



May 9, 2024

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

Re: Church Hill Road Water Main Replacement
MJ Project No. 964.83
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) this proposal for engineering services associated with the construction phase for replacement of the existing watermain on Church Hill Road. Based on previous discussions with the Town, MJ's project understanding, and associated Scope of Services are included below.

PROJECT UNDERSTANDING

- The Town's water distribution system on Church Hill Road was constructed over 40 years ago and has experienced 12 water main breaks since 2009. This section of water main is a major feed to the West Crescent area and the breaks have resulted in numerous water service disruptions for residents.
- To improve the reliability of water supply and increase longevity of the Town's infrastructure, the existing water main is to be replaced.
- The proposed project includes the replacement of approximately 5,300 linear feet of existing water main with 12-inch diameter high-density polyethylene pipe (HDPE), including hydrants, valves, and water services. The proposed water main will also extend across NYS Route 9 and connect to the existing 12-inch water main on Crescent Road. The existing water main on Terminal Road, south of the Church Hill Road/NYS Route 9 intersection will also be replaced based on previous breaks.
- In addition, there is a gap in the existing distribution system on NYS Route 9 between Lansing Lane and Fitzpatrick Lane. To provide an additional loop to convey water to the south end of the Town, approximately 500 linear feet of 12-inch HDPE water main will be installed between the existing hydrants to complete the connection. The proposed water mains in both areas will be installed via horizontal directional drilling.
- MJ has prepared the design package for the proposed water main improvements which received regulatory approval from NYSDOH, NYSDOT, and Saratoga County DPW in March 2024.
- The Town opened bids on May 2, 2024, and has requested MJ to provide the construction phase services associated with this project following bidding and contract award.

The task numbering included herein follows the sequential order from the previously submitted and approved proposal for this project (MJ Proposal No. 2023260).





SCOPE OF SERVICES

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.
- 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 twelve (12) bi-weekly 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 1,400 hours of construction observation by a NICET Level III inspector for work in both the NYSDOT and Saratoga County rights-of-ways. Construction activities to be observed will include, but may not be limited to, water main, valve, water service, and hydrant installation, connections to the existing water distribution 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:

- Full-time inspection within the NYSDOT right-of-way to fulfill the NYSDOH PERM 32 and PERM 36 requirements.



- 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 is prepared to initiate the work identified in this proposal immediately upon Notice to Proceed and completion of the bid phase.

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 05: Contract Administration Services	\$49,600
Task 06: Construction Observation Services	\$189,000*
Total Estimated Fee: \$238,600	

**The fee for construction observation services assumes 1,400 hours at \$135/hour for work in both the NYSDOT and Saratoga County ROW. 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. Payment of any fees, including applications, permits and other reviewing authority will be paid for by the Town.
2. 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. Materials testing and special inspections.
2. 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 and Land Surveying, P.C. to proceed with the scope of services as described in this proposal.

Printed Name

Title

Signature

Date