant elevations, existing ground line, theoretical grade line, grades, vertical curve data including sight distances, centerline stations and equalities, and construction limits.
 - Typical Sections: showing (at a minimum) proposed multi-use path section, widths, utilities, ditches, and side slopes as applicable.
- Cost Estimate: Update the original cost estimate provided in November 2021 to account for inflation of unit prices and any significant design changes.

Task 3.3: Right-of-Way

Boundary lines were previously established and incorporated into the May 2021 base mapping.



The design concept will be reviewed in relation to the existing boundary and a determination will be made if property acquisitions are required. It is assumed that zero (0) property acquisitions will be required at this time and no fee has been included for this work.

If a right-of-way acquisition is determined to be required, it is assumed that additional sub-consultant services will be required to prepare the right-of-way incidentals and acquisitions for the project if the Town cannot perform these services. If required, a supplemental agreement will be prepared and coordinated with the Town for the additional services.

Task 3.4: Detailed Design

Detailed Plans & Contract Documents

MJ will develop the approved concept design to final design and provide two (2) design submissions for review to the Town and NYSDEC, at 75% and 100% complete.

The 75% design submission package will include contract plans, estimates, and SWPPP. The 100% design submission package will include contract plans, estimates, SWPPP, and a complete package of bid-ready contract documents, including a Project Manual, per Town specifications.

It is assumed that the project will result in more than one (1) acre of soil disturbance and a stormwater pollution prevention plan (SWPPP) with the appropriate sediment and erosion control measures will be required. Given the scope of the project, permanent stormwater management practices will not be required.

Opinion of Probable Cost

MJ will develop, provide, and maintain the construction cost estimate for the project. The estimate will be updated for both submissions defined above to incorporate significant design changes. A final Opinion of Probable Cost, including all quantity computations, will be provided.

Utilities

MJ will coordinate with affected utility companies to ensure the timely relocation of utility poles and appurtenances. MJ will assist the Town in preparing any necessary agreements with utility companies, if required.

Public Engagement

MJ will work with the Town and NYSDEC to conduct one (1) public information meeting to solicit public input on the final design. The meeting will be held in advance of the 75% submission. A written summary of public input will be prepared and provided to the Town and NYSDEC for review and comment. The meeting will be publicized in the community through press releases, announcements, and any other appropriate means identified by the Town and NYSDEC. MJ will assist in drafting the outreach materials. It is assumed that the Town will be responsible for publishing the notice of the public meeting as well as notifying NYSDEC at least one (1) month



prior to the meeting. It is assumed that the meeting will be held in conjunction with a regularly scheduled Town Board meeting.

Task 4.1: Advertisement

MJ will prepare the advertisement for bids to be placed in the NYS Contract Reporter and any other newspaper or publication identified by the Town. MJ will submit the ads, as well as the draft resolution to be passed at a Town Board meeting, to the Town for review and will revise to reflect comments generated by that review. Upon approval by the Town, the Town will place the advertisements. A three (3) week advertisement period is assumed.

Task 4.2: Bid Opening

The Town will hold the public bid opening.

Task 4.3: Bid Analysis

MJ will analyze the bid results. The analysis will include:

- Verifying the low bidder
- Ensuring receipt of all required bid documents (non-collusive bid certifications, debarment history certification, etc.)
- Organizing the low bid into fiscal shares, if necessary
- Determining whether the low bid is unbalanced
- For pay items bid more than 25% over the Engineers Estimate:
 - Checking accuracy of quantity calculations
 - Determining appropriateness of price bid for work in the item
 - Determining whether the low bidder is qualified to perform the work
- The bid analysis will be provided to the Town for their records.

Tasks 4.4: Award

MJ will provide an award recommendation package to the Town and NYSDEC for review. Once the Town passes the resolution to award the contract, MJ will send a notice of award and agreement to the selected low bidder.

Tasks 4.5: Pre-Construction Meeting

Following the award process, MJ will schedule and conduct one (1) preconstruction meeting. All materials will be submitted to meeting attendees within ten (10) business days of the meeting date. MJ will prepare the meeting minutes.



Task 5.1: SEQRA Review

MJ will assist the Town in complying with SEQRA (6 NYCRR Part 617). The Town will be the Lead Agency. Tasks include:

- Drafting Environmental Assessment Form(s)
- Drafting a negative declaration
- Drafting a positive declaration

MJ will document the results of the SEQRA processing and provide the Town with the documentation. The project is assumed to be an Unlisted Action.

Task 5.3: Permitting

MJ will obtain all applicable permit(s) and certification(s), that may include but are not limited to:

- U.S. Army Corps of Engineers Section 404 Permit (Individual or Nationwide)
- NYSDEC Section 401 Water Quality Certification
- NYSDEC State Pollution Discharge Elimination System (SPDES) Permit

Task 5.5: Documentation of Pre-Construction Conditions

MJ will perform a site visit prior to construction to take photos of the project site and submit to NYSDEC.

Task 5.5: Construction Notification

MJ will notify NYSDEC, in writing, 30 calendar days prior to the start of construction that work is slated to begin.

Task 5.6: Construction Kickoff Meeting

Prior to the start of construction, MJ will schedule and conduct a construction kickoff meeting. All materials will be submitted to meeting attendees and NYSDEC within ten (10) business days of the meeting date. This meeting may be combined with the Pre-Construction.

Task 5.7: Environmental Protection Fund

MJ will take and submit legible photographs of the installed Environmental Protection Fund (EPF) sign to NYSDEC.



Task 6: Construction Support & Inspection

Construction Support

MJ will provide design responses to unanticipated or changed field conditions, analyze, and participate in proposed design changes, and interpret design plans.

Work under this section will always be in response to a specific assignment from the Town under one of the tasks below:

- Conduct on-site field reconnaissance in response to unanticipated and/or varying field conditions or changes in construction procedures and, where required, prepare field change sheets modifying pertinent contract plan sheets.
- Analyze and make recommendations on the implementation of changes proposed by the Town or the construction inspector, including the Traffic Control Plan
- Interpret and clarify design concepts, plans, and specifications
- Review and approve shop drawings for construction
- Review and respond to Requests For Information (RFIs)

Construction Inspection

Construction inspection for this project is based on a part time effort to spot check the quality and progression of work being performed. MJ will provide a part time National Institute for Certification in Engineering Technologies (NICET) Level III inspector for this project. Night work, weekend work, and overtime is not anticipated. Eight (8) hours will be estimated per week. A construction schedule of ten (10) weeks has been assumed. If the project duration exceeds the estimated 10 weeks, a supplemental agreement will be required for the additional effort.

The project will be bid as a lump sum value so daily quantities will not be verified. The Contractor's estimate will be based on the overall percentage of project completion. It is assumed that materials testing will not be required for this project. MJ will review the construction submittals for approval and prepare as-built drawings at the end of the project based on any information provided during the construction process.

At the end of construction, MJ will facilitate a punch list of all non-satisfactory items and will submit the final estimate of the contract to the Town within four (4) weeks after the date of acceptance of the contract. All project records will be cataloged, indexed, packaged, and delivered to the Town within five (5) weeks after the date of the acceptance of the contract.

Task 7: Metrics Monitoring

Pre-Project Usage Analysis

MJ will collect vehicle, bicycle, and pedestrian counts along the project corridor prior to construction at various times of the day on both weekdays and weekends to develop a baseline of



usage. Users will be surveyed to determine if their use is recreational, part of their commute, or other.

Post-Project Usage Analysis

MJ will collect vehicle, bicycle, and pedestrian counts along the project corridor after construction at various times of the day on both weekdays and weekends. Users will be surveyed to determine if their use is recreational, commute, or other. A summary of findings will be prepared and provided to NYSDEC.

Green House Gas Emission Reductions Report

MJ will compile data into a report estimating the greenhouse gas emission reductions of the project on an annual basis. A copy of this report will be submitted to NYSDEC.

SCHEDULE

MJ is prepared to initiate the work identified in this proposal within 2 weeks of Notice to Proceed. A detailed project schedule will be developed upon receipt of Notice to Proceed; however, an initial project schedule based on the tasks required is as follows:

Task 02 – Project Initiation	2 weeks from Notice to Proceed
Task 03 – Data Collection & Design	Spring / Summer 2024
Task 04 – Advertisement, Bid Opening & Analysis	Late Fall 2024
Task 05 – Pre-Construction Activities	Winter 2024 / 2025
Task 06 – Construction Support & Inspection	Spring / Summer 2025
Task 07 – Metrics Monitoring	Fall 2024 & Fall 2025

FEE

MJ proposes to complete the above-listed services for the following lump sum fees.

Task 02: Project Initiation	\$ 1,000
Task 03: Data Collection & Design	\$ 53,200
Task 04: Advertisement, Bid Opening & Analysis	\$ 7,600
Task 05: Pre-Construction Activities.....	\$ 8,700
Task 06: Construction Support & Inspection.....	\$ 21,200
Task 07: Metrics Monitoring	\$ 10,000
Total Estimated Fee: \$101,700	

MJ will invoice the Town in accordance with the contract requirements. The fee assumes there are



no significant changes resulting from decisions, conditions and/or events beyond MJ's control.

TECHNICAL ASSUMPTIONS AND TASKS NOT INCLUDED IN THIS PROPOSAL

The following efforts are excluded from this scope of services:

1. Preparation of a design approval document.
2. Design of site structures (i.e., new retaining walls, seats walls, boardwalks, etc.).
3. Capacity analysis for municipal utility connections.
4. Permitting/approval of municipal utility connections.
5. Plan/profile development for signal / electrical utility extensions.
6. Hazardous material investigations or remedial actions necessary during construction.
7. Cultural / archeological investigations.
8. Advanced coordination with the State Office of Historical Preservation (SHPO). MJ will provide construction documents to SHPO for review in comment as required by the SEQR process. Additional coordination will be performed under a supplemental agreement.
9. Pedestrian crossing signals.

SUMMARY

Thank you for the opportunity to provide a proposal for this project. If the above scope of work is acceptable, please provide written authorization in accordance with the Town standards. We look forward to the opportunity to work with the Town on this project. Please do not hesitate to contact Lisa Wallin at 518-371-0799 or via email at lwain@mitem.com if you have questions or require additional information.

Sincerely,

Michael D. Panichelli, P.E.
President

Cc: Lyn Murphy, Town Attorney
Richard Harris, Coordinator – Building, Planning, and Development
File



AUTHORIZATION TO PROCEED

I hereby authorize MJ Engineering and Land Surveying, P.C. to proceed with the scope of services as described in this proposal.

Signature - Authorized Representative of [the Town of Halfmoon](#)

Printed Name

Date

DRAFT

