

SENT VIA EMAIL ONLY

March 14, 2025

Kevin Tollisen, Town Supervisor
Town of Halfmoon
2 Halfmoon Town Hall Plaza
Halfmoon, NY 12065
ktollisen@townofhalfmoon.org



Re: Cold Springs Drive at Werner Road Crosswalk
Town of Halfmoon
MJ Proposal No. 2025119 for Engineering Services

Dear Supervisor Tollisen:

MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) this proposal for professional services associated with a proposed crosswalk on Werner Road at its intersection with Cold Springs Drive (Project). The project will include a safety evaluation of the proposed pedestrian crossing, evaluation of advisory signage on Werner Road, and development of a concept plan for recommended improvements. MJ's project understanding and associated Scope of Services are included below.

PROJECT UNDERSTANDING

Based upon information provided by Bill Bryans via email, MJ understands the following:

- The Town is interested in installing a marked crosswalk with the appropriate advanced warning signage to connect Cold Springs Drive to the Maple Leaf Childcare Center.
- A speed study is currently being conducted by others. The results are not yet available.
- The Town requested an evaluation of appropriate advisory and regulatory signage along Werner Road in the vicinity of the Cold Springs Drive Intersection.

Based upon the above understanding, MJ offers the following Scope of Services for your consideration.

SCOPE OF SERVICES

Task 01: Engineering Site Visit & Existing Conditions Analysis

1. MJ will visit the site to observe existing conditions and features adjacent to Werner Road that have potential to affect a crosswalk design.
2. Sight distance to the proposed crosswalk location will be evaluated.
3. Design criteria for Werner Road will be determined as needed to support a review of the crosswalk location. At a minimum, this will include the minimum sight distance for the roadway classification.



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Clifton Park, NY 12065



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mjteam.com



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



Task 02: Recommendation Letter and Concept Plan

MJ will complete the following under Task 02:

1. Prepare a summary of the existing condition findings, provide recommendations for pedestrian safety at the proposed crossing and a description of advisory sign requirements. A summary of related guidance will be included, from sources such as the MUTCD, AASHTO, and the NYSDOT Highway Design Manual.
2. Prepare one (1) conceptual plan showing the recommended improvements and sign locations.
3. The Recommendation Letter and Concept Plan will be provided to the Town for review and consideration.

ASSUMPTIONS

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

1. The Town will provide the speed study results to MJ upon receipt to inform this evaluation.
2. Previously collected MJ4D data / images and available orthoimagery will be utilized for the Conceptual Plan.

TASKS NOT INCLUDED IN THIS PROPOSAL

The following efforts are excluded from this scope of services:

1. Topographic or boundary survey
2. Utility location services
3. Cost estimating
4. Pedestrian counts
5. Crash analysis
6. Traffic or pedestrian signal design
7. Preparation of bid plans or documents

SCHEDULE

MJ is prepared to begin work on the project upon receiving notice to proceed and will submit the Recommendation Letter within three (3) weeks.



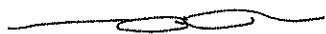
FEE

MJ is proposing to complete Tasks 1 and 2 for a Not to Exceed fee of \$2,400. The effort will be billed to the Town in accordance with the contract requirements under code MJ964.08, Miscellaneous Engineering.

SUMMARY

Thank you for the opportunity to provide a proposal for this project. If the above scope of work is acceptable, please execute and return the Authorization to Proceed below in accordance with the Master Services Agreement between MJ and the Town. We look forward to completing this important safety improvement project for the Town. Please do not hesitate to contact Lisa Wallin at 518-371-0799 or via email at lwallin@mjteam.com if you have questions or require additional information.

Sincerely,



Michael D. Panichelli, P.E.
President

Cc: Bill Bryans
Paula Wait
Laurie Sullivan
Lyn Murphy
File

AUTHORIZATION TO PROCEED

In accordance with the Consultant Master Services Agreement dated **January 1, 2025** between MJ and the Town, I hereby authorize MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to proceed with the scope of services as described above.

Kevin Tollisen, Town Supervisor

Date