SENT VIA EMAIL

September 25, 2026

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

RE: Upper Newtown Road Realignment & Right-of-Way
Town of Halfmoon, Saratoga County, New York
MJ Proposal No. 964.84 for Professional Survey Services

Dear Supervisor Tollisen:

MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. (MJ) is pleased to submit this proposal to the Town of Halfmoon (Town) for professional survey services for topographic and right-of-way boundary mapping of the Upper Newtown Road (CR-86) area at the intersection with NY Route 146.

BACKGROUND

The Town is advancing a concept to convert the signalized NY Route 146 / NY Route 236 three-leg intersection into a multi-lane roundabout, that includes installation of a proposed Fellows Road Extension constructed as a Town-owned road across the New Country Toyota of Clifton Park property to serve as the fourth leg to the intersection. Once the proposed Fellows Road Extension is open and operational, the existing Upper Newtown Road intersection at NY Route 146 would be closed and the Upper Newtown Road right-of-way transferred from Saratoga County to the Town.

Under the roundabout project, the Town will transfer a portion of the newly acquired Upper Newtown Road to New Country Toyota, and in exchange, New Country Toyota will transfer the land required for the installation of the new Fellows Road Extension connection to the new proposed roundabout intersection.

The improvements and intended property transfers are shown on MJ's Concept Plans dated July 23, 2026 (Sheets GNP-01 through GNP-04) and are described in MJ's Concept Traffic Analysis and HSIP Benefit-Cost Ratio Analysis Memo dated July 31, 2026.

The existing highway boundaries shown on the Concept Plans are currently depicted at a tax-map level accuracy. The proposed survey will provide the topographic base mapping and right-of-way determination necessary to advance the maps and legal descriptions needed for the requested right-of-way transfers. As agreed upon with the Town, the survey limits are confined to the Upper Newtown Road area for this proposal.

The associated scope of services, proposal assumptions and fees for the services requested above are as follows:

SCOPE OF SERVICES

The survey limits will encompass the Upper Newtown Road (CR-86) area from NY Route 146 to the Fellows Road intersection as shown on the Project Site map.

Task 1: Topographic Survey and Mapping

MJ will perform the following:

1. Establish a minimum of two (2) horizontal control points and two (2) benchmarks within the project boundary to serve as project control. Horizontal survey control will be referenced to the New York State Plane Coordinate System, East Zone, on the North American Datum of 1983 (NAD83), elevations will be referenced to the North American Vertical Datum of 1988 (NAVD88). The location of the control points will be positioned with the intent that they can be utilized throughout the life of the project.
2. Prepare baseline control tie sheets.
3. Coordinate, prepare, and submit a design-ticket request to document site utilities. Site utilities will be investigated and documented based on visual identification and in conjunction with any information received from the design-ticket request (utility as-built information) that will be incorporated into the project base mapping deliverable with the label Record.
4. Map project utilities in accordance with ASCE Quality Level C (QLC) Standards. The quality level definitions will be provided in the general notes section of the plans.

   Quality Level C (QLC): The information shown on the plans has been obtained by surveying and plotting visible above-ground utility features and by using professional judgment in correlating this information to existing utility company records (shown as **QLC**).
5. Conduct a topographic survey of the above referenced project site. Site features located will typically include, but not be limited to, roads, buildings, driveways, parking areas, visible utilities, drainage structures, traffic signal equipment, signs, pavement markings, curb lines, walkways, tree lines, fences, streams/ponds, and pavement limits. Spot elevations will be collected at an interval sufficient to generate one-foot contours for the site. Project base mapping will be prepared in Microstation format at a suitable scale.

Task 2: Right-of-Way Survey and Mapping

MJ will perform the following:

1. Compilation of record research at appropriate agencies to obtain current deeds of record and maps for the subject parcels, and adjoining highways and properties. Research is anticipated to include deeds and maps on file with the office of the Saratoga County Clerk and the Town of Halfmoon, NYSDOT Region 1 highway right-of-way and

acquisition maps for NY Route 146, and Saratoga County Highway Department records for Upper Newtown Road (CR-86).

2. Field reconnaissance and survey to locate existing evidence of occupation and monumentation along boundary lines.
3. Prepare office computations and analysis to reconcile record boundary information to the physical evidence located and prepare a boundary determination of the existing highway boundaries of Upper Newtown Road, and Fellows Road, and of the New Country Toyota of Clifton Park property and adjoining parcels within the survey limits.
4. Map any visual evidence of easements observed during the field survey, recovered property markers, and any lot line defects, while correlating easements and/or rights-of-way (ROW) identified in the current deed of record within the survey limits to the record property boundary.
5. Notify the Town should any lot line discrepancies be discovered.
6. Prepare right of way acquisition / transfer maps and descriptions.

DELIVERABLES

A survey map signed and sealed by a Professional Land Surveyor, licensed to practice in the State of New York and certified to the Town of Halfmoon. Mapping will be delivered in PDF format. Hard copies will be made available upon request. A topographic 3D surface model (TIN / DTM) will also be included with the base mapping.

Right-of-way maps and associated legal boundary descriptions as listed in **Task 2**, signed and sealed by a Professional Land Surveyor licensed to practice in the State of New York.

PROPOSAL ASSUMPTIONS

This proposal has been prepared with the following assumptions:

1. **The Town will provide the following**:
    a. Any mapping or any right-of-way boundary record information, if available.
    b. Underground utility record plans for on-site utilities, if available.
    c. Request through New Country Toyota's Engineer of Record, any existing survey mapping, right-of-way and utility information for the New Country Toyota of Clifton Park property that has been prepared for its pending site plan application.
    d. Coordination of access for MJ field staff onto the New Country Toyota of Clifton Park property and any adjoining private parcels within the survey limits.
2. **MJ has assumed the following**:
    a. The project survey area is approximately 2 (+/-) acres.

b. Two (2) Right-of-Way Acquisition and/or Transfer Maps will be required.

c. The survey limits are based on the Upper Newtown Road area identified with the Town, and the right of way transfer areas are based on the Concept plans dated July 23, 2026 (Sheet GNP-03). Any changes requested to the concept layout after the start of field survey activities may require additional survey effort, and an additional fee will be requested for that effort.

d. MJ field employees will be granted free and clear access to all areas where entry is required to complete the fieldwork.

e. A minimum of forty-eight (48) hours' notice is required in order to mobilize to the project site.

3. **Not Required/Included:**

a. Lot consolidation, easement, or subdivision mapping.

b. Survey of the NY Route 146 / NY Route 236 intersection, the existing Fellows Road corridor, and the New Country Toyota of Clifton Park parking lot improvement areas.

c. ALTA/NSPS Land Title Survey.

d. Construction survey services.

e. Wetland boundary delineation services.

f. Location of any soil borings.

g. Work zone traffic control.

h. Setting and/or marking of property boundary monumentation.

i. Services required to resolve any found or disclosed boundary discrepancies.

j. Subsurface utility designation (ASCE QLB) and test pits (ASCE QLA).

k. Engineering services are not included in this proposal but can be provided upon request under a separate proposal.

4. **Fee Structure**:

a. If additional control points are requested beyond the stated quantity in this proposal or existing control points need to be reset due to disturbance, an additional fee will be requested for that effort.

b. Payment of NYS Prevailing Wage Rates for survey services does apply.

c. Work is not to be performed during overtime hours, holidays, or weekends. If work is required during these times, extra costs incurred by MJ will be paid by the Town.

5. **Contractual**:

   a. Survey services not explicitly included in the above-referenced Scope of Services are excluded.

SCHEDULE

Upon receipt of notice to proceed, MJ is prepared to coordinate the schedule and begin the project. MJ will work with the Town to coordinate logistics of field activities in support of the project.

FEE

MJ proposes completing the above-listed scope of services for the following Lump Sum fee of **$17,000**. Additional scope of services, if requested, that is not specified in or arising out of this proposal will be completed under a separate or supplemental agreement.

If work is expected or estimated to continue beyond the original estimated Lump Sum fee limit, a supplemental fee proposal will be prepared by MJ and submitted to the Town for that work. The estimated fee assumes no significant changes resulting from decisions, conditions and/or events beyond MJ's control.

SUMMARY

We look forward to the opportunity to work with the Town to meet the goals of this important project. Please do not hesitate to contact me or Corey Reid (creid@mjteam.com) at (518) 371-0799 Ext. 316 with any questions related to this proposal, we are immediately available to discuss.

Sincerely,

Brian J. Cooper

Brian J. Cooper, P.E.
Principal | Sr. Vice President of Transportation Engineering

Cc: file

AUTHORIZATION TO PROCEED

In accordance with the Consultant Agreement between MJ and the Client, I hereby authorize MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to proceed with the scope of services as described above.

Printed Name	Title
Signature of Authorized Representative	Date

PROJECT SITE

