

SENT VIA EMAIL ONLY



March 12, 2026

Kevin Tollisen
Town of Halfmoon Supervisor
2 Halfmoon Town Plaza
Halfmoon, NY 12065

ktollisen@townofhalfmoon.org

Re: Woodin Road Southbound Right Turn Lane at Grooms Road (CR 91)
Halfmoon, NY 12065
MJ Proposal No. 2026079 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) with this proposal for professional engineering services associated with the intersection of Woodin Road and Grooms Road (CR 91).

PROJECT UNDERSTANDING

Based upon our involvement with the project area and per the Town's request for a proposal, MJ understands the following:

- In January 2024, MJ completed a TAP/CMAQ application for the Town that included improvements at the I-87 Exit 8A interchange, including the intersection of Grooms Road (CR 91) and Woodin Road.
- In June 2024, NYSDOT announced the recipients of the TAP/CMAQ funding, of which the I-87 Exit 8A project was not included.
- During a February 6, 2026, meeting at Town Hall, Supervisor Tollisen requested MJ to begin initial considerations for the effort to add a southbound right turn lane on Woodin Road at its intersection with Grooms Road (CR 91) and assess the associated project costs.
- On February 23, 2026, Richard Harris stated the Town intends to move forward with this concept and requested MJ to provide a scope and fee to progress the effort, including preparation of a draft design, wetlands delineation, consultation with Saratoga County & NYSDOT, and any other regulatory (SEQR, permitting, etc.) for the requirements to move forward with this investigation.
- In March 2026, MJ communicated with NYSDOT and Saratoga County Department of Public Works (email correspondence attached). Both agencies indicated initial support for the proposed project.



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



PROJECT OBJECTIVE

Construct a southbound right turn lane on Woodin Road that will eliminate the current YIELD condition, bring the southbound right turn movements into the intersection so they are controlled by the existing traffic signal, provide sufficient storage for the vehicles intending to turn right to bypass the stopped queue of southbound vehicles proceeding left or through, resulting in reduced delays for vehicles southbound on Woodin Road.

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

SCOPE OF SERVICES

Task 01: Survey and Mapping

MJ will complete survey and mapping of the project site. The tasks to be completed include:

Topographic Survey and Mapping:

1. Establish two (2) horizontal control points and two (2) benchmarks to serve as survey control. Survey control will be referenced to the New York State Plane Coordinate System, East Zone, on the North American Datum of 1983 (NAD83) and the North American Vertical Datum of 1988 (NAVD88). Control points, benchmarks, and baseline ties will be included in the mapping file.
2. Conduct a topographic survey within the approximate survey limits necessary for the design phase. Refer to **Figure No. 1** for the approximate survey limits. Site features located typically include, but are not limited to, roads, buildings, driveways, visible utilities, curb lines, walkways, trees greater than 3 inch diameter at breast height (DBH), fences, streams/ponds, recreational equipment, and pavement limits.
3. Collect spot elevations at an interval sufficient to provide 1-foot contours within the approximate survey limits.
4. Coordinate, prepare, and submit a design-ticket request for the project to document site utilities. Site utilities will be investigated on-site 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 base mapping.
5. 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): is the third highest degree of accuracy. 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**).

6. Prepare topographic survey mapping in the OpenRoads CAD format at a suitable scale. Mapping will be developed in accordance with the standards set forth in the New York State Department of Transportation (NYSDOT) Land Survey Standards and Procedures Manual.



Right-of-Way (ROW) Survey and Mapping:

1. Compile and review record documents to ascertain the limits of the ROW within the project limits. Record research is anticipated to include deeds and maps on file with the office of the Saratoga County Clerk, as well as at the Town of Halfmoon. Research will be conducted for all parcels within the approximate survey limits and adjoining highways.
2. Conduct field reconnaissance and field survey of the project site to identify potential sources of information including natural and man-made monuments and lines of possession that may serve as indicators of the ROW.
3. Perform office computations and analysis to reconcile record boundary information with the physical evidence located, resulting in boundary determination. MJ will determine existing ROW limits and establish approximate side property lines within the survey limits.
4. Prepare ROW mapping in a CAD format showing property and highway boundary lines and any visual evidence of easements observed during the field survey. Property markers recovered and any defects in the lot lines will be shown in the base mapping.
5. Notify the Town of Halfmoon of lot line discrepancies, if discovered.

Wetland Delineation:

1. Ambient Environmental, Inc. (WBE) will provide professional wetland delineation services in accordance with current federal guidelines, specifically the NYSDDEC Wetland Delineation Manual and the USACE 1987 Wetland Delineation Manual and the Northcentral and Northeast Region Supplement.
2. Ambient Environmental will produce a Wetland Delineation Report suitable for use in securing State or Federal Wetland disturbance permitting, if required.

Task 02: Detailed Design and Contract Documents

The tasks to be completed include:

1. **Develop Design Criteria:**
 - a. Establish project-specific design criteria.
 - b. Based on the project design criteria, identify all existing non-standard features that are within and immediately adjacent to the project limits.
2. **Design Effort:**
 - a. The project will be designed based on NYSDOT standard specifications and details.
 - b. Utilize the traffic volume data that was collected as part of the 2024 TAP/CMAQ application to perform a capacity analysis of the proposed lane configuration.
 - c. Prepare a traffic memo that provides the data used and summary of the traffic analysis.



- d. Upon completion of the analysis, provide a traffic signal design, required signal timings and an intersection layout that will meet the project objective.
 - e. Prepare an intersection plan, traffic signal plan, roadway typical sections and project details required to bid and construct the project. Roadway profiles are not required nor included in the design.
 - f. Identify proposed pedestrian facilities in the design along with anticipated existing ROW limits, grading, drainage modifications, signage, pavement markings, and erosion control measures.
 - g. Perform an environmental screening of the project area. Identify and document environmental design constraints and required mitigation measures to the Town of Halfmoon.
 - h. Assist the Town of Halfmoon in complying with SEQRA (6 NYCRR Part 617).
 - i. Prepare the Environmental Assessment Form and a negative/positive declaration, as required.
 - j. Document the results of SEQRA processing in a memo and will include documentation of the final SEQRA determination.
 - k. Prepare a 75% progress design plan submission for review by the Town, NYSDOT and the Saratoga County Department of Public Works (DPW).
 - l. Prepare 100% plan submission and a final bid package after incorporating the comments from the 75% plans.
 - m. Prepare a Work Zone Traffic Control (WZTC) plan, utilizing NYSDOT standards, to safely route vehicles and pedestrians through the work zone during construction. Investigate the option for a closure and/or nighttime work to be able to facilitate work outside of the peak traffic hours and provide minimal disruption to the traveling public. The intended project staging, and work zone restrictions will be identified within the contract documents.
 - n. Identify utility ownership within the project area and coordinate with the respective utility owners if any relocations are required.
 - o. Assist the Town in preparing any necessary arrangements with utility companies.
 - p. Prepare a Maintenance Jurisdiction Table defining the municipality and/or agency that owns and maintains which areas within the construction limits.
- 3. Cost Estimating:**
- a. Develop one (1) cost estimate for the 75% submission.
 - b. Provide one (1) update for the 100% plan submission.
- 4. Permits and Approvals:**
- a. Determine permits necessary to construct the Improvements.



- b. Prepare the permit applications.
- c. Assist the Town in obtaining the required permits.

5. Right-of-Way Acquisition:

- a. If the proposed Improvements cannot be fully constructed within the public right-of-way, MJ will present to the Town of Halfmoon the types of ROW acquisitions required and the anticipated acquisition limits. **Note:** at this proposal level, we are not expecting any ROW acquisitions for the project.
- b. If acquisitions are required, the ROW mapping, incidental, and acquisition processes will be proposed under a supplemental agreement to this proposal by a sub-consultant that specializes in ROW acquisitions. MJ will not proceed with any right-of-way acquisition activities without the required authorization from the Town of Halfmoon.

6. Contract Documents:

- a. Prepare bid plans, specifications, and front-end bid package. MJ will submit the contract documents to the Town of Halfmoon for approval. The package will include:
 - Project Manual, including Special Notes and Special Specifications
 - Plans
 - A list of supplemental information available to bidders (i.e., subsurface exploration logs, record as-built plans, etc.)
 - Tabulated bid sheets in PDF and Excel format

Task 03: Advertisement, Bid Opening and Award

The tasks to be completed include:

1. Advertisement

MJ will prepare the advertisement for bids to be placed in the NYS Contract Reporter and any other newspaper or publication identified by the Town. MJ will submit the ads, as well as the draft resolution to be passed at a Town Board meeting, to the Town for review and will revise to reflect comments generated by that review. Upon approval by the Town, the Town will place the advertisements. A three (3) week advertisement period is assumed.

2. Bid Opening

The Town will hold the public bid opening.

3. Bid Analysis

MJ will analyze the bid results. The analysis will include:

- Verifying the low bidder



- Ensuring receipt of all required bid documents (non-collusive bid certifications, debarment history certification, etc.)
- Organizing the low bid into fiscal shares, if necessary
- Determining whether the low bid is unbalanced
- For pay items bid more than 25% over the Engineers Estimate:
 - Checking accuracy of quantity calculations
 - Determining appropriateness of price bid for work in the item
 - Determining whether the low bidder is qualified to perform the work
- The bid analysis will be provided to the Town for their records.

4. Award

MJ will provide an award recommendation package to the Town and NYSDEC for review. Once the Town passes the resolution to award the contract, MJ will send a notice of award and agreement to the selected low bidder.

5. Pre-Construction Meeting

Following the award process, MJ will schedule and conduct one (1) preconstruction meeting. All materials will be submitted to meeting attendees within ten (10) business days of the meeting date. MJ will prepare the meeting minutes.

Task 04: Construction Support

Provide design responses to unanticipated or changed field conditions, analyze and participate in proposed design changes, and interpret design plans, as needed. Work under this section will always be in response to a specific assignment from the Town under one of the tasks below:

- Unanticipated and/or varying field conditions or changes in construction procedures, MJ will conduct on-site field reconnaissance and, where required, prepare Field Change Sheets modifying pertinent contract plan sheets.
- Analyze and make recommendations on the implementation of changes proposed by the Town or the construction contractor. This includes the Work Zone Traffic Control Plan.
- Interpret and clarify design concepts, plans and specifications.
- Review and approve shop drawings for construction.
- Review and provide responses to Requests for Information (RFIs) received.

Task 05: Construction Inspection

As the project has the potential to have significant implications to the traveling public, full-time construction inspection services are proposed. MJ will provide the following:



- Conduct on-site meetings with the contractor and prepare and distribute minutes of such meetings.
- Assess work zone traffic control setups (signage, cones, barrels, barrier, etc.) daily or as needed to ensure closures are appropriate and traffic is moving as smoothly as possible. If short term detours are required, signage and traffic conditions along the detour route will be monitored.
- Keep records in accordance with the directions of the NYSDOT Manual of Uniform Recordkeeping (MURK).
- Prepare inspection records utilizing the APPIA program or approved equivalent.
- Perform the inspection services to determine general conformance with the contract documents. The contractor is ultimately responsible for the quality and timeliness of the constructed project.
- Review submissions for general approval for NYSDOT source and material compliance.
- Prepare a letter identifying all punch list items and coordinate the list with the contractor, Town of Halfmoon, Saratoga County DPW, and/or NYSDOT. The punch list will identify observed discrepancies, deficiencies and incomplete items for the contractor to address.
- Use reasonable care and diligence and exercise best efforts to see that such discrepancies, deficiencies and incomplete items are promptly remedied, and will monitor and inspect such work items until they are satisfactorily completed.

ASSUMPTIONS IN THIS PROPOSAL

The following assumptions apply in developing this scope of work.

1. The Town will:
 - a. Provide existing maps, right-of-way boundary record information, or underground utility record plans, if available.
 - b. Prepare and issue a Right-of-Entry Notification Letter to property owners within the approximate survey limits and provide these letters to MJ.
 - c. Review and provide comments on submitted materials within 10 (ten) business days.
 - d. Be designated as the Lead Agency. Project is an unlisted action.
2. Field crew personnel labor effort is subject to current New York State Department of Labor (NYSDOL) Prevailing Wage rates.
3. Task 05 Construction Inspection
 - a) One (1) Full-time Inspector (NICET III) for the duration of the project estimated at 40 hours a week for 12 weeks of construction.
 - b) No overtime or weekend hours are anticipated or included in this proposal.



- c) Contractor's construction schedule will determine the effort needed to inspect the project. Additional hours would be required to complete the project if the contractor's schedule exceeds the estimate.

TASKS NOT INCLUDED IN THIS PROPOSAL

The following tasks are not included. A supplementary proposal can be provided for any of the services listed below, if requested.

1. Lot consolidation, easement or subdivision mapping.
2. An ALTA/NSPS Land Title Survey.
3. A complete boundary survey of all adjoining parcels.
4. ROW acquisition mapping, incidental and acquisition phase services.
5. Setting new and/or marking existing boundary markers.
6. Preparation of easements / right of way descriptions to any private entity, public agency/government or other parties.
7. Construction survey services.
8. Environmental screenings / preliminary investigations / Phase I Environmental Site Assessment or preparation of an environmental impact statement.
9. Geotechnical Investigations for structures or retaining walls.
10. Visual simulations.
11. Threatened and Endangered Species survey.
12. Cultural Resource Survey (Phase 1, 2 or 3).
13. Regulated wetland permitting.
14. Public engagement and public meetings.
15. Construction material testing.
16. Design of a new traffic signal.

SCHEDULE

MJ is prepared to commence the above services within three (3) weeks from the Town of Halfmoon's authorization to proceed. A detailed schedule will be provided after authorization to proceed is received; a general baseline schedule is provided below and is based on the assumed notice date. Data collection will be scheduled and adjusted accordingly based on favorable weather conditions.

Construction is expected to take place in the Spring of 2027 due to the long lead times to obtain



permits. ROW acquisition requirements are unknown at this time and have the potential to impact this schedule, if required.

Task	Description	Schedule
01	Topo Survey and ROW Mapping	Completed 6 weeks after authorization
02	Detailed Design and Contract Documents: 75% Design Bid Documents	Completed 10 weeks after Task 01 Completed 8 weeks after receipt of Town comments
03	Advertise, Bid and Award	TBD (tentative for September 2026)
04	Construction Support	TBD (tentative for April 2027 through June 2027)
05	Construction Inspection	TBD (tentative for April 2027 through June 2027)

FEE

MJ proposes to complete the above-listed services for the following fees.

Task	Description	Fee	Bill Method
Task 01	Topographic Survey and ROW Mapping	\$17,000	Lump Sum
Task 02	Detailed Design and Contract Documents	\$33,000	Lump Sum
Task 03	Advertising, Bid Opening and Award	\$3,500	Lump Sum
Task 04	Construction Support	\$8,000	Lump Sum
Task 05	Construction Inspection*	\$60,000	Not to Exceed
	Total Estimated Fee:	\$121,500	

* One (1) Full-time Inspector at a rate of \$125.00 per hour for 480 Total Hours

MJ will not exceed the listed fees without prior written approval from the Town. MJ will invoice the Town on a monthly basis based on the percentage of work completed. The fee assumes there are no significant changes resulting from decisions, conditions and/or events beyond MJ's control.

SUMMARY

Thank you for the opportunity to provide the Town of Halfmoon with a proposal for this project. If the above scope of work is acceptable, please notify MJ and we will provide you with a formal contract for review and execution. We look forward to continuing working with the Town of Halfmoon on this project. In the event there are any questions concerning our suggested approach and scope of services, please do not hesitate to contact this office at (518) 371-0799 or contact Mark Pyskadlo directly at mpyskadlo@mjteam.com.



Sincerely,

A blue ink handwritten signature, appearing to be 'Michael D. Panichelli', written in a cursive style.

Michael D. Panichelli, P.E.
President

cc: MJ Proposal 2026079 file

DRAFT

Mark Pyskadlo

From: Fenley, Michael (DOT) <Michael.Fenley@dot.ny.gov>
Sent: Monday, March 9, 2026 2:55 PM
To: Mark Pyskadlo
Cc: Lisa Wallin; Brian J. Cooper; dot.sm.R01.permits; Kircher, Kelley L (DOT)
Subject: RE: Woodin Road SB Right Turn Lane at Grooms Road, Signal #107, Saratoga County
Attachments: Concept Plan_Woodin RT Turn Lane_2026 02 23.pdf

Mark,

Thanks for involving us early on. Our initial thoughts are the following:

- 1) The existing southbound Woodin Road right turn is a yield controlled slip ramp (as is northbound). This intersection has Miovision, which would help with detection zones (FYI).
- 2) Do you have recent volumes to indicate the storage length as proposed is long enough during AM/PM Peaks?
- 3) Do you have LOS analyses under existing and proposed conditions for the intersection? Same to consider with the Exit 8A signal (on and off ramp run on one controller). Operational considerations would need to include the Exit 8A signal(s) as the two currently have an interconnect with Grooms and Woodin.
- 4) For the Exit 8A signal, Phases 2 and 6 (Grooms Road Through movement) are on min recall.
- 5) Maintenance of the stamped concrete, pavement, and pavement markings will need to be verified and confirmed by Town and County (not NYSDOT)

Thanks,
Mike

MICHAEL W. FENLEY, P.E.
Regional Traffic Engineer – Capital Region

New York State Department of Transportation
50 Wolf Road, Albany, NY 12232
518-457-5283 (O) | 518-949-5212 (C) | Michael.Fenley@dot.ny.gov

From: Mark Pyskadlo <mpyskadlo@mjteam.com>
Sent: Thursday, February 26, 2026 10:30 AM
To: Reynolds, Dan (DOT) <Dan.Reynolds@dot.ny.gov>; Fenley, Michael (DOT) <Michael.Fenley@dot.ny.gov>
Cc: Lisa Wallin <lwallin@mjteam.com>; Brian J. Cooper <bcooper@mjteam.com>
Subject: Woodin Road SB Right Turn Lane at Grooms Road, Signal #107, Saratoga County

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Dan & Mike:

A few years ago MJ prepared a TAP/CMAQ funding application on behalf of the Town of Halfmoon to improve the delays along Grooms Road at the I-87 Exit 8A and Woodin intersections. The project was not selected for funding.

The Town of Halfmoon recently requested MJ to look into adding a SB right turn lane on Woodin Road at Grooms Road. The Town would be funding the project as a HWP.

We developed the attached conceptual design. I'm requesting some feedback on the concept plan and would like to schedule a Teams call in the near future to discuss.

Additional relevant items:

- Proposed SB RTA would overlap with the existing EB to NB LTA
- Our span analysis of the existing signal shows it is near capacity, so we propose adding a 5-section head with RTA and right turn ONLY sign mounted to the pole in the SW corner.
- Does the signal at I-87 Exit 8A have any phases on recall (need detection repairs)?
- Truck apron on Woodin is proposed as shown to deter passenger vehicles from using, but allowing the SU-40 design vehicle to complete a right turn from SB Woodin to WB Grooms (similar to what was installed at the I-87 Exit 6 off ramps)
- Will require coordination with Saratoga County DPW, as Grooms Road is a county highway (CR 91).

Please take a look and tell me your thoughts. I'll follow up next week if I don't hear from you.

Regards,



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Mark Pyskadlo, PE, PTOE
Traffic Engineering Manager

mpyskadlo@mjteam.com

518.371.0799, ext. 424

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Clifton Park, NY 12065

Mark Pyskadlo

From: Chad Cooke <CCooke@saratogacountyny.gov>
Sent: Monday, March 9, 2026 1:42 PM
To: Mark Pyskadlo
Cc: Lisa Wallin; Brian J. Cooper
Subject: RE: Proposed Southbound right turn lane on Woodin Road at the intersection with Grooms Road (CR 91), MJ Proposal 2026079

Hi Mark-

The County would generally be an interested party only for the proposed improvements. As you noted, NYSDOT owns the signal and given its close proximity to the interchange, they are going to control decisions related to intersection changes as well.

For what it is worth, County DPW would certainly support the project.

Thanks,
Chad



Chad M. Cooke, P.E., M.P.A.
Commissioner
Department of Public Works

Phone: 518.885.2235

Email: ccooke@saratogacountyny.gov

3654 Galway Road
Ballston Spa, NY 12020

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From: Mark Pyskadlo <mpyskadlo@mjteam.com>
Sent: Monday, March 9, 2026 1:28 PM
To: Chad Cooke <CCooke@saratogacountyny.gov>
Cc: Lisa Wallin <llwallin@mjteam.com>; Brian J. Cooper <bcooper@mjteam.com>
Subject: Proposed Southbound right turn lane on Woodin Road at the intersection with Grooms Road (CR 91), MJ Proposal 2026079

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Chad:

A few years ago MJ prepared a TAP/CMAQ funding application on behalf of the Town of Halfmoon to improve the vehicle delays along Grooms Road at the I-87 Exit 8A and Woodin intersections. You provided a letter of support for the project, however NYSDOT did not select it for funding.

The Town of Halfmoon recently requested MJ to look into adding a SB right turn lane on Woodin Road at Grooms Road (CR 91). The Town would be funding the project as a Highway Work Permit.

We developed the attached conceptual design and I'm requesting some feedback on the concept plan. Is this project something the County would support? What would Saratoga County require for approval?

Additional relevant items:

- Proposed SB Right Turn Arrow (RTA) would overlap with the existing EB to NB Left Turn Arrow (LTA)
- Our span analysis of the existing signal shows it is near capacity, so we propose adding a 5-section head with RTA and right turn ONLY sign mounted to the pole in the SW corner.
- Truck apron on Woodin is proposed as shown to deter passenger vehicles from using, but allowing the SU-40 design vehicle to complete a right turn from SB Woodin to WB Grooms (similar to what was installed at the I-87 Exit 6 off ramps)
- Project would require coordination and approval from NYSDOT, as the traffic signal is owned/operated/maintained by NYSDOT.

Please take a look and tell me your thoughts. I'll follow up next week if I don't hear from you.

Sincerely,



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Mark Pyskadlo, PE, PTOE
Traffic Engineering Manager

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