



July 26, 2024 (REVISION 2)

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

RE: Town Municipal Parking Garage 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 Municipal Parking Garage feasibility study. MJ's project understanding and associated Scope of Services are included below.

BACKGROUND

Currently, the Town parks fourteen (14) municipally owned vehicles outdoors along the east side of the Town Hall parking lot. Subsequently, the Town is interested in contracting with MJ to perform a feasibility study for a Municipal Parking Garage and adjacent parking lot in an effort to increase the parking capacity and provide an enclosed space to house some of the Town vehicles.

The project would include the Municipal Parking Garage and a single row of twenty (20) employee parking stalls and a garage structure with fourteen (14) 12-foot-wide garage bays, powered garage doors, interior lights and outlets, natural gas or electric heating, and appropriate site lighting for the parking lot. This concept will be developed to provide additional parking facilities for the Town staff as well as protecting some of the Town vehicles from the weather.

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 previous conceptual drawings of the proposed garage, record utility and topographic site mapping and previous engineering reports, if available.
- 3) Conduct one (1) meeting to verify the program spaces with the Town staff.
- 4) Conduct one (1) site visit to verify the existing site dimensions and conditions.
- 5) Develop a draft preliminary programming floor plan for the Municipal Parking Garage including the proposed parking lot with a single row of parking.
- 6) Develop a draft preliminary site layout indicating roadway, parking lot area, utility, drainage and landscaping modifications to the existing site.



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Fishkill, NY
Levittown, NJ
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 project site will be provided by the Town.
- Topographic and utility survey services are not included. The preliminary site design will be based on existing site and record utility mapping.
- 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 parking lot, if required, is not included.

SCHEDULE

MJ will provide the draft preliminary program and site layout drawing to the Town within eight (8) weeks of receipt of written authorization to proceed and provide the final program and site layout drawing 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 = \$15,000.00. 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

DRAFT