



December 23, 2025

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

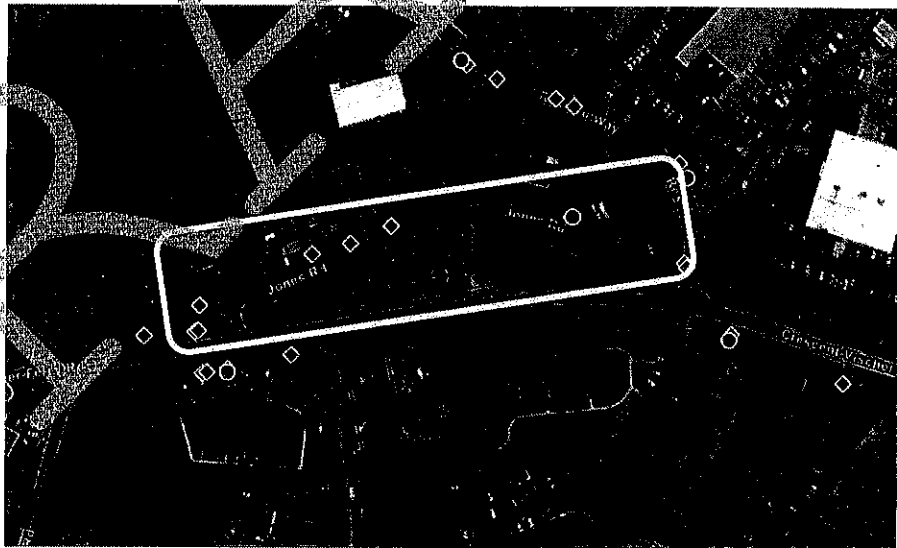
Re: Crescent Vischer Ferry Road Water Main Replacement
MJ Project No. 964.140
Supplemental Proposal for Engineering Services

Dear Supervisor Tollisen:

M.J. Engineering and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) with this proposal for engineering services associated with the replacement of the existing water main on Jones Road as part of the current Crescent Vischer Ferry Road Water Main Replacement Project. Based on previous discussions with the Town and MJ's project understanding, the associated Scope of Services are included below.

PROJECT UNDERSTANDING

The Town's water distribution currently serves multiple residential parcels in the project area. The Town's water distribution system on Jones Road was constructed over 40 years ago. The water main, hydrants, and valves are aging and the water main has experienced periodic breaks, resulting in disruption of water service to the area residences. To improve the reliability of water supply and increase longevity of the Town's infrastructure, the existing water main is to be replaced.



The water system infrastructure in the project area consists of 8-inch diameter ductile iron pipe located on the south side of Jones Road with a crossing of Crescent Vischer Ferry Road (Saratoga County Route 92) at the western end of Jones Road to the existing 12-inch water main on Crescent Vischer Ferry Road. The project boundary is shown in the adjacent figure.

The proposed project includes installation of approximately 1,000 linear feet of 12-inch DR11 high-density polyethylene (HDPE) water main, two (2) hydrants, six (6) valves. A total of six (6) water services will be disconnected from the existing water main and reconnected to the new HDPE water main. Existing hydrants and valve assemblies will be removed. The proposed water main will be



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installed via horizontal directional drilling. The new water main will connect to an existing 12-inch ductile iron pipe (DIP) water main at the Jones Road/ Crescent Vischer Ferry Road Intersection and a tee connection at this intersection will be made to connect an existing 8-inch DIP on Jones Road.

SCOPE OF SERVICES

Task 1: Field Investigation

A. 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. Sufficient data will be collected to prepare mapping with 1-foot contours.
- Establish control points throughout the project corridor. 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 (Quality 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 2024 format with 1' contours at a scale of 1" = 30' utilizing the data collected in the field and correlating utility records.

Task 2: 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 water system, including available record mapping and Town GIS mapping.
- Review the results of the topographical survey and mobile mapping to identify critical



features and/or constraints that may affect the design of the project.

- Prepare preliminary design drawings for review and approval by the Town.
- Update the preliminary engineering report to be prepared for the Crescent Vischer Ferry Water Main Replacement project with design information for the Jones Road area. The preliminary engineering report will be submitted to the Town and involved regulatory agencies for review and comment.

B. Final Design

Following Town approval of the preliminary design drawings for the Jones Road area, MJ will prepare final bid construction drawings. The bid documents will include information required for 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 one (1) General Construction Contract for the water main improvements as part of the Crescent Vischer Ferry Water Main Replacement project. The anticipated drawings for the Jones Road area will include.

- Existing Conditions and Removals Plan
- Water Main Plan and Profiles

MJ will also update the opinion of probable construction cost for the water main improvements based on the final documents prior to project bidding to ensure conformance with the project budget.

Task 3: Regulatory Agency Coordination

Included in Original Contract

Task 4: Bid Phase Services

Included in Original Contract

Task 5: Contract Administration Services

- 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.
- Process 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) additional bi-weekly progress meetings at the Jones Road 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, and Notice of Substantial Completion for the Jones Road section. Notice of Final Completion will be issued for the overall contract inclusive of the work on both Crescent Vischer Ferry Road and Jones Road.
- 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 6: Construction Observation Services

MJ will provide up to 160 additional hours of construction observation during critical phases of construction by a NICET Level III inspector in the Saratoga County and Town right-of-way. Critical phases will include, but may not be limited to water main and valve connections to the existing water distribution system and system 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:

- Full-time inspection with the Saratoga County right-of-way to fulfill the County's highway work permit requirements.
- 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 will perform the outlined tasks in conjunction with the schedule developed for the Crescent Vischer Ferry Water Main Replacement project.



FEE

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

Task 01: Field Investigation Services	
• Topographic Survey and Mapping	\$4,000
Task 02: Design Phase Services	
• Preliminary Design.....	\$5,800
• Final Design.....	\$9,100
Task 03: Regulatory Agency Coordination	Included in original contract
Task 04: Bid Phase Services	Included in original contract
Task 05: Contract Administration Services	\$12,700
Task 06: Construction Observation Services*	\$21,600
Total Estimated Fee: \$53,200	

**The fee for construction observation services assumes 160 hours (based on a 4-week construction duration). Construction observations services to be billed as hourly not-to-exceed at \$135/hour.*

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. The Town will provide:
 - a. Existing utility and record mapping if available.
 - b. Assistance to obtain access to project site.
 - c. Property lines to be established via tax maps.
 - d. Information regarding private buried and overhead site utilities not managed by public utility sources.
 - e. Payment for any fees, including applications, permits and other reviewing authority.
2. Project requires current NYS Prevailing Wage Rates for survey field personnel.
3. Right-of-way survey is not required. Property lines to be established via tax maps. 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.
4. Contact will be made with UFPO prior to performing the ground survey. Utility identification by UFPO is limited to publicly owned lands only.
5. Geotechnical investigation is not included for the Jones Road section. Soil information obtained from the geotechnical investigation on Crescent Vischer Ferry Road will be used to assess soil conditions for bidding.



6. Habitat assessments and archeological investigations (i.e., Phase 1A/1B/2) are assumed not required. If through correspondence with the NYSDEC and NYS OPRHP that this work is required, MJ can provide these services for an additional fee, under separate authorization.
7. Wetlands delineation and permitting through NYSDEC and the USACE and mitigation design are assumed not required. If through correspondence with the NYSDEC and USACE that this work is required, MJ can provide these services for an additional fee, under separate authorization.
8. Preparation of a Storm Water Pollution Prevention Plan (SWPPP) is not included. It is assumed that the total disturbance will be less than 1 acre.
9. Preparation of front-end contract and Division 01 specifications is included in the original contract.
10. 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.
11. 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. Cultural / archeological investigations.
3. Habitat assessments, wetlands delineation and permitting.
4. Threatened / endangered species investigations.
5. Preparation of temporary and/or permanent construction easements.
6. Materials testing and special inspections.
7. Construction survey stakeout and field survey verification.

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@mjteam.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.

Kevin Tollisen, Supervisor
Town of Halfmoon

Date

DRAFT