

December 4, 2024



SENT VIA EMAIL ONLY

Mr. Richard Harris
Coordinator – Building, Planning and Development
Town of Halfmoon
2 Halfmoon Town Plaza
Halfmoon, New York 12065

Email: rharris@townofhalfmoon.org

Re: Town of Halfmoon MS4 Technical / Regulatory Support
MJ Proposal No. 2024656 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 November 19, 2024, MJ understands the following:

- The Town of Halfmoon is a regulated traditional land use MS4 with town staff providing much of the technical and regulatory support. The Town's technical staff will be departing, and the Town is in need of external support to ensure continued compliance with the many facets associated with the 2024 MS4 General Permit.
- The Town has requested that MJ provide the necessary support to ensure continued compliance, which includes involvement with active construction projects as well as meeting various Minimum Control Measures (MCM) identified in the 2024 General Permit.

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

SCOPE OF SERVICES

Task 01: Land Development Project Support

Land development projects that require permit coverage under General Permit GP-0-20-001, soon to be GP-0-25, require technical support from the MS4, following receipt of the necessary approvals. General tasks that MJ will assist the Town with include the following:

Pre-Construction Meetings

- Coordinate the date, time and location of the required pre-construction meetings.
- Prepare agenda of topics to be covered.
- Participate in and lead the meeting, reviewing critical items needed to proceed to construction.



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Clifton Park, NY 12065



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mj@mjteam.com
mjteam.com



Fishkill, NY
Levittown, NY
Picatinny, NJ
Melbourne, FL



- Prepare meeting minutes and distribute to meeting attendees and interested parties.
- Review various post approval documents (ie. owner's certification, contractor's certifications, S&E certifications).

Construction Phase Monitoring

- Review weekly inspection reports submitted for active construction projects with coverage under the General Permit.
- Provide a weekly summary to the Town of the status of each active construction project with coverage under the General Permit and specifically identify projects that are out of compliance, requiring notification and/or enforcement actions.
- Assist the Town to support compliance and/or potential enforcement actions that commence against specific active construction projects with coverage under the General Permit.

MS4 Inspections

- Complete periodic compliance inspections of active construction projects with coverage under the General Permit no less than once every twelve (12) months. Projects deemed high priority will be inspected no less than once every 90 days .
- Complete inspections as a result of complaints received by the Town of active construction projects with coverage under the General Permit.
- Upon receipt of a project's Notice of Termination (NOT), complete a final inspection of work to confirm that the NOT can be executed by the Town to close out permit coverage.

Task 02: Permit Compliance and Regulatory Support

The Town as a regulated MS4 has regulatory responsibilities to ensure compliance with the Minimum Control Measures (MCM)s. Many of the MCMs are covered by the Saratoga County Stormwater Consortium, which the Town is a member of. To ensure continuity with ongoing compliance with the Town's General Permit obligations, MJ will assist the Town as follows:

Saratoga County Stormwater Coalition Meetings

- Attend and participate in the monthly consortium meetings as a Town of Halfmoon representative.

General Permit Compliance – Year 1

- Part VI.E.2.a: Inventory and inspection of Town owned stormwater management systems.
- Part VI.D.3: Prepare a written construction oversight program and commence with implementation.
- Part VI.D.5.a: Review active construction sites subject to the General Permit and prioritize them based upon factors such as environmental setting and area of disturbances.



- Part VI.E.4: Develop a written post-construction SMP inspection and maintenance program and commence with implementation.
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Annual Update

- Prepare the Town's annual Stormwater Management Plan update in concert with the Saratoga County Consortium and submit the Annual Report and interim progress reports. Note that the annual report template has yet to be created from the updated MS4 General Permit and the effort to complete the new format is not yet known.

Staff Training

- The Town intends on hiring a staff planner or an individual that will take on the MS4 responsibilities. MJ will project technical assistance and training for this individual so they become familiar with their roles and responsibilities as it relates to the MS4 program.

FEE

Task 01: Land Development Project Support

Work under this task will be covered by escrow funded by each applicant for construction phase services. MJ will track and invoice all work related to MS4 support monthly.

Task 02: Permit Compliance and Regulatory Support

MJ proposes a not-to-exceed fee of \$25,000 with the understanding that more or less effort may be required as regulatory requirements become available from NYSDEC.

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 Joel Bianchi at 518-371-0799 or via email at jbianchi@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. All work will be covered by the 2024 Master Services Agreement executed between the Town of Halfmoon and M.J. Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C.

Printed Name

Title

Signature

Date

DRAFT