



July 1, 2026

Kevin Tollisen, Town Supervisor
Town of Halfmoon
2 Halfmoon Plaza
Halfmoon, New York 12065

Re: Champlain Canalway Trail and Pedestrian Bridge Project
Supplement No. 1 for Professional Engineering Services

File: P710.2474

Dear Supervisor Tollisen,

Barton & Loguidice (B&L) is pleased to present this supplement no. 1 for final design, bidding assistance and construction phase services for the Champlain Canalway Trail and Pedestrian Bridge Project. Following completion of the preliminary design, environmental investigations, and permitting efforts, this phase of the project will advance the improvements toward construction and support the Town's goal of enhancing the historic Champlain Canal trail connection between the Town of Waterford and the City of Mechanicville.

The existing trail has been improved for approximately 1,300 feet north of the Upper Newtown Road intersection but currently terminates at the location of a former towpath bridge that no longer exists. However, the historic stone bridge abutments remain in relatively good condition. The proposed project includes installation of a new prefabricated steel truss pedestrian bridge utilizing the existing abutments, as well as extension of the trail corridor further north. The bridge will also be designed to accommodate anticipated construction loading requirements associated with future maintenance and access needs.

Scope of Services

The following Scope of Services is based on our current understanding of the project and will be performed in accordance with the assumptions and clarifications outlined herein.

Task 1: Final Design Services

1. Construction Drawings:
 - a. Civil Site
 - i. Develop civil/site construction drawings to approximately ninety percent (90%) completion for review and comment by the Town. The drawings will include construction details, pertinent notes, and general construction information anticipated to include the following:

Drawings	Anticipated # Drawings
Title Sheet	1
General Notes/Legend	1
Existing Site Plan/Survey Base Map	1
Typical Sections	1
Site/Grading Plans (1" = 20' Scale)	2
Site/Civil Details	1
Erosion & Sediment Control Notes/Details	2

b. Prefabricated Bridge

- i. Prepare construction drawings for the proposed prefabricated steel truss pedestrian bridge. These drawings will be utilized to solicit bids for bridge fabrication and to support construction of the bridge substructure and installation of the bridge. The bridge drawing set is anticipated to include the following seven (7) sheets:

Drawings	Anticipated # Drawings
Bridge Plan & Elevation	1
Bridge Removals and Excavation	1
Bridge Details & Notes	2
Abutment Details	2
Railing Details	1

- c. Based on comments provided by the Town on the ninety percent (90%) design submission, Barton & Loguidice will incorporate one (1) round of revisions and prepare final construction drawings for bidding and construction purposes.

2. **Contract Documents:** B&L will prepare Contract Documents utilizing B&L's modified Engineers Joint Contract Documents Committee (EJCDC®) construction document format for a single-prime construction contract. The Contract Documents will include bidding and contract forms, bonds, general and supplementary conditions, regulatory requirements, prevailing wage schedules, and technical specifications necessary for public bidding and construction of the proposed site and pedestrian bridge improvements.
3. **Updated Estimate of Probable Construction Cost:**
 - a. B&L will update the preliminary estimate of probable construction cost based on the final design quantities and anticipated construction conditions associated with the proposed improvements.

Task 2: Bidding Assistance

1. **Bidding Assistance:** Assist the Town with public bidding and procurement of the proposed improvements, including:
 - a. Assisting with the Advertisement
 - b. Responses to contractor questions during the bidding phase and prepare an addendum

- c. Prepare a letter of recommendation of award and contractor Notice of Award.

Task 3: Construction Administration Services

B&L will provide Construction Administration Services during the construction phase of the project. These services will include general administration of the construction contract and coordination with the Town, contractor, and regulatory agencies to facilitate the orderly completion of the work. Construction Administration Services will include the following:

1. Preconstruction Meeting: Attend one (1) preconstruction meeting prior to commencement of construction. Prepare and distribute meeting minutes. Prepare conformed copies of the contract for review and execution by the Town and contractor at the preconstruction meeting.
2. Contract Administration: Assist the Town with administration of the construction contract throughout the duration of the project.
3. Clarifications and Interpretations: Issue clarifications and interpretations of the Contract Documents, as necessary, to facilitate construction and resolve questions regarding the intent of the plans and specifications.
4. Requests for Information (RFIs): Review and respond to Contractor Requests for Information (RFIs) related to the Contract Documents.
5. Shop Drawings and Submittals: Review shop drawings, product data, material certifications, working drawings, and other Contractor submittals for general conformance with the design intent of the Contract Documents. This includes review of delegated bridge design calculations and fabrication shop drawings prepared by the selected bridge fabricator.
6. Change Orders: Review Contractor requests for change orders, evaluate associated costs and schedule impacts, and provide recommendations to the Town regarding disposition of proposed changes.
7. Progress Meetings: Attend periodic construction progress meetings with the Town and Contractor. Prepare and distribute meeting minutes. It is assumed that up to two (2) progress meetings are included.
8. Payment Applications: Review Contractor applications for payment and provide recommendations to the Town regarding payment based on the observed progress of the work.
9. Substantial Completion: Participate in a substantial completion inspection, prepare a punch list of outstanding work items, and issue a Notice of Substantial Completion, as appropriate.
10. Final Completion: Conduct a final project walkthrough to verify completion of punch list items, review closeout documentation, and provide a recommendation for final payment.
11. Record Documents: Review record drawings and other project closeout documentation submitted by the Contractor for completeness.



Task 4: Construction Observation Services

B&L will provide periodic, part time Construction Observation Services during construction to observe the progress and quality of the work and to determine, in general, whether construction is proceeding in accordance with the Contract Documents. Construction Observation Services are intended to supplement the Town's oversight of the project and are not intended to provide continuous or exhaustive inspection of the Contractor's work.

Construction Observation Services will include the following:

1. Provide periodic site visits during active construction to observe construction activities and monitor the progress of the work.
2. Observe installation of major project elements, including trail improvements, pedestrian bridge construction, drainage improvements, site restoration, and associated appurtenances.
3. Monitor construction activities occurring within or adjacent to environmentally sensitive areas, including delineated wetlands, streams, and permit-regulated areas, to generally verify compliance with project plans and permit requirements.
4. Document observations during each site visit and provide written field reports identifying construction progress, significant activities, observed deficiencies, and items requiring follow-up.
5. Coordinate observed field issues with the Contractor and Town and communicate items requiring design clarification or corrective action to the Construction Administration team.
6. Observe corrective work, as necessary, to verify that identified deficiencies have been addressed.

It is assumed that 100 hours of construction observation services are included as part of this scope. Additional Construction Observation Services requested by the Town or required due to extended construction duration, additional contractor operations, or unforeseen conditions will be performed on a Time and Expense basis in accordance with B&L's Standard Schedule of Billing Rates.

Assumptions

B&L assumes that grant administration services associated with the Recreational Trails Program (RTP) grant award will continue to be provided under the existing grant writing and administration services agreement between the Town and B&L, as authorized and directed by the Town.

This Scope of Services also assumes that all required environmental permitting associated with the proposed improvements has been substantially completed under previous project phases. Any additional permitting, permit modifications, or agency coordination requested beyond the scope of services described herein shall be considered Additional Services.

It is assumed any required Materials Testing will be performed by a third party and they will have a direct contract with the Town and those services are not included herein.



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Fee Estimate

B&L proposes to provide the services described herein for a lump sum fee not to exceed the amounts summarized below without prior authorization from the Town of Halfmoon.

Task 1	Final Design Services	\$ 27,500 (LS)
Task 2	Bidding Assistance	\$ 6,500 (LS)
Task 3	Construction Administration Services	\$20,000 (LS)
Task 4	Construction Observation Services	\$16,000 (T&E)
Total		\$70,000

B&L will invoice the Town monthly based on the percentage of services completed. Services requested by the Town that are outside the Scope of Services described herein will be considered Additional Services and will be performed only upon authorization by the Town. We reserve the right to transfer fee between the construction administration and construction observation phases as needed.

We appreciate the opportunity to continue assisting the Town of Halfmoon with the Champlain Canalway Trail and Pedestrian Bridge Project. If this supplement is acceptable, please sign the authorization below and return a copy to our office.

Should you have any questions or wish to discuss any aspect of this supplement, please contact me at our local office.

Sincerely,

BARTON & LOGUIDICE, D.P.C.

Donald H. Fletcher
Executive Vice President

Authorization

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

Kevin Tollisen, Supervisor
Town of Halfmoon

Date