



July 26, 2024 (REVISION 2)

Mr. Paul Maiello 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. Maiello:

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.

518.371.0799

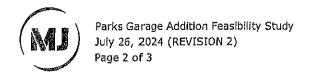
mjteam.com

mj@mjteam.com









- 7) Conduct one (1) meeting with the Town to review the draft preliminary programming floor plan and site layout.
- 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.

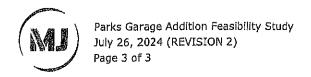
### SCHEDULE

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 = \$12,500,007 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

	the Town of Halfmoon. is at 518.371.0799.	Should you hav	ve any questi	ons regarding th	nis proposal please
Sincerely	!			A Company of the Comp	
			<u></u>	Control of the property of the	
Michael D President	). Panichelli, P.E.		100 (100 (100 (100 (100 (100 (100 (100	And the control of th	
Cc.	File Chris Dooley – MJ	Tipe:	The statement of the st	TABLE OF THE STATE	The state of the s
AUTHOR	IZATION TO PROCEED	<u> </u>	Supremental.  Supremental.  Supremental.  Supremental.	And the state of t	Topic of the control
		Control Control (Primary Control  Control Control (Control Control  Control (Control Control Control  Control (Control Control Control  Control (Control Control  Control (Control Control  Control (Control  Control (Control  Control (Control  Control  Cont	90 maga		
as descril	outhorize M.J. Engineering oed above, and in accor of between MJ and the To	dance with the	Town_Design	proceed with the gnated Enginee	e scope of services r Master Services
		The state of the s		The state of the s	
Printed Na	Ime	TOTAL STATE OF THE PROPERTY OF	Control of the Contro	Title	
Signature	Date  The second	The state of the s	Acceptance of the control of the con		