



March 27, 2024

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

Re: Town Trail Map Update
MJ Proposal No. 2024136 for GIS Mapping Services

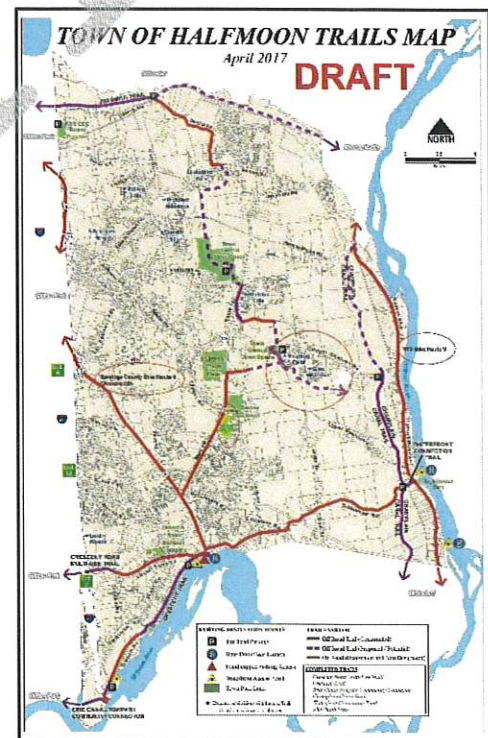
Dear Supervisor Tollisen:

M.J. Engineering and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) this proposal for GIS mapping services associated with creating an updated Town trail map. Based on previous discussions with the Town, MJ's project understanding, and associated Scope of Services are included below.

PROJECT UNDERSTANDING

The Town currently has a trail map last updated in 2017; shown in the image to the right. The map illustrates the locations of recreational trails, trailheads, and other related points of interest in the Town. The trails are symbolized in the map by whether they existed or were proposed at the time the map was created. The Town only has the map graphic and does not have the supporting GIS files.

The Town is seeking to create an updated trail map which depicts the current state of the trail network. The Town would also like the new trail map to have an aerial image backdrop with topographic contour lines to add more context to the illustration.



SCOPE OF SERVICES

Task 01: GIS Mapping

MJ will set up a GIS mapping project in ArcGIS Pro and compile the publicly available reference layers for the map backdrop (aerial imagery, contour lines, street labels). MJ will digitize and create GIS layers for the trail network, trailheads, and other points of interest based on what is shown in the Town's existing 2017 trail map as a starting point. MJ will then update those layers based on markups provided by the Town's Planning Department so that the data reflects the current state of the trail network.



When the map development is complete, MJ will provide a PDF of the updated trail map for the Town's use. MJ will also add the trail GIS layers that were created to the Town's ArcGIS Online web map.

SCHEDULE

MJ is prepared to initiate the work identified in this proposal within 2 weeks of Notice to Proceed. Task 01 would be completed in approximately 1 week thereafter.

FEE

MJ proposes to complete Task 01 for a lump sum fee of \$2,000. 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.

ASSUMPTIONS

The following assumptions were made in the development of this proposal:

1. Upon Notice to Proceed, the Town will inform MJ of what size they would like the finished trail map sheet to be (for example 11x17) so that MJ can design the map layout and text sizes accordingly. Creating multiple map layouts of different sizes is not included as part of this scope of work.
2. Upon Notice to Proceed, the Town will provide MJ with markups of the existing 2017 trail map depicting what changes need to be made to the trail features shown on the map. MJ will not perform any field visits as part of this scope of work.
3. When the mapping is completed, MJ will provide the Town with a PDF of the final trail map sheet and add the newly created trail GIS layers to the Town's ArcGIS Online web map. No other deliverables will be provided as part of this scope of work.

SUMMARY

Thank you for the opportunity to provide a proposal for this project. We look forward to the opportunity to work with the Town on this project. Please do not hesitate to contact Carrie Dooley at 518-371-0799 or via email at carriedooley@mjteam.com. If you have questions or require additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Michael D. Panichelli'.

Michael D. Panichelli, P.E.
President

Cc: Ca. Dooley
File



AUTHORIZATION TO PROCEED

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

Printed Name

Title

Signature

Date

DRAFT