



**SENT VIA E-MAIL**

June 25, 2024

Kevin J. Tollisen, Town Supervisor  
Town of Halfmoon  
2 Halfmoon Town Plaza  
Halfmoon, NY 12065

Re: Glen Meadows HOA Trail Improvements Project  
Supplement #1 for Professional Engineering Services

File: 1722.008.001

Dear Supervisor Tollisen,

Barton & Loguidice (B&L) is pleased to provide this supplement #1 for engineering services for improvements to the Glen Meadows HOA Trail. Initially, we completed a site visit with the Town and a trail assessment report. The report was submitted to the Town in early April 2024. Per our meeting with the Town after we submitted the report, the Town now wishes for a contractor to complete the needed improvements and we will provide some limited construction phase services.

The existing trail is open to the public, but located on lands owned by the Swatling Falls HOA, Glen Meadows HOA, and the Town of Halfmoon. Based on the preliminary condition assessment, much of the trail is in reasonably good condition and is safe for pedestrians and bicyclists. Two areas of the trail, however, present pavement failures that result in dangerous conditions for trail users. These are the areas to be improved.

**Scope of Services**

The following Scope of Services is based on our current understanding of the project

**Construction & Bid Review Services (\$3,800)**

In general, B&L will aid the Town with the overall administration and oversight of the improvements.

1. Upon receipt of the quotes by the Town, B&L will review proposal and provide a recommendation to the Town.
2. Attend and lead an on-site construction kick-off meeting with the Town and Contractor. B&L will take meeting minutes and distribute them to all project participants. We assume that there will be one (1) meeting throughout the project duration.
3. Provide part-time on-site construction representation. On-site representative will prepare a report for each day in which observation of the work in progress is conducted. Further, B&L will advise the Town if the observed work product is found to be deficient or incorrect. B&L includes

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a total of sixteen (16) observation hours for this service. The construction representation proposed herein is not full-time inspection of the Contractor's work and is not intended to be an exhaustive inspection of every detail of the work progressed by the Contractor.

#### **Fee Estimate**

B&L proposes to provide the services described herein for a lump sum fee not to exceed \$ 3,800 without prior approval from the Town of Halfmoon. B&L proposes to invoice the Town of Halfmoon monthly on a percentage complete basis for work completed on the project. If additional services are required beyond those described above, B&L will provide the Town of Halfmoon with a supplemental agreement for review and approval prior to commencing the additional services.

We appreciate the opportunity to offer this supplement to assist you with this important project. If this supplement is acceptable, please sign the authorization below and return a copy to our office.

If you have any questions or wish to discuss any portion of this proposal, please contact me or Chris Bertram, who will serve as the primary point of contact and Project Manager, at (518) 728-0975 or [cbertram@bartonandloguidice.com](mailto:cbertram@bartonandloguidice.com).

Sincerely,

**BARTON & LOGUIDICE, D.P.C.**

A handwritten signature in black ink, appearing to read 'Donald H. Fletcher'.

Donald H. Fletcher  
Executive Vice President

CMB/tms

#### **Authorization**

Barton & Loguidice, D.P.C., is hereby authorized by the Town of Halfmoon ("Owner") to proceed with the services described herein in accordance with the original agreement Terms and Conditions.

\_\_\_\_\_  
Kevin J. Tollisen, Town Supervisor  
Town of Halfmoon

\_\_\_\_\_  
Date