



July 26, 2024 (REVISION 2)

Mr. Paul Malello
Supervisor of Buildings & Grounds
Town of Halfmoon
2 Halfmoon Town Plaza
Halfmoon, New York 12065

RE: Parks Garage Addition Feasibility Study
Town of Halfmoon, New York
Proposal for Architectural and Engineering Services

Dear Mr. Malello:

M.J. Engineering and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) with this proposal for architectural and engineering services related to the Town Parks Garage Addition feasibility study. MJ's project understanding and associated Scope of Services are included below.

BACKGROUND

The existing single-story Town Parks Department building is currently located at 162 NY-236 in the Town of Halfmoon. The Town currently has a need for additional garage space to house their Parks Department vehicles and is interested in exploring alternatives to expand the building. Subsequently, the Town is interested in contracting with MJ to perform a feasibility study and provide an option for an addition to the current Parks Department building in an effort to increase enclosed parking capacity for the department.

The project would include an addition on the northeast side of the existing building with four (4) vehicle bays. The concept design will include automatic garage doors, natural gas or electric heating, interior lighting and outlets, as well as a dry storage area and storage shelving.

MJ offers the following Scope of Services:

SCOPE OF SERVICES

- 1) Attend a kickoff meeting to review scope, schedule, and deliverables.
- 2) Review available information including as-built drawings of the existing Parks Department building, record utility and topographic site mapping and previous engineering reports, if available.
- 3) Conduct one (1) meeting to verify the programming needs for the additional garage space.
- 4) Conduct one (1) site visit to verify the existing building dimensions and existing conditions of the existing Parks Department building components at the interface of the proposed addition with the existing structure.
- 5) Develop a draft preliminary programming floor plan for the Parks Department Garage for the proposed addition.
- 6) Develop a draft preliminary site layout indicating sidewalk, utility relocations, drainage and landscaping modifications to the existing site.



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



- 7) Conduct one (1) meeting with the Town to review the draft preliminary programming floor plan and site layout.
- 8) Provide the final preliminary programming floor plan and site layout based on the Town's comments.
- 9) Develop a budgetary construction cost estimate for the project.

ASSUMPTIONS AND TASKS NOT INCLUDED IN THIS PROPOSAL

This proposal has been prepared assuming the following:

- Access to the existing Parks Department building and project site will be provided by the Town.
- Topographic and utility survey services are not included.
- Hazardous material testing is not included.
- Geotechnical testing and engineering services are not included.
- Preliminary mechanical, electrical and plumbing design is not included.
- Architectural and structural design of the preliminary floor plan options are not included.
- Civil/site design of the site layout options are not included.
- Design of structural repairs to the existing Parks Department building, if required, is not included.

SCHEDULE

MJ will provide the draft preliminary program and site layout drawings to the Town within eight (8) weeks of receipt of written authorization to proceed and provide the final program and site layout drawings within two (2) weeks of receipt of comments on preliminary program and site layout drawings.

FEE

MJ will complete the above scope of services for an Hourly Not-to-Exceed Fee = \$12,500.00. MJ will invoice the Town monthly based on our current hourly rate schedule.

The estimated 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 present this proposal. We look forward to the opportunity to work with the Town of Halfmoon. Should you have any questions regarding this proposal please contact us at 518.371.0799.

Sincerely,

Michael D. Panichelli, P.E.
President

Cc. File
 Chris Dooley - MJ

AUTHORIZATION TO PROCEED

I hereby authorize M.J. Engineering and Land Surveying, P.C. to proceed with the scope of services as described above, and in accordance with the Town Designated Engineer Master Services Agreement between MJ and the Town of Halfmoon.

Printed Name

Title

Signature Date