



May 3, 2024

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

Re: NYS Route 9-236 Intersection Water Main Replacement
MJ Proposal No. 2024074 for Engineering Services

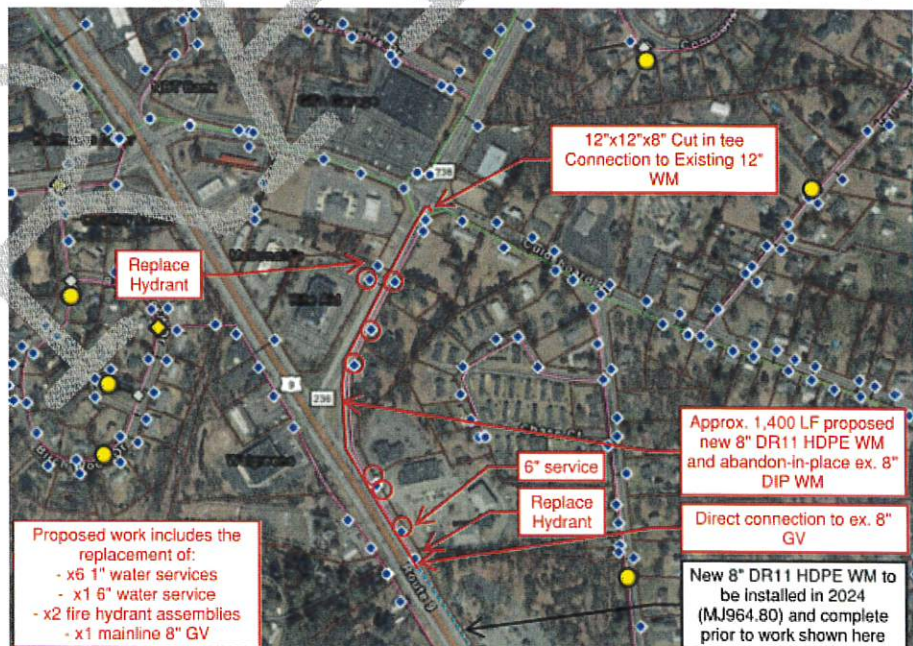
Dear Supervisor Tollisen:

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 replacement of the existing watermain at the NYS Route 9-236 intersection. 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 currently serves multiple commercial parcels in the area of the NYS Route 9, NYS Route 236, Guideboard Road intersection. The water system infrastructure in this area consists of 8-inch diameter ductile iron pipe located on the east side of NYS Route 9 and 236, as shown in the adjacent figure. 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 businesses and nearby residences.

Future road reconstruction is planned for this area, specifically a new roundabout to improve traffic flow. To facilitate the reconstruction activities, the Town is planning to replace the aging infrastructure prior to construction. The new water main will consist of approximately 1,400 linear feet of 8-inch high-density polyethylene water main extending from the intersection of NYS Route 236 and Guideboard Road to a hydrant located adjacent 1741-1743 NYS Route 9.



21 Corporate Drive
Clifton Park, NY 12065



518.371.0799
mj@mjteam.com
mjteam.com



Fishkill, NY
Levittown, NY
Piscataway, NJ
Melbourne, FL



SCOPE OF SERVICES

Task 01: 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 to act as tie points for the photogrammetric survey, and elevation verification of the 2014 aerial LiDAR per Code of Practice for Land Surveys, NYSAPLS July 18, 1997, and ASPRS Map Accuracy standards. 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 (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 2022 format with 1' contours at a scale of 1" = 40' utilizing the data collected in the field and correlating utility records. Plan will also include publicly available datasets such as, aerial imagery, and tax parcels.

Task 02: Design Phase Services

- 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.
- 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 to identify critical features and/or constraints that may affect the design of the project.
- Prepare construction documents, required for the contractor to install, and properly test equipment and components of the project. The construction documents will conform to



applicable State, County, and Local laws, and codes for construction. It is assumed the work will be completed under a contract to the designated contractor in accordance with General Municipal Law Section 103 (16). The anticipated plan set will include:

- Existing Conditions and Removals Plan
 - Water Main Plan and Profile
 - Work Zone Traffic Control Plan
- Prepare an updated opinion of probable construction cost for the water main replacement work based on the final documents to ensure conformance with the project budget.

Task 03: Regulatory Agency Coordination

A. Agency Coordination

- Collect data relative to mapped wetlands and streams, ecological resources, listed threatened and endangered species and cultural resources. Data sources will include, but not be limited to, digital orthoimagery, New York Natural Heritage Program (NYNHP) correspondence for rare species, U.S. Fish and Wildlife Services (USFWS) data and correspondence, New York State Freshwater Wetland and Stream mapping, National Wetland Inventory (NWI) maps, USDA Soil Surveys, and NYS Office of Parks, Recreation and Historic Preservation (NYS OPRHP) data.
- Prepare and submit letters to the NYNHP, USFWS, NYS OPRHP, NYSDEC, and USACOE, as needed, to determine any potential environmental impacts.
- Identify required permits and approvals required for the project based on the responses generated from the agencies contacted and assist the Town in securing the required permits and/or approvals.

B. Permits and Approvals

Based on the results of Task 3-A – Agency Coordination, MJ will prepare the required documentation, including NYS PE-stamped and signed plans, specifications, and required permit application forms to submit to the involved agencies. MJ will incorporate comments provided by the agencies into the contract documents. Based on a preliminary review of the project area and proposed scope of work, it is anticipated that the following permits and approvals will be required.

- **State Environmental Quality Review Act (SEQRA)** – This project appears to be Type II for the purposes of SEQRA pursuant to 617.5(c)(1) - maintenance or repair with no substantial changes to existing structure or 617.5(c)(2) replacement, rehab, or reconstruction in kind on same site. As such, no further action relative to SEQRA is required.
- **New York State Department of Transportation (NYSDOT)** - MJ will assist the Town in obtaining NYSDOT approval of the project, specifically the water main replacement work in the State right-of-way along NYS Route 9 and 236. The final contract documents will be submitted to the NYSDOT for review and approval prior to soliciting bids for construction. Comments provided by the NYSDOT will then be incorporated into the final contract documents.



- **New York State Department of Health (NYSDOH)** – MJ will assist the Town in obtaining NYSDOH approval of the project. The final contract documents and DOH 348 - Application for Approval of Plans for Public Water Supply Improvement will be submitted to the NYSDOH for review and approval. Comments provided by the NYSDOH will then be incorporated into the final contract documents. Upon completion of the project, MJ will complete, stamp/sign, and submit the Engineer's Certification of Public Water Improvement Project Completion (DOH-5025) to the NYSDOH.

Task 04: Contracting and Award Services

- Provide construction documents to the Town in digital (PDF) format.
- Assist the Town in obtaining pricing from the designated contractor based on a previously awarded contract in accordance with General Municipal Law Section 103 (16).
- Prepare a recommendation letter to the Town for the contract award.

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.
- Progress 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) 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 160 hours of construction observation during critical phases of construction by a NICET Level IV inspector in the NYSDOT right-of-way. Critical phases will include, but may not be limited to, water main, valve, 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:

- 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 within 2 weeks of Notice to Proceed. MJ will perform the outlined tasks as follows:

| | |
|---|------------------|
| Task 01: Survey and Mapping..... | March-April 2024 |
| Task 02: Design Phase Services..... | May-June 2024 |
| Task 03: Regulatory Agency Coordination | July 2024* |
| Task 04: Contracting and Award Services | August 2024 |
| Task 05: Contract Administration Services | TBD** |
| Task 06: Construction Observation Services | TBD** |

**Review periods by agencies may vary.*

***Work to be completed following completion of Northern Sites Drive, NYS Route 9 and NYS 236 water main extensions by designated Contractor.*



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 01: Survey and Mapping..... | \$8,700 |
| Task 02: Design Phase Services..... | \$12,100 |
| Task 03: Regulatory Agency Coordination | \$3,100 |
| Task 04: Contracting and Award Services | \$1,600 |
| Task 05: Contract Administration Services | \$11,900 |
| Task 06: Construction Observation Services | \$24,800* |
| Total Estimated Fee: \$62,200 | |

**The fee for construction observation services assumes 160 hours (based on a 4-week construction duration) at \$155/hour (NYSDOT 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. Project requires current NYS Prevailing Wage Rates for survey field crew.
2. Existing utility and record mapping will be made available to MJ by the Town.
3. Right-of-way survey is not required. Property lines to be established via tax maps provided by the Town. 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. Note utility identification by UFPO is limited to publicly owned lands only.
5. Geotechnical investigation is not included due to limited subcontractor availability and schedule. Test pit excavation will be required by the designated contractor as part of the construction contract for assessment of the existing soil conditions relative to horizontal directional drilling.
6. Preparation of a complete bid package for public bidding, including front end contract, is not required.



7. Technical specifications and construction details prepared previously for Contract 2 – Button Road, Lower Newtown Road, and Hayner Road Water Main Extension, and approved by the NYSDOH, will be referenced.
8. 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.
9. Payment of any fees, including applications, permits and other reviewing authority will be paid for by the Town.
10. 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.
8. Preparation of a Storm Water Pollution Prevention Plan (SWPPP).

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,

A blue ink signature of Michael D. Panichelli, consisting of a stylized 'M' and 'P' followed by a horizontal line.

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

DRAFT