



Engineering | Design | Planning | Construction Inspection

GPI/Greenman-Pedersen, Inc.
80 Wolf Road, Suite 600, Albany, NY 12205
518.453.9431 | gpinet.com

CONSULTANT FEE ESTIMATE

Project No.

Project Description: <i>(Project Title, Facility Name and Address)</i>	Task	Date: 10/27/2025
Crescent Road Trail Feasibility Study	Task 1 to 10 as noted below	Phase:
		Agency:
		Prepared By: A. Kinley/C. Cornwell

Breakdown of Tasks

Note: The following quote is being provided in good faith from the available project information provided.

Task Description	Employee Hours per Task									Total Hours
	Employee Title	Project Director	Project Manager	Project Engineer	Design Engineer	Junior Engineer	GIS Specialist	Senior Environmental Scientist	Planner	
Task 1: Consultant Procurement	No Consultant Effort									0.00
Task 2: Project Initiation		3.00	3.00	3.00					3.00	12.00
Task 3: Public Outreach			10.00	10.00					30.00	50.00
Task 4: Landowner Engagement			20.00						20.00	40.00
Task 5: Existing Conditions		4.00	8.00	8.00	50.00	50.00	50.00			170.00
Task 6: Environmental			1.00					60.00	20.00	81.00
Task 7: Land Use and Zoning			10.00						40.00	50.00
Task 8: Conceptual Plans		2.00	20.00	60.00	60.00	0.00	20.00		40.00	202.00
Task 9: Final Report		2.00	20.00		40.00	40.00			60.00	162.00
Task 10: Project Closeout	No Consultant Effort									0.00
Subtotal Employee Hours		11.00	92.00	81.00	150.00	90.00	70.00	60.00	213.00	767.00
x Hourly Rate		\$270.00	\$190.00	\$170.00	\$150.00	\$105.00	\$110.00	\$165.00	\$120.00	
Total Direct Cost		\$2,970.00	\$17,480.00	\$13,770.00	\$22,500.00	\$9,450.00	\$7,700.00	\$9,900.00	\$25,560.00	\$109,330.00
									x Multiplier	1.00
Total Personnel Days		95.875							Total Consultant Labor	\$109,330.00

Reimbursable Expenses: *(when required)*

No.

Contract Rate

Mileage:	Estimate miles at Contract rate (over 35 miles one way).		miles @	\$0.00
Lodging:	At Contract per diem rates for the location of the facility.		night(s) @	\$0.00
Meals:	At Contract per diem rates for the location of the facility.		overnight(s) @	\$0.00
Other Allowable Expenses: Identify expenses below.				
A.	Property Owner Mailings			\$400.00
B.	Workshop/Charette Materials			\$270.00
C.				
Total Reimbursable Expenses				\$670.00
Total Fee				\$110,000.00

**CRESCENT ROAD TRAIL FEASIBILITY STUDY
TOWN OF HALFMOON, NY****SCOPE OF SERVICES**

GPI will assist the Town of Halfmoon in the completion of a study to determine the feasibility of a trail connecting the Crescent Road Bike and Pedestrian Path with the Erie Canalway Trail along Canal Road. The Tasks outlined below match the overall tasks presented in the approved Hudson River Valley Greenway Grant (HRVG) dated 10/09/2024 under MOU 2025-04-S.

Task 1 Consultant Procurement

This task is being completed by the Town and will not involve any effort from GPI.

Task 2 Project Initiation

The purpose of the Project Initiation Meeting is for GPI to get to know the Town, discuss the key project milestones, and request any information related to the project not already provided or known previously. This meeting was held on October 7, 2025 at the Town of Halfmoon, where both the Town and GPI outlined the project goals and objectives, reviewed specific project tasks, and discussed the overall project schedule and budget. Following this meeting a detailed scope of services was developed (this document) after consultation with the HRVG.

To ensure the development of a product that responds to the needs of the Town and HRVG, GPI will facilitate monthly video or an in-person meetings with the Town to report on project status and discuss any issues that may arise. Following the initial meeting, we anticipate several additional on-site coordination meetings with the Town to review and discuss the project.

Task 3 Public Outreach

GPI anticipates two (2) Stakeholder Meetings for the project. The first Stakeholder Meeting would be structured as a small charrette or workshop during the concept's development phase of the project (held for an afternoon in the study area or using virtual meeting tools with interactive capabilities). GPI will draft a press release for the Town of Halfmoon to review and circulate.

The public will be provided with a 30-day comment period after the charette or workshop. GPI will review all public comments, compile into a document with responses, and discuss appropriate action items with the Town. These comments and responses will be documented in the Draft Feasibility Report.

It is envisioned the second Stakeholder Meeting will present the trail concept(s) to the board. The design will be further developed and detailed based on the feedback received from the Town and the first Stakeholder meeting.

Task 4 Landowner Engagement

Due to the nature of the feasibility study area, property encroachments are likely. Therefore, property owner outreach will be critical to identifying feasible trail routes. GPI will develop in consultation with the Town and send a letter to all potential impacts property owners to make them aware of the feasibility study and provide information on a property owner meeting to be hosted as part of Task 3. A separate property owner meeting will be held if owners are interested in participating.

Task 5 Existing Conditions and Analysis

An inventory and assessment of existing conditions will begin with a detailed physical inspection of the corridor and site visit. This will be accomplished by a boots on the ground field walk to assess and document all physical conditions, which will be incorporated into a report with mapping and photo documentation. This documentation will include, but not be limited to, the following Study Area features:

- *Trail Routing*
- *Drainage*
- *ROW*
- *Bridges/Culverts*
- *Intersections*
- *Access Points*
- *GPI will provide a comprehensive evaluation of the existing corridor conditions to determine challenges and opportunities in utilizing the existing corridor and to meeting required and recommended standards for public recreational trails, including AASHTO and Americans with Disabilities Act (ADA) standards as outlined in the design criteria to be developed in Task 3.*
- *Document encroachments and visible utility infrastructure.*

As part of documenting the existing conditions, GPI will utilize GIS/GPS to develop accurate and cost-effective base mapping. This mapping will provide the basis for developing conceptual trail routes. No formal survey will be completed as part of this scope.

Task 6 Environmental Transportation and Circulation Analysis

A full review of the proposed corridor will be completed in regards to Environmental Transportation and Circulation Analysis. This will include review of all Federal and State wetlands, necessary tree and vegetation removal, utilities, potential historic resources, and areas with encroachments or other issues that would complicate trail development. We will conduct a preliminary review of existing conditions and environmental constraints along the corridor using the Saratoga and NYS GIS Clearinghouse layers, as well as interactive on-line mapping platforms (i.e., NYS DEC EAF Mapper, NYSDEC Environmental Resource Mapper, SHPO CRIS database, NYC DEP Watershed Interactive Recreation Mapping Tool) to develop a series of GIS maps to support the feasibility study.

Task 7 Land Use & Zoning

A review of the Town's land use and zoning documents will be completed and included as part of the feasibility report. This will involve reviewing the Town's Comprehensive Plan along with other documents to ensure the development of the corridor fits within the overall content of the proposed plan.

Task 8 Preparation of Conceptual Plans

After conducting the existing conditions analysis and documentation, GPI will prepare trail route concepts for review and comment by the Town and stakeholders. The preliminary design scenarios will include, but are not limited to, the following:

- *Trail termini, public access points, and connectivity to existing trails adjacent to Study Area.*
- *Project phasing alternatives.*
- *Proposed trail dimensions, surfacing, maximum slopes, and safety features, such as fencing.*
- *Repairs and/or maintenance required for drainage structures and bridges.*
- *Encroachments.*
- *Preliminary cost estimates by trail segment and/or major structure.*
- *Analysis of existing structures and grade crossings.*

The Preliminary Evaluation of Concepts will be prepared in GPI's draft report format for review, comment and revisions by the Town. The information in this Evaluation will be presented to key stakeholders for input. The Town of Halfmoon will make project materials available on their Parks website and other social media platforms as appropriate.

Based on stakeholder input and feedback, GPI will identify connectivity goals and priorities to inform the Concept Analysis. We will focus on maximizing connections to public access points, parking areas (*including the ability to share parking resources with other trails and recreational destinations*), and connections to existing and proposed trails.

Task 9 Final Reports

A draft feasibility report will be prepared for review and comment by Town and will summarize all design activities performed to date on the project. The report is expected to include the following:

- *Executive Summary; Introduction, Project Goals and Objectives; Description of the Proposed Facility; Summary of Completed Tasks; Design Concept Descriptions, Evaluation, and Costs; Selection of the Preferred alternative and Cost; Next Steps; Appendices (documentation of project coordination with various stakeholders, preliminary plans, cost estimates, and environmental documentation)*

Based on input from Town along with stakeholders, the GPI Team will develop a cohesive and actionable final concept plan for the Study Area. The final plan will further develop the elements discussed as well as provide additional details on the following:

- *Locations, potential alignments, and implementation strategies for trail configuration, material surface, connections, and associated trail amenities.*
- *Proposed strategies and alignments to connect the nearby recreational areas and adjacent trails.*
- *Locations and implementation strategies for public access points and gateways.*
- *Key locations and strategies for providing connectivity from adjacent communities to the corridor; and*
- *Locations where state and local regulations, flood plain ordinances, etc. may limit or significantly impact successful implementation of the corridor vision and concept.*

Develop Recommendations & Implementation Strategies

The goal of this task is to formulate recommendations that offer innovative solutions to the identified issues that will lead to the success of the trail development. The GPI Team will provide a detailed list of feasible strategies based on the stakeholder input and research completed in the previous steps to implement the project, along with their priority. Where applicable, timelines and cost estimates to implement the various strategies will be documented in the final report and future grant opportunities will be identified (2026 CFA Applications). Such elements will consist of:

- ◀ **Design Criteria** • Design criteria for the project will be based upon the NYSDOT Highway Design Manual and the AASTHO Pedestrian and Bicycle Manual. Design elements for the trail are expected to consist of the following:

Design Element	Design Criteria
Width	Minimum 8-ft Desirable 10-ft min, 12-ft Ideal
Design Speed	20-mph minimum grade >4% use 30-mph
Vertical Clearance	8-ft undercrossing = 10-ft
Setback	5-ft from edge of pavement
Shoulder	Max 1:6 slope = 2-ft wide shoulder Min 1:3 slope = 5-ft wide shoulder Desirable = 3-ft wide
Stopping Sight Distance	Descending 73-ft Ascending 64-ft
Radius	Min 110-ft
Grade	< 5%

Feasibility Documentation:

- ◄ **Development of Concept Plans** • Prepare concept design plans that would meet the defined project objectives. The design will include plans and typical section view of the proposed improvements for the trail and any structures necessary to help formulate a probable estimate of construction cost.
 - ◄ **Probable Estimate of Construction Cost** • Provide a probable estimate for construction based upon the concept plans along with identifying and add/alternatives.
 - ◄ **Environmental Screening** • Assist in complying with SEQRA (6 NYCRR Part 617) and NEPA (assuming federal money will be used in the future for grants applications). Work will include conducting preliminary environmental screenings to determine potential impacts resulting from the preliminary design plans. The following screenings will be conducted within the project area are expected to include:
 - *General Ecology and Endangered Species; Groundwater/Surface Water/Wetlands; Floodplains; Navigable Waterways; Historic Resources; Parks; Hazardous Waste, Lead Paint and Asbestos; Noise, Air Quality and Energy; Visual Impacts; Critical Environmental Areas*
- Once these impacts are identified through desktop surveys, mitigation measures will be evaluated to try to avoid impacts to wetlands, cultural, historic, and archeologically significant sites. *While SEQRA/NEPA will NOT be completed in this feasibility report, all key needs for each will be outlined.*
- ◄ **Identify All Permits Needed for the Project** • Preliminary Documents necessary to comply with SEQRA will be prepared and forwarded to Town for preliminary permitting. This project is assumed to be an Unlisted Action under SEQRA. *While SEQRA will NOT be completed in this feasibility report, all key needs for this will be outlined.*
 - ◄ **Final Feasibility Report** • Once all comments are received from Town, a final design report will be prepared.

Additional Notes:

- GPI will evaluate all concepts with standard construction practices along with the NYSDOT Standard Specifications to be utilized for this project. This will ensure the project is constructible.
- The Final Feasibility Report will incorporate any refined graphic details developed through the above tasks and provide detailed narrative along with any other supporting objective data, where necessary.
- The Final Feasibility Report will outline the entire planning process and be of sufficient detail including planning level cost estimates to support future community efforts to seek funding for its various components (i.e., CFA Grant Application).

Task 10 Project Closeout

GPI will assist the Town in preparing all necessary closeout documentation as requested by the HRVG to demonstrate successful implementation of the grant and in coordination with terms for the special award ensuring items such as the Greenway logo shall be displayed on all final plans and products.

Project Schedule:

- ◄ Execute Contract – November 2025
- ◄ Field Work – December 2025/January 2026
- ◄ Inventory & Assessment of Existing Conditions – December 2025/January 2026
- ◄ Develop Preliminary Evaluation of Concepts – February 2026
- ◄ Property Owner Meeting – March 2026
- ◄ Public Workshop – April 2026
- ◄ Board Meeting Presentation – May 2026
- ◄ Draft Feasibility Report – May/June 2026
- ◄ Final Feasibility Report – June/July 2026