

**SENT VIA EMAIL ONLY**

February 12, 2025



Kevin Tollisen, Town Supervisor  
Town of Halfmoon  
2 Halfmoon Town Hall Plaza  
Halfmoon, NY 12065  
[ktollisen@townofhalfmoon.org](mailto:ktollisen@townofhalfmoon.org)

Re: Plant Road Crosswalk  
Town of Halfmoon  
**MJ Proposal No. 2025073 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 Plant Road at Empire Court (Project). The project will include a safety evaluation of the proposed pedestrian crossing and development of design plans for the Town to install the crosswalk. MJ's project understanding and associated Scope of Services are included below.

**PROJECT UNDERSTANDING**

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Based upon information provided by Bill Bryans during a February 6, 2025 phone conversation, MJ understands the following:

- The Orchard Pointe housing development on the west side of Plant Road has recently expanded to Empire Court, which is on the east side of Plant Road. Residents living on both the east and west sides of Plant Road will be required to pick up their mail at a shared mailbox structure, which will create regular pedestrian traffic across Plant Road.
- The Town is interested in installing a marked crosswalk with the appropriate advanced warning signage.
- The Town is aware that the Homeowner's Association (HOA) intends to construct a sidewalk to connect Empire Court to the mailbox structure after the crosswalk is installed.

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

**SCOPE OF SERVICES**

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**Task 01: Engineering Site Visit & Existing Conditions Analysis**

1. MJ will visit the site to observe existing conditions and features adjacent to Plant Road that have potential to affect a crosswalk design.
2. Sight distance to the proposed crosswalk location will be measured.





3. Design criteria for Plant 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.

## **Task 02: Recommendation Letter and Design Plans**

MJ will complete the following under Task 02:

1. Prepare a brief summary of the findings and provide recommendations for pedestrian safety at the proposed crossing. 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. The location of a future sidewalk to connect the mailboxes to Plant Road will be considered, but it is understood that the HOA would be responsible for that sidewalk.
3. The Recommendation Letter and Concept Plan will be provided to the Town for review and concurrence with the crosswalk location.
4. Upon completion of the Town's review, MJ will address comments and provide a plan with sufficient detail for the Town to construct the crosswalk and install the required signage.

## **ASSUMPTIONS**

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

1. Design Plans will not be progressed to elicit Contractor bids, Town forces will perform the work.
2. Previously collected MJ4D data / images will be utilized for the Conceptual Plan.

## **TASKS NOT INCLUDED IN THIS PROPOSAL**

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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**

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MJ is prepared to begin work on the project upon receiving notice to proceed.

**FEE**

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MJ is proposing to complete Tasks 1 and 2 for a Not to Exceed fee of \$4,700, to be billed under MJ964.08, Miscellaneous Engineering.

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.

**SUMMARY**

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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](mailto:lwallin@mjteam.com) if you have questions or require additional information.

Sincerely,

Michael D. Panichelli, P.E.  
President

Cc: Lyn Murphy  
Bill Bryans  
Paula Wait  
Laurie Sullivan  
File

**AUTHORIZATION TO PROCEED**

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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.

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Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date