

SENT VIA EMAIL ONLY

August 27, 2026

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

Re: Brookwood Road Water Main Replacement
MJ Project No. 964.139
Supplemental Proposal for Engineering Services



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 engineering services associated with the replacement of the existing water main on Grange Road as part of the current Brookwood Road Water Main Replacement Project. Based on previous discussions with the Town and MJ's project understanding, the associated Scope of Services are included below.

PROJECT UNDERSTANDING

Based upon previous discussions with the Town, MJ understands the following:

- The existing water main on Grange Road is deteriorating and in need of replacement.
- The Town approved a change order on 8/19/26 to Bellamy Construction Co., under the existing Brookwood Road Water Main Replacement project, to install approximately 750 linear feet of 8-inch HDPE water main on Grange Road to replace the existing water main.
- The Town has requested MJ to provide contract administration and inspection services to complete the additional work on Grange Road.

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

SCOPE OF SERVICES

Task 05: Contract Administration Services

- 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 one (1) additional Contractor's monthly applications. Payment applications will be prepared and submitted to the Town as needed.
- Conduct up to two (2) additional 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, and Notice of Substantial Completion for the Grange Road section. Notice of Final Completion will be issued for the overall contract inclusive of the work on both Brookwood Road and Grange Road.
- 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 additional hours of construction observation during critical phases of construction by a NICET Level III inspector in the Town right-of-way. Critical phases will include but may not be limited to water main and valve connections to the existing water distribution system and system 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 with the Town right-of-way.
- 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 related 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 will perform the outlined tasks in conjunction with the schedule developed for the Brookwood Road Water Main Replacement project.



FEE

MJ proposes to complete the above-listed services for the following lump sum fees.

Task 05: Contract Administration Services	\$12,700
Task 06: Construction Observation Services*	\$21,600
Total Estimated Fee:	\$34,300

**The fee for construction observation services assumes 160 hours (based on an 4-week construction duration). Construction observations services to be billed as hourly not-to-exceed at \$135/hour.*

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. 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.
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. Design, bid, construction phase services for additional water system improvements.

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, Architecture, Landscape Architecture, and Land Surveying, P.C. to proceed with the scope of services as described in this proposal.

Kevin Tollisen, Supervisor
Town of Halfmoon

Date