# **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

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

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

# Task 01: Engineering Site Visit & Existing Conditions Analysis

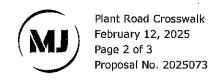
- 1. MJ will visit the site to observe existing conditions and features adjacent to Plant Road that have potential to affect a crosswalk design.
- 2. Sight distance to the proposed crosswalk location will be measured.











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**

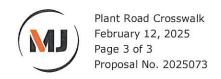
The following assumptions were made in the development of this proposal:

- 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

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 bld plans or documents



Signature

SCHEDULE		
MJ is prepared to begin work on the project upon	n receiving notice to pro	oceed.
FEE		
MJ is proposing to complete Tasks 1 and 2 for MJ964.08, Miscellaneous Engineering.	a Not to Exceed fee o	f \$4,700, to be billed under
MJ will invoice the Town in accordance with the no significant changes resulting from decisions, or		
CHMMADV		
SUMMARY		
Thank you for the opportunity to provide a propacceptable, please execute and return the Auth Master Services Agreement between MJ and the safety improvement project for the Town. Please 0799 or via email at <a href="mailto:lwallin@mjteam.com">lwallin@mjteam.com</a> if you	orization to Proceed be Town. We look forward to not hesitate to con	elow in accordance with the to completing this important stact lisa Wallin at 518-371-
Sincerely,		
Michael D. Panichelli, P.E. President  Cc: Lyn Murphy Bill Bryans Paula Wait		
Laurie Sullivan File		
AUTHORIZATION TO PROCEED		
In accordance with the Consultant Master Service and the Town, I hereby authorize MJ Engineerin Surveying, P.C. to proceed with the scope of serv	g, Architecture, Lands	cape Architecture, and Land
Printed Name	Title	

Date