

SENT VIA EMAIL ONLY

September 11, 2026

Kevin Tollisen
Town of Halfmoon Supervisor
2 Halfmoon Town Plaza Halfmoon, NY
12065
ktollisen@townofhalfmoon.org



Re: Proposal for Engineering Services
NY Route 146 and Plant Road Traffic Study
Halfmoon, NY 12065 MJ Proposal No.
2026395

Dear Supervisor Tollisen:

MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) with this proposal for professional engineering services associated with planning and engineering assistance for Plant Road and its intersections with NY Route 146.

PROJECT UNDERSTANDING

Based upon our involvement with the project area and per the Town's request for a proposal, MJ understands the following:

- ☐ On Monday, August 17, 2026, a meeting was held at the Town office that included representatives from MJ and the Town of Halfmoon. Discussion at this meeting surrounded the history of the 1-4-6 development with Scott Earl and the concerns of residents attempting to turn left from Plant Road onto NY Route 146. Various concepts were discussed regarding the possible realignment of Plant Road at the two (2) intersections with NY Route 146.

PROJECT OBJECTIVES

Provide a traffic assessment of the existing conditions on Plant Road and at the two (2) intersections with NY Route 146. Develop conceptual plans to address the perceived poor traffic conditions and potential safety concerns.

Based upon the above understanding, MJ offers the following Scope of Services for your consideration.

SCOPE OF SERVICES

Task 01: Data Collection

1. Using subcontractor Tri-State Traffic Data, collect weekday AM & PM peak hour turning movement counts when school is in session at the following intersections:
 - a. NY Route 146 and Plant Road (west).
 - b. NY Route 146 and Plant Road (east).



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- c. The "T" intersection of Plant Road and Plant Road (west) / Plant Road (east).
 - d. NY Route 146 and Manheim Driveway
 - e. NY Route 146 and Freeman Lane
2. Turning movement counts will be collected from 7:30am to 9:30am and 3:30pm to 5:30pm. These time periods were selected based on the peak travel volumes collected on NY Route 146 by NYSDOT in July 2026.

Task 02: Traffic Capacity Analysis

The traffic analysis methodologies specified in the most recent version of the Highway Capacity Manual (HCM) and the macroscopic traffic analysis software Synchro© will be utilized for capacity analyses. The results of the capacity analyses will be presented in tables displaying the level-of-service (LOS) for each lane group on each approach along with the overall intersection LOS side by side for easy comparison. The analysis output files will be included as an appendix in the memo report. The following conditions will be analyzed:

- o Existing Conditions: AM and PM Peak Hours
- o Estimated Time of Completion (ETC): AM and PM Peak Hours
- o Proposed Conditions:
ETC+20 AM and PM Peak Hours

Task 03: Crash Analysis

MJ will retrieve three (3) years' worth of the most recent available crash data from the New York State Department of Transportation's (NYSDOT) Crash Location and Engineering Analysis Repository (CLEAR). Three collision diagrams will be completed (one for each intersection), as will a summary of the various crash types at each intersection.

Task 04: Traffic Signal Warrant Analysis

Using data obtained in Tasks 01 and 03, MJ will perform a Traffic Signal Warrant analysis using the methodology described in Chapter 4C of the Manual on Uniform Traffic Control Devices (MUTCD). Based on the results of our analysis, MJ will provide recommendations for additional traffic control devices (if warranted) at the study locations.

The following MUTCD signal warrants are relevant to this location and will be evaluated:

- Warrant 1: Eight-Hour Vehicular Volume
- Warrant 2: Four-Hour Vehicular Volume
- Warrant 3: Peak Hour
- Warrant 7: Crash Experience

Task 05: Memo Report and Concepts

The outcome of Task 1 through Task 4 will be combined into a Memo Report which will document the following information:

- Purpose of the study



- Discussion of the project location
- Existing conditions
- Issues identified
- Analyses results
- Discussion of recommended improvements
- Presentation of conceptual intersection improvement plans using aerial imagery with right-of-way depicted using tax map accuracy.

The results of the analyses and other supporting documents will be included as appendices within the report. A rough order of magnitude cost estimate will be included for one (1) proposed concept, as chosen by the Town.

Task 06: Meetings

It is anticipated MJ will attend two (2) meetings with the Town of Halfmoon.

- Presentation of draft memo report, concepts, and estimate at Town Hall
- Presentation of final memo report, concepts, and estimate at Town Hall

ASSUMPTIONS

The following assumptions were made in the development of this proposal:

Effort is included for three (3) intersection analyses as identified under Task 1. Data collection will be performed prior to the analysis. If it is requested by the Town of Halfmoon to add any intersections that are not included after the data collection task has been completed, additional data collection will be required, considered extra work, and a supplemental agreement will be prepared for this work.

Turning movement counts will be performed at three (3) intersections as follows:

- One (1) midweek AM peak on a Tuesday, Wednesday, or Thursday
- One (1) midweek PM peak on a Tuesday, Wednesday, or Thursday
- Counts will be performed while school is in session on days of good weather. Good weather is defined as conditions that do not impact driver behavior.
- Weekend counts will not be performed.
- Mid-day counts will not be performed.

The capacity analysis includes two (2) peak hours. If a third hour is requested, this will be considered extra work, and a supplemental agreement will be prepared for this work.

The capacity analysis includes one (1) proposed condition. Analyses of additional proposed conditions and/or future design years will be considered extra work.



The crash analysis is assumed to include no more than 50 crashes.



TASKS NOT INCLUDED IN THIS PROPOSAL

The following technical assumptions apply to this scope of work:

1. Work requested that is not specifically included in the Scope of Work will be considered extra work, including evaluation of intersections in addition to those identified herein.
2. A topographic survey and/or Right-of-Way boundary survey is not included. If requested, a supplemental agreement will be prepared for this work.
3. A roundabout intersection analysis is not included.
4. Public meetings / stakeholder meetings will not be conducted and are not included.

SCHEDULE

MJ is prepared to commence the above services within two (2) weeks upon receipt of the written notice to proceed. Data collection will be completed during the school year consistent with NYSDOT requirements. Data collection will be scheduled and adjusted according to weather conditions. MJ is prepared to have data collected, analyzed, and final report submitted based on the following initial durations:

Task	Anticipated Duration
Proposal Submission	September 11, 2026
Executed Contract (NTP)	TBD 2026
Data Collection	2 weeks
Traffic Capacity, Traffic Signal Warrant, and Crash Analyses	3 weeks
DRAFT Report Submission	3 weeks
Town of Halfmoon Review	2 weeks
FINAL Report Submission	2 weeks
TOTAL	12 weeks

The schedule assumes there are no significant changes or delays resulting from decisions, conditions and/or events beyond MJ's control.



FEE

MJ proposes to complete the above-listed services for the following Lump Sum fees.

Description	Fee
Task 1 – Traffic Data Collection	\$ 4,200
Task 2 – LOS Analysis	\$ 1,700
Task 3 – Crash Analysis	\$ 1,500
Task 4 – Traffic Signal Warrant Analysis	\$ 1,900
Task 5 – Memo Report and Concepts	\$ 5,000
Task 6 – Meetings	\$ 1,000
Total Fee	\$ 15,300

MJ will not exceed the listed fees without prior written approval from the Town. MJ will invoice the Town on a monthly basis based on the percentage of work completed. The fee assumes there are no significant changes resulting from decisions, conditions and/or events beyond MJ's control.

SUMMARY

Thank you for the opportunity to provide the Town of Halfmoon with a proposal for this project. If the above scope of work is acceptable, please provide approval by signing the Authorization to Proceed below. We look forward to continuing working with you on this project. In the event there are any questions concerning our suggested approach and scope of services, please do not hesitate to contact this office at (518) 371-0799 or contact Mark Pyskadlo directly at mpyskadlo@mjteam.com.

Sincerely,

Brian J. Cooper, P.E.
Principal | Sr. Vice President of Transportation Engineering



cc: MJ Proposal 2026395 file

AUTHORIZATION TO PROCEED

In accordance with the current Consultant 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.

Printed Name

Title

Signature

Date