



August 28, 2024

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

Re: Town Hall Complex Sewer Modifications
MJ Proposal No. 2024355 for Engineering Services

Dear Supervisor Tollisen:

M.J. Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) this proposal for engineering services associated with modifications to the existing sanitary sewer systems at the Town Hall Complex. Based on previous discussions with the Town, MJ's project understanding, and associated Scope of Services are included below.

PROJECT UNDERSTANDING

The Town Hall Complex is located at 2 Halfmoon Town Hall Plaza, east of the intersection with NYS Route 236 and Harris Road, and north of Lower Newtown Road. The complex consists of Tax Parcel ID Nos. 279.-3-5, 279.-3-6, 279.-3-7, and 279.-3-28.2. There are multiple buildings on the complex, including the Town Hall, Justice Building, Senior Center, Historical Society, Rec Pavilion, and new Senior Rec Pavilion. Aside from the Town Hall, wastewater from the remaining buildings is treated by on-site septic systems. The Town Hall is currently connected to the existing forcemain owned and operated by the Saratoga County Sewer District No. 1 (SCSD) on the west side of NYS Route 236.



The Town has expressed interest in connecting the remaining buildings on the Town Complex to the SCSD system. The existing septic systems would be abandoned following connection to the SCSD system. To facilitate connection of the remaining buildings to the SCSD system, detailed construction documents will be required for layout of the new sanitary sewer infrastructure from the existing buildings to the SCSD connection.



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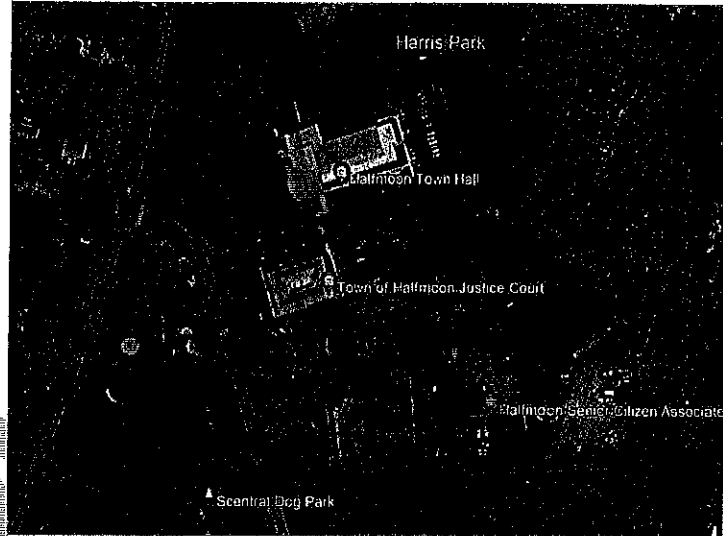


SCOPE OF SERVICES

Task 01: Survey and Mapping

MJ will obtain topographical survey data in support of the project which will include the following:

- Collect topographic survey data through conventional survey over the entirety of the project site (approximately 15 acres – see project limits in figure). Sufficient data will be collected to prepare mapping with 1-foot contours.
- Establish control points throughout the project corridor to act as tie points for the photogrammetric survey, and elevation verification of the 2014 aerial LIDAR per Code of Practice for Land Surveys, NYSAPLS July 18, 1997, and ASPRS Map Accuracy standards. Horizontal datum will be NAD 83 and vertical datum will be NAVD 88.
- Place a utility one call to identify utility owners in the area and request existing record plans and mark outs. Review any existing utility records in possession of the Town.
- Road rights-of-way, property boundaries, existing easements, and zoning setbacks will be shown on the mapping, as defined by tax maps and/or record maps provided by the Town and correlated to any property monumentation recovered during a field survey, and/or surveyed features that correspond to record mapping. MJ will not be completing a formal boundary survey of the project work areas.
- Locate all physical features within the project corridor including, but not limited to curbing, sidewalks, utility poles, culverts, manholes, streetlights, curb cuts, driveways and catch basins. Sanitary and storm structures will depict the elevations of the rims along with inverts and the size and directions of pipes. Underground utilities will be determined from observed surface evidence, record drawings obtained from the Town, and any mark out provided by contacting Dig Safe (Level C).
- Existing electric, gas, and telephone conduits and structures will be shown on the mapping based on record information.
- Compile a base plan in AutoCAD Civil 3D 2022 format with 1' contours at a scale of 1" = 30' utilizing the data collected in the field and correlating utility records. Plan will also include publicly available datasets such as, aerial imagery, and tax parcels.





Task 02: Design Phase Services

A. Preliminary Design

- Conduct a site walkthrough with the Town to review the project area and identify site features, conditions, and/or constraints that will affect the performance of the work to be completed, and as needed to develop design plans for bidding purposes.
- Collect and review available existing information for the septic systems on the Town Hall Complex, including available record mapping.
- Review the results of the topographical survey to identify critical features and/or constraints that may affect the design of the project.
- Calculate the estimated flows for the Justice Building, Senior Center, Historical Society, Rec Pavilion, and new Senior Rec Pavilion based on water meter readings and/or fixture counts.
- Review capacity of the existing sewer pump station and force main currently serving the Town Hall to determine if there is available capacity for additional building connections. Shop drawings and design documents from the Town Hall project will be reviewed (if available).
- Review existing electrical infrastructure throughout the Town Hall Complex and determine where the most appropriate location would be to connect a new sewer pump station.
- Prepare preliminary design drawings (30%) for review and approval by the Town. The drawing set will include preliminary plan sheets for the proposed sewer improvements and miscellaneous sewer and civil details, as applicable.
- Develop an opinion of probable cost for the proposed sewer improvements.

B. Final Design

Following Town approval of the preliminary design drawings, MJ will prepare final bid and contract documents, including construction drawings, contract front-end documents, Division 1 specifications, and technical specifications. The bid and contract documents will include information required for the contractors to bid, procure, install, and properly test equipment and components of the project. Design documents will conform to applicable State, County, and Local laws and codes for construction and bidding. It is assumed the work will be bid under two (2) contracts: General Construction and Electrical for the sewer improvements. The anticipated plan set will include:

- Title Sheet
- General Notes, Legend and Index
- Existing Conditions and Removals Plans
- Sewer Main Plans and Profiles
- Sewer Pump Station Plans, Sections and Details



- Miscellaneous Sewer and Construction Details
- Electrical Site Plan and Details

MJ will also prepare a revised opinion of probable construction cost for the sewer improvements based on the final documents prior to project bidding to ensure conformance with the project budget.

Task 03: Regulatory Agency Coordination

A. Permits and Approvals

Based on a preliminary review of the project area and proposed scope of work, it is anticipated that the following permits and approvals will be required.

- **Saratoga County Sewer District (SCSD)** - MJ will assist the Town in obtaining a sewer lateral permit for connection of the new sewer line to SCSD's existing force main to convey sanitary sewer from the Justice Building, Senior Center, Historical Society, and the two (2) pavilions. It is assumed that the existing sewer line and pump station for the Town Hall does not have capacity and cannot be reused.
- **New York State Department of Transportation (NYSDOT)** - MJ will assist the Town in obtaining NYSDOT approval of the project, specifically the sewer main connection to the SCSD forcemain in the State right-of-way along NYS 236. The final contract documents will be submitted to the NYSDOT for review and approval prior to soliciting bids for construction. Comments provided by the NYSDOT will then be incorporated into the final contract documents.

Task 04: Bid Phase Services

- Provide complete contract documents to the Town in digital (PDF) format.
- Assist the Town with the bid process by preparing instructions to bidders and bid advertisement to be published using BidNet Direct, in accordance with General Municipal Law.
- Notify potential bidders of advertisement publication and provide electronic contract documents (plans and specifications) to prospective bidders and contractor clearinghouses.
- Respond to prospective bidder's questions and prepare addenda to the contract documents, as required, to clarify bidder questions.
- Tabulate and evaluate the bids, review professional and financial references of low bidders and prepare a recommendation letter to the Town for contract award.

Task 05: Contract Administration Services

- Prepare and issue Notice of Award to the awarded Contractor. Compile and review the contractual submittals, including bonds, insurance, and agreement and forward to the Town for execution.



- Coordinate, schedule, and attend a pre-construction conference, and prepare and distribute meeting minutes to attending parties.
- Review and process construction shop drawings and specifications submitted by Contractor for compliance with the design concept.
- Respond to construction-related questions raised by the Contractor.
- Progress minor design revisions, as required, to adjust the proposed construction to site-specific conditions. Major design changes, due to unforeseen conditions, are not included.
- Review and certify the Contractor's monthly and final payment applications. Payment applications will be prepared and submitted to the Town as needed.
- Conduct up to two (2) progress meetings at the site to assure schedule conformance. Prepare and distribute meeting minutes as needed.
- Receive, review, and prepare change orders as required. Provide the Town with recommendations on the validity of the change orders.
- Conduct a final on-site project review, issue punch list, Notice of Substantial Completion, and Notice of Final Completion for the contract.
- Compile equipment operation and maintenance manuals, start-up reports, warranty information, shop drawings and record plans as provided and developed by the Contractor, into a single final document package for delivery to the Town.

Task 06: Construction Observation Services

MJ will provide up to 120 hours of construction observation during critical phases of construction by a NICET Level III inspector. Critical phases will include, but may not be limited to, sewer main installation, connections to the existing sewer system, and testing and disinfection. It is noted that the level of construction observation may vary and will be dependent upon the contractor's specific work schedule. MJ will provide construction observation on an hourly rate basis such that only the hours spent will be billed, which may result in cost savings to the Town depending on the contractor's schedule.

As part of our construction observation services, MJ will perform the following tasks:

- Verify that the construction work observed is in conformance with the Contract documents.
- Perform a detailed inspection of materials and items of work required by the Contract documents to support the Contractor's payment request.
- Coordinate the Contractor's construction activities with the Town.
- Inform the Town, in writing, of operations and procedures that may lead to a delay in the construction.
- Maintain a construction observation log describing progress, problems encountered and other pertinent information relative to the project. Any meetings conducted will also be documented.



- Inspect manufactured and shop-fabricated materials to ensure conformance with approved shop drawings.
- Supervise any on-site testing and maintain a log and file of tests and related reports.
- Maintain a set of record documents based upon redline mark-ups provided by the Contractor.

SCHEDULE

MJ is prepared to initiate the work identified in this proposal within 2 weeks of Notice to Proceed. MJ will perform the outlined tasks as follows:

Task 01: Survey and Mapping	September - October 2024
Task 02: Design Phase Services	November - December 2024
Task 03: Regulatory Agency Coordination	January 2025
Task 04: Bid Phase Services	February 2025
Task 05: Contract Administration Services	TBD
Task 06: Construction Observation Services	TBD

Projected start and end dates are subject to change and are based on date from authorization to proceed. As certain aspects of the project are outside of MJ's control (e.g., review agency schedules, actions, and approvals), MJ cannot guarantee completion of the project within these proposed schedules.

FEE

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

Task 01: Survey and Mapping	\$16,000
Task 02: Design Phase Services	\$30,900
Task 03: Regulatory Agency Coordination	\$2,100
Task 04: Bid Phase Services	\$2,000
Task 05: Contract Administration Services	\$11,600
Task 06: Construction Observation Services	\$16,200
Total Estimated Fee: \$78,800	

**The fee for construction observation services assumes 120 hours (based on a 3-week construction duration) at \$135/hour. To be billed as hourly not-to-exceed.*

MJ will invoice the Town in accordance with the contract requirements. The fee assumes there are no significant changes resulting from decisions, conditions and/or events beyond MJ's control.



ASSUMPTIONS

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

1. Town will provide access to the project site and associated buildings within the Town Hall Complex.
2. Project requires current NYS Prevailing Wage Rates for survey field crew.
3. Existing utility and record mapping will be made available to MJ by the Town.
4. Right-of-way survey is not required. Property lines to be established via tax maps provided by the Town. Property boundaries shown on the survey will be approximate, and for orientation purposes only based on tax maps and evidence of possession located in the field. The survey will indicate tax map section, block and lot numbers and will note current owners and street addresses.
5. Contact will be made with UDig NY prior to performing the ground survey. Note utility identification by UDig NY is limited to publicly owned lands only.
6. The Contractor will be required, as part of the construction contract, to prepare record drawings for submission to the Town. Preparation of additional record drawings is not included.
7. Payment of any fees, including applications, permits and other reviewing authority will be paid for by the Town.
8. No warranty, or guarantee, is expressed, or implied concerning the granting of permits or approvals required, or timelines for review and action, by regulatory agencies.

TASKS NOT INCLUDED IN THIS PROPOSAL

The following efforts are excluded from this scope of services:

1. Underground utility locating.
2. Geotechnical investigation.
3. Cultural / archeological investigations.
4. Habitat assessments, wetlands delineation and permitting.
5. Threatened / endangered species investigations.
6. Preparation of temporary and/or permanent construction easements.
7. Materials testing and special inspections.
8. Construction survey stakeout and field survey verification.
9. Preparation of a Storm Water Pollution Prevention Plan (SWPPP).



SUMMARY

Thank you for the opportunity to provide a proposal for this project. We look forward to the opportunity to work with the Town on this project. Please do not hesitate to contact Carrie Dooley at 518-371-0799 or via email at carriedooley@mteam.com. If you have questions or require additional information.

Sincerely,

Michael D. Panichelli, P.E.
President

Cc: Ca. Dooley
File

AUTHORIZATION TO PROCEED

I hereby authorize M.J. Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to proceed with the scope of services as described in this proposal.

Printed Name

Title

Signature

Date