

**SENT VIA EMAIL ONLY**

June 5, 2025



Mr. Richard Harris  
Coordinator – Building, Planning and Development  
Town of Halfmoon  
2 Halfmoon Town Plaza  
Halfmoon, New York 12065  
[rharris@townofhalfmoon.org](mailto:rharris@townofhalfmoon.org)

Re: Town of Halfmoon MS4 Technical / Regulatory Support  
MJ Project No. 964.1333  
**Supplemental Proposal for Engineering Services**

Dear Mr. Harris:

MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) this proposal for professional services associated with MS4 technical and regulatory support. MJ's project understanding and associated Scope of Services are included below.

### **PROJECT UNDERSTANDING**

Based upon our meeting held on May 28, 2025 with you and Blue Neils from the Saratoga County Intermunicipal Stormwater Management Coalition (Coalition), MJ understands the following:

- The Town is a regulated traditional land use MS4 with town staff providing much of the technical and regulatory support. The Town is in need of external support to ensure continued compliance with the many facets associated with the 2024 MS4 General Permit, GP-0-24-002.
- The Town has requests MJ to provide the necessary support to further the Town's stormwater infrastructure inventory, mapping, and inspections required under the General Permit.

Based upon the above understanding, MJ offers the following Scope of Services for your consideration. The task numbers below correspond to previously authorized tasks under this assignment.

### **SCOPE OF SERVICES**

#### **Task 03: Stormwater System Inventory, Mapping Update and Inspection**

MJ will conduct a field inventory of applicable MS4 infrastructure as follows:

1. MJ field staff will access identified locations in the Town to field locate infrastructure. ArcGIS Online and connected tablets will be utilized by MJ field personnel for infrastructure locations, identification, inventorying and inspections to efficiently gather structure attributes and photos in the field.
2. All inspections will be provided on the Survey 123 inspection form integrated into the Town's GIS Mapping that will be available for use in the mapping component as well as for inclusion in the SWMP updates.



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Fishkill, NY  
Levittown, NY  
Pocatanny, NJ  
Melbourne, FL



3. The MS4 Infrastructure that will be located, inventoried and/or Inspected along with the necessary data collected will include:

- a) MS4 outfall locations and dimensions
- b) Interconnection locations and dimensions
- c) Stormwater Management Practice (SMPs)
- d) Conveyance system
  - Type (closed pipe or open drainage)
  - Conveyance description for closed pipes (material, shape, dimensions)
  - Conveyance description for open drainage (channel/ditch lining material, shape, dimensions)
  - Direction of flow
  - Culvert crossing location and dimensions
  - Stormwater structure type (drop inlet, catch basin, or manhole) and number of connections to catch basins, and manholes

#### **FEE**

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MJ proposes to complete the above-listed services for an **hourly not to exceed (HNTE) fee of \$40,000**. Hourly rates indicated in the Master Services Agreement between the Town of Halfmoon and MJ will apply to the work efforts described above. The estimated fee assumes approximately 12-weeks of part-time inspections (2-3 days a week). MJ will notify the Town prior to exceeding the Estimated Fees if required to complete the scope of work.

MJ will invoice the Town monthly based on actual time incurred. The fee assumes there are no significant changes resulting from decisions, conditions and/or events beyond MJ's control.

#### **SUMMARY**

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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 Jenny Lippmann at 518-371-0799 or via email at [jlippmann@mjteam.com](mailto:jlippmann@mjteam.com). If you have questions or require additional information

Sincerely,

Michael D. Panichelli, P.E.  
President

Cc: Carrie Dooley  
File



**AUTHORIZATION TO PROCEED**

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In accordance with the 2025 Master Services Agreement 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.

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Printed Name

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Title

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Signature

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Date

DRAFT