

March 3, 2026

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

Re: Town Fire Districts Map Update
MJ Proposal No. 2026107 for GIS Mapping Services

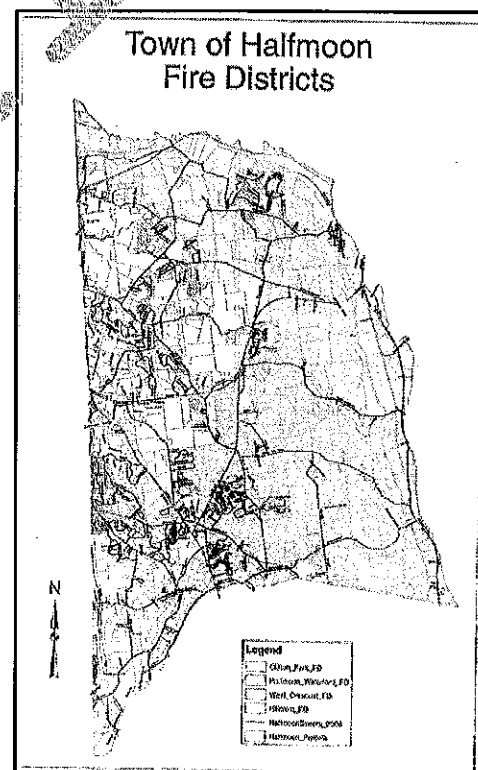
Dear Supervisor Tollisen:

MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) this proposal for GIS mapping services associated with creating an updated Town fire districts map. Based on previous discussions with the Town, MJ's project understanding, and associated Scope of Services are included below.

PROJECT UNDERSTANDING

The Town currently has a fire districts map last updated circa 2010; shown in the image to the right. The map illustrates the boundaries of the four fire districts located within the Town. The Town only has the map graphic and does not have the supporting GIS files.

The Town is seeking to create an updated fire districts map which depicts the current boundaries of the districts which have undergone changes since the previous map was published. The Town also requests the current GIS tax parcels and roads layers be added to the new map.



SCOPE OF SERVICES

Task 01: GIS Mapping

MJ will set up a GIS mapping project in ArcGIS Pro and compile the publicly available reference layers for the map backdrop (tax parcels and road labels). MJ will digitize and create a GIS layer for the fire district boundaries based on what is shown in the Town's existing fire districts map as a starting point.

MJ will provide a draft map to the Town's Planning Department for their and the Fire Districts' review. After all comments are received, MJ will update the fire district boundaries accordingly and produce a final map.

MJ will provide a PDF of the map for the Town's use. MJ will also add the fire district boundaries GIS layer that was created to the Town's ArcGIS Online web map.



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Fishkill, NY
Levittown, NY
Saranac Lake, NY
Picatinny, NJ



SCHEDULE

MJ is prepared to initiate the work identified in this proposal within 2 weeks of Notice to Proceed. MJ will produce a draft map in one week thereafter. After receipt of final comments on the draft map, MJ will produce a final map in one week thereafter.

FEE

MJ proposes to complete Task 01 for a lump sum fee of \$2,000. MJ will invoice the Town in accordance with the contract requirements.

ASSUMPTIONS


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

1. Upon Notice to Proceed, the Town will inform MJ of the preferred size for the finished map sheet (for example 24x36) so that MJ can design the map layout and text sizes accordingly. Creating multiple map layouts of different sizes is not included as part of this scope of work.
2. MJ will utilize a publicly available GIS roads layer maintained by NYS ITS for this mapping effort. MJ will cross reference this layer with as-builts of recently dedicated Town roads to check that it includes new development. MJ will not perform any field visits as part of this scope of work.
3. When the mapping is completed, MJ will provide the Town with a PDF of the final map sheet and add the newly created fire districts GIS layer to the Town's ArcGIS Online web map. No other deliverables will be provided as part of this scope of work.

SUMMARY

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 Service Agreement between MJ and the Town. Please do not hesitate to contact Michael Pianka at 518-371-0799 or via email at mpianka@mjteam.com if you have questions or require additional information.

Sincerely,


Michael D. Panichelli, P.E.
President

Cc:

M. Pianka
File



AUTHORIZATION TO PROCEED

In accordance with the Consultant Master Services Agreement dated January 1, 2026, between MJ and the Town of Halfmoon, I hereby authorize MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to proceed with the scope of services as described above.

Supervisor Kevin Tollisen
Town of Halfmoon

Date

DRAFT