

SENT VIA EMAIL ONLY



March 31, 2026

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

ktollisen@townofhalfmoon.org

Re: Comprehensive Plan Implementation Support
MJ Proposal No. 2026093 for Planning and Engineering Services

Dear Supervisor Tollisen:

MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) with this proposal for planning and engineering services associated with the Comprehensive Plan implementation. MJ's project understanding and associated Scope of Services are included below.

PROJECT UNDERSTANDING

The Town of Halfmoon unanimously adopted its Comprehensive Plan on March 5, 2025, following a public engagement process conducted with support from the Comprehensive Plan Update Committee. The adopted plan outlines a series of action items and recommendations designed to help the Town realize its community vision.

In a proactive effort, the Town Board is establishing a Comprehensive Plan Implementation Committee to advance priority recommendations. To support this work, the Town is seeking professional planning services to assist the Committee with implementation.

Based upon the above understanding, MJ offers the following Scope of Services for your consideration.

SCOPE OF SERVICES

Task 01: Project Coordination & Committee Meetings

Monthly Technical Team Coordination: MJ will facilitate monthly Technical Team coordination meetings (in-person or virtual). The Technical Team would likely include Town planning staff, the Committee Chair as well as the Town Attorney and would guide the process and administrative items.

Comprehensive Plan Implementation Committee Meetings: MJ will facilitate bi-monthly in-person Committee meetings. MJ would be responsible for the preparation of agendas and meeting summaries and materials needed to achieve the agenda items.

Deliverables: Up to twelve (12) Technical Team meetings; up to six (6) Committee meetings; meeting summaries and agendas

Task 02: Implementation Assistance

MJ will assist the Committee and Town in identifying priorities for implementation over the next year.



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Clifton Park, NY 12065



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Fishkill, NY
Saranac Lake, NY
Levittown, NY
Picatinny, NJ



The priorities will be documented in a table format for tracking purposes and to easily update the Town Board and public on progress.

Once priorities have been identified by the Committee and confirmed by the Town, MJ will work with the Committee and Town to initiate implementation of the priorities and provide technical support for that implementation.

Deliverables: Implementation priorities table; assistance with implementation of priorities.

ASSUMPTIONS

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

1. The Town will secure meeting space for the Committee meetings and any public meetings that may be necessary.
2. SEQRA assistance is not included (i.e., preparation of EAF, resolutions, coordinated review, etc).
3. MJ will notify the Town when 85% of the fee listed below is expended and provide an update on remaining tasks and estimated budget to complete each task.

SCHEDULE

This technical support is anticipated to be for a duration of one year from notice to proceed.

FEE

MJ proposes completing the above-listed services for an **Hourly Not-to-Exceed fee of \$45,000**. MJ will invoice the Town on a monthly basis based upon the number of hours completed in that period. The 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 provide a proposal for this project. If the above scope of work is acceptable, please execute and return the Authorization to Proceed below in accordance with the Master Service Agreement between MJ and the Town. Please do not hesitate to contact Jaclyn Hakes at 518-371-0799 or via email at jhakes@mjteam.com if you have questions or require additional information.

Sincerely,

Michael D. Panichelli, P.E.
President

Cc: Ca. Dooley
File



AUTHORIZATION TO PROCEED

In accordance with the Consultant Master Services Agreement dated January 1, 2026, between MJ and the Town of Halfmoon, I hereby authorize MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to proceed with the scope of services as described above.

Supervisor Kevin Tollisen
Town of Halfmoon

Date

DRAFT