



TOWN BOARD MEETING

May 15, 2024

7:00 PM

A. James Bold Meeting Room

AGENDA

WORKSHOP - Board Room - 6:15 PM

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

PUBLIC HEARING TO DISCUSS AUTHORIZING AN AMENDMENT TO THE CODE OF THE TOWN OF HALFMOON AND REGULATIONS REGARDING PERMITTING RECREATIONAL USES IN C-1 COMMERCIAL, LI-C LIGHT INDUSTRIAL, AND W-1 WATERFRONT MIXED USE DISTRICT.

PUBLIC HEARING TO DISCUSS AUTHORIZING AN AMENDMENT TO THE CODE OF THE TOWN OF HALFMOON TO MODIFY THE LANGUAGE OF SECTION 160-58 DISTRICT EXTENSION FEES TO REMOVE THE DOLLAR AMOUNT LISTED AND MANDATE THAT THE RATES BE SET BY TOWN BOARD RESOLUTION.

COMMUNITY EVENTS

The “BUY A BRICK” program for the Halfmoon Veterans Walk of Honor at the Halfmoon Veterans Memorial in the Town Park is now accepting orders. Create a lasting tribute for your veteran. For more information, please call 371-7410 ext. 2200 or visit our website www.townofhalfmoon-ny.gov.

FARMER’S MARKET: Every Wednesday from 2-5 in the Town Hall Foyer. Come visit our local farms, crafters, and vendors that will be on hand every week.

Halfmoon Comprehensive Plan Update page is now live at <https://www.planhalfmoon.com/>. Visit the website to find out more about the Halfmoon Comprehensive Plan Update, learn about upcoming meetings, review draft documents, get added to email announcements and to share your own comments about the future of Halfmoon.

Comprehensive Plan Committee Meeting June 20th at 6:00 PM, Public Welcome.

CONCERT IN THE PARK – Friday, June 14th from 6:30 – 9:00pm at the Stage in the Town Park. Joe Adee & the Lug Nuts will be playing under the stars!

TOWN MEETINGS:

***If a Monday meeting falls on a holiday, the meeting will be held the next day (Tuesday).**

- **Town Board: 1st and 3rd Wednesday of the month at 7:00 PM**
Pre-meeting at 6:15 PM
- **Zoning Board of Appeals: 1st Monday* of the month at 7:00 PM**

Pre-meeting at 6:45 PM

- **Planning Board: 2nd and 4th Monday* of the month at 7:00 PM**

Pre-meeting at 6:15 PM

- **Trails & Open Space Committee: 3rd Monday* of the 3rd month at 7:00 PM, unless otherwise announced.**

REPORTS OF BOARD MEMBERS AND TOWN ATTORNEY

Kevin J. Tollisen (Town Supervisor)

Paul Hotaling (Deputy Town Supervisor)

- Chair of Personnel Committee
- Ethics Committee
- Liaison to Trails & Open Space Committee
- Chair of Infrastructure & Safety (Water, Highway, Building & Maintenance)
- Co-Chair for Character Counts

John Wasielewski (Town Board Member)

- Liaison to Planning Board
- Chair of Committee of Emergency Services & Public Safety
- Liaison to Animal Control and related services

Jeremy Connors (Town Board Member)

- Liaison to Zoning Board
- Chair of Business and Economic Development Committee
- Chair for Not-for-Profit Organizations
- Liaison to Comprehensive Plan Update Committee

Eric Catricala

- Co-Liaison to Planning Board
- Co-Chair of Business and Economic Development Committee
- Chair for Parks and Athletics Organizations
- Chair for Recreation
- Co-Chair for Character Counts
- Liaison to Trails & Open Space Committee

Lynda Bryan (Town Clerk)

- Chair of Senior Programs
- Chair of Committee on Historical Archives

Dana Cunniff (Receiver of Taxes)

- Chair of Committee on Resident Relations

Lyn Murphy, Esq. (Town Attorney)

Cathy Drobny, Esq. (Deputy Town Attorney)

PUBLIC COMMENT (For discussion of agenda items)

DEPARTMENT REPORTS

1. Town Justice Fodera

Total # Cases 123 Total Fees Submitted to the Supervisor - \$16,531.00

2. Town Justice Suchocki

Total # Cases 217 Total Fees Submitted to the Supervisor - \$24,466.53

3. Town Clerk

Total Fees Submitted to the Supervisor - \$13,974.02

4. Senior Express

Total # of Meals Delivered - 869

Total # of Rides - 474

5. Building Permits - 72

Total Fees Submitted to the Supervisor - \$24,063.00

6. Fire Inspections - 38

Total Fees Submitted to the Supervisor - \$ 5,400.00

DEPARTMENT MANAGER MONTHLY REPORTS

Town Clerk, Senior Express, Receiver of Taxes, Building, Planning & Development

CORRESPONDENCE

1. **Received** from State of New York Department of Taxation and Finance Office of Real Property Tax Services the Certificate of Final Railroad Ceiling
2. **Received** from the Prevention Council, their Annual Report for 2023
3. **Received** from the Clifton Park Halfmoon Library, their Annual Report for 2023.
4. **Received** from Department of Aging & Youth Services copies of the monitoring for the Senior Express services that the Town provides through Community Services (CSE) funding.

OLD BUSINESS

NEW BUSINESS

155. Resolution that the Town Board approve the minutes of the regular Town Board Meeting of May 1, 2024 as presented.

Resolution Introduced by Town Clerk Bryan

156. Resolution that the Town Board authorizes utilizing Fiscal Advisors for financial advisory services relating to municipal finance matters for the replacement of the Church Hill Road watermain for the Town of Halfmoon in the not to exceed amount of \$10,497.00, and that the Town also retain Mazzotta & Vagianelis as Bond Council for bond offering for the replacement of the Church Hill Road watermain in the not to exceed amount of \$27,500.00, subject to the review and approval of the Town Attorney.

Resolution Introduced by Comptroller Hatter

157. Resolution authorizing the Supervisor to enter into an agreement with MJ Engineering and Land Surveying, P.C. to provide professional services associated with the replacement of the existing watermain at the NYS Route 9 and 236 intersection in accordance with the proposal submitted by MJ Engineering dated May 3, 2024, in the not to exceed amount of \$62,200.00 and to authorize the Supervisor to sign the agreement and any documentation necessary to complete the work, subject to the review and approval of the Town Attorney.

Resolution Introduced by Superintendent of Water & Building Maintenance Supervisor Tironi

158. Resolution authorizing the Town Supervisor to request the placement of no parking signs along Route 146 in the area of 315 Route 146, Impact Athletics, based upon traffic safety concerns arising out of parking and/or stopping on the shoulder in that area, subject to the review and approval of the Town Attorney.

Resolution Introduced by Building and Planning Development Coordinator Harris

159. Resolution that the Town Board authorizes the Supervisor to enter into an agreement with Center for Security in the amount of \$6,735.00 to install the necessary equipment to provide access to persons with disabilities for the public restrooms in Town Hall and any associated services as detailed in the proposal dated April 30, 2024, and authorize the Supervisor to execute any documents necessary to effectuate the Agreement, subject to the review and approval of the Town Attorney.

Resolution Introduced by Supervisor of Buildings & Grounds Maiello

160. Resolution That the Town Board of the Town of Halfmoon hereby agrees to enter into an agreement with JAT Construction Company, Inc. for the water main replacement on Church Hill Road in the not to exceed amount of \$1,591,270.00 and authorizes the Supervisor to execute any and all necessary documents to proceed with this project, subject to the review and approval of the Town Attorney.

Resolution Introduced by Superintendent of Water & Building Maintenance Supervisor Tironi

161. Resolution authorizing the Supervisor to enter into an agreement with MJ Engineering and Land Surveying, P.C. to provide engineering services associated with the construction phase for replacement of the existing watermain on Church Hill Road consistent with the proposal submitted by MJ Engineering dated May 9, 2024, in the not to exceed amount of \$238,600.00 and to authorize the Supervisor to sign the agreement and any documentation necessary to complete the work, subject to the review and approval of the Town Attorney.

Resolution Introduced by Superintendent of Water & Building Maintenance Supervisor Tironi

162. Resolution that the Town Board approves the Comptroller's Report for the month of April 2024.

Resolution Introduced by Comptroller Hatter

163. Resolution that the Town Board approves the Bond Resolution authorizing the financing of improvements and other costs related to the construction of water infrastructure for the Water Main Replacement Project on Church Hill Road in the amount of \$2,425,000.00.

Resolution Introduced by Supervisor Tollisen

164. Resolution that the Town Board authorizes the Supervisor to sign Change Order #1 for the Northern Sites Drive Water Main Extension to reflect a \$26,520.00 reduction to the cost of the project from \$289,905.00 to \$263,385.00, subject to the review and approval of the Town Attorney.

Resolution Introduced by Superintendent of Water & Building Maintenance Supervisor Tironi

165. Resolution that the Town Board and the Highway Superintendent award Bid #3- 2024 for the contract period from June 1, 2024 to May 31, 2025: for Truck Ultra Low Sulfur Diesel Fuel, Unleaded Regular Gasoline & Kerosene (for Diesel/Kerosene Blend) for Town Departments, received and opened May 9, 2024 to low bidder, G.A. Bove & Sons, Inc., 76 Railroad Street, Mechanicville, NY at bid markup from JOC low posting in plus amount of .30 per gallon, and further authorizes the Deputy Supervisor to sign any all documents necessary to effectuate the agreement.

166. Resolution that the Town Board authorizes the Comptroller to make the attached Creation of Appropriations.

Resolution Introduced by Comptroller Hatter

A resolution is necessary to create the following budget amendment of appropriations and revenues in the Special Revenue Fund for engineering fees for on-site quality inspections. These funds are developer’s monies held in escrow by the Town in a regular checking account and used for the payment of costs for that particular project. This resolution is necessary to comply with proper accounting procedures as set forth by NYS Department of Audit and Control.

DEBIT:	Revenues	25-980		\$22,381.50
		Subsidiary:	Home & Community Services	
	25-4-2189.00		\$22,381.50	
CREDIT:	Appropriations	25-960		\$22,381.50
		Subsidiary:	Engineering Contractors Inspections	
	25-5-1440.40		\$22,381.50	

Information Only: The above was derived from the following breakdown of charges to be paid on May 23, 2024, Abstract for engineering and related fees.

<u>NAME</u>	<u>AMOUNT</u>
Hank’s Hollow	\$19,635.00
Tabor Road Flex Space Site	\$165.00
Creekview Estates	\$2,581.50
Total	\$22,381.50

A resolution is needed to create the following budget amendment of appropriations and revenues in the Highway Fund for Consolidated Local Street and Highway Improvement Program (CHIPS), PAVE-NY funding, Extreme Winter Recovery (EWR) funding and for the Pave Our Potholes (POP) Program.

DEBIT: Estimated Revenues 20-510 \$2,411.83
Subsidiary: State Aid- CHIPS Program
20-4-3501.00 \$2,411.83

CREDIT: Appropriations 20-960 \$2,411.83
Subsidiary: Improvements- Capital Outlay CHIPS
20-5-5112.22 \$2,411.83

PUBLIC COMMENT (For discussion of non-agenda items)

ADJOURN



May 3, 2024

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

Re: NYS Route 9-236 Intersection Water Main Replacement
MJ Proposal No. 2024074 for Engineering Services

Dear Supervisor Tollisen:

M.J. Engineering and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) this proposal for engineering services associated with the replacement of the existing watermain at the NYS Route 9-236 intersection. Based on previous discussions with the Town, MJ's project understanding, and associated Scope of Services are included below.

PROJECT UNDERSTANDING

The Town's water distribution currently serves multiple commercial parcels in the area of the NYS Route 9, NYS Route 236, Guideboard Road intersection. The water system infrastructure in this area consists of 8-inch diameter ductile iron pipe located on the east side of NYS Route 9 and 236, as shown in the adjacent figure. The water main, hydrants, and valves are aging and the water main has experienced periodic breaks, resulting in disruption of water service to the area businesses and nearby residences.

Future road reconstruction is planned for this area, specifically a new roundabout to improve traffic flow. To facilitate the reconstruction activities, the Town is planning to replace the aging infrastructure prior to construction. The new water main will consist of approximately 1,400 linear feet of 8-inch high-density polyethylene water main extending from the intersection of NYS Route 236 and Guideboard Road to a hydrant located adjacent 1741-1743 NYS Route 9.





SCOPE OF SERVICES

Task 01: Survey and Mapping

MJ will obtain topographical survey data in support of the project which will include the following:

- Collect topographic survey data through conventional survey over the entirety of the project site. Sufficient data will be collected to prepare mapping with 1-foot contours.
- Establish control points throughout the project corridor to act as tie points for the photogrammetric survey, and elevation verification of the 2014 aerial LiDAR per Code of Practice for Land Surveys, NYSAPLS July 18, 1997, and ASPRS Map Accuracy standards. Horizontal datum will be NAD 33 and vertical datum will be NAVD 88.
- Place a utility one call to identify utility owners in the area and request existing record plans and mark outs. Review any existing utility records in possession of the Town.
- Road rights-of-way, property boundaries, existing easements, and zoning setbacks will be shown on the mapping, as defined by tax maps and/or record maps provided by the Town and correlated to any property monumentation recovered during a field survey, and/or surveyed features that correspond to record mapping. MJ will not be completing a formal boundary survey of the project work areas.
- Locate all physical features within the project corridor including, but not limited to curbing, sidewalks, utility poles, culverts, manholes, streetlights, curb cuts, driveways and catch basins. Sanitary and storm structures will depict the elevations of the rims along with inverts and the size and directions of pipes. Underground utilities will be determined from observed surface evidence, record drawings obtained from the Town, and any mark out provided by contacting Dig Safe (Level C).
- Existing electric, gas, and telephone conduits and structures will be shown on the mapping based on record information.
- Compile a base plan in AutoCAD Civil 3D 2022 format with 1' contours at a scale of 1" = 40' utilizing the data collected in the field and correlating utility records. Plan will also include publicly available datasets such as, aerial imagery, and tax parcels.

Task 02: Design Phase Services

- Conduct a site walkthrough with the Town to review the project area and identify site features, conditions, and/or constraints that will affect the performance of the work to be completed and as needed to develop design plans.
- Collect and review available existing information for the water system, including available record mapping and Town GIS mapping.
- Review the results of the topographical survey to identify critical features and/or constraints that may affect the design of the project.
- Prepare construction documents, required for the contractor to install, and properly test equipment and components of the project. The construction documents will conform to



applicable State, County, and Local laws, and codes for construction. It is assumed the work will be completed under a contract to the designated contractor in accordance with General Municipal Law Section 103 (16). The anticipated plan set will include:

- Existing Conditions and Removals Plan
 - Water Main Plan and Profile
 - Work Zone Traffic Control Plan
- Prepare an updated opinion of probable construction cost for the water main replacement work based on the final documents to ensure conformance with the project budget.

Task 03: Regulatory Agency Coordination

A. Agency Coordination

- Collect data relative to mapped wetlands and streams, ecological resources, listed threatened and endangered species and cultural resources. Data sources will include, but not be limited to, digital orthoimagery, New York Natural Heritage Program (NYNHP) correspondence for rare species, U.S. Fish and Wildlife Services (USFWS) data and correspondence, New York State Freshwater Wetland and Stream mapping, National Wetland Inventory (NWI) maps, USDA Soil Surveys, and NYS Office of Parks, Recreation and Historic Preservation (NYS OPRHP) data.
- Prepare and submit letters to the NYNHP, USFWS, NYS OPRHP, NYSDEC, and USACOE, as needed, to determine any potential environmental impacts.
- Identify required permits and approvals required for the project based on the responses generated from the agencies contacted and assist the Town in securing the required permits and/or approvals.

B. Permits and Approvals

Based on the results of Task 3-A – Agency Coordination, MJ will prepare the required documentation, including NYS PE-stamped and signed plans, specifications, and required permit application forms to submit to the involved agencies. MJ will incorporate comments provided by the agencies into the contract documents. Based on a preliminary review of the project area and proposed scope of work, it is anticipated that the following permits and approvals will be required.

- **State Environmental Quality Review Act (SEQRA)** – This project appears to be Type I for the purposes of SEQRA pursuant to 617.5(c)(1) - maintenance or repair with no substantial changes to existing structure or 617.5(c)(2) replacement, rehab, or reconstruction in kind on same site. As such, no further action relative to SEQRA is required.
- **New York State Department of Transportation (NYSDOT)** - MJ will assist the Town in obtaining NYSDOT approval of the project, specifically the water main replacement work in the State right-of-way along NYS Route 9 and 236. The final contract documents will be submitted to the NYSDOT for review and approval prior to soliciting bids for construction. Comments provided by the NYSDOT will then be incorporated into the final contract documents.



- **New York State Department of Health (NYSDOH)** – MJ will assist the Town in obtaining NYSDOH approval of the project. The final contract documents and DOH 348 - Application for Approval of Plans for Public Water Supply Improvement will be submitted to the NYSDOH for review and approval. Comments provided by the NYSDOH will then be incorporated into the final contract documents. Upon completion of the project, MJ will complete, stamp/sign, and submit the Engineer's Certification of Public Water Improvement Project Completion (DOH-5025) to the NYSDOH.

Task 04: Contracting and Award Services

- Provide construction documents to the Town in digital (PDF) format.
- Assist the Town in obtaining pricing from the designated contractor based on a previously awarded contract in accordance with General Municipal Law Section 103 (16).
- Prepare a recommendation letter to the Town for the contract award.

Task 05: Contract Administration Services

- Prepare and issue Notice of Award to the awarded Contractor. Compile and review the contractual submittals, including bonds, insurance, and agreement and forward to the Town for execution.
- Coordinate, schedule, and attend a pre-construction conference, and prepare and distribute meeting minutes to attending parties.
- Review and process construction shop drawings and specifications submitted by Contractor for compliance with the design concept.
- Respond to construction related questions raised by the Contractor.
- Progress 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 the Contractor's monthly and final payment applications. Payment applications will be prepared and submitted to the Town as needed.
- Conduct up to two (2) 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, Notice of Substantial Completion, and Notice of Final Completion for the contract.
- 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 hours of construction observation during critical phases of construction by a NICET Level IV inspector in the NYSDOT right-of-way. Critical phases will include, but may not be limited to, water main, valve, connections to the existing water distribution system, and 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:

- 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 relative 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 is prepared to initiate the work identified in this proposal within 2 weeks of Notice to Proceed. MJ will perform the outlined tasks as follows:

- Task 01:** Survey and Mapping..... March-April 2024
- Task 02:** Design Phase Services..... May-June 2024
- Task 03:** Regulatory Agency Coordination July 2024*
- Task 04:** Contracting and Award Services August 2024
- Task 05:** Contract Administration Services TBD**
- Task 06:** Construction Observation Services TBD**

**Review periods by agencies may vary.*

***Work to be completed following completion of Northern Sites Drive, NYS Route 9 and NYS 236 water main extensions by designated Contractor.*



Projected start and end dates are subject to change and are based on date from authorization to proceed. As certain aspects of the project are outside of MJ's control (e.g., review agency schedules, actions, and approvals), MJ cannot guarantee completion of the project within these proposed schedules.

FEE

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

Task 01: Survey and Mapping.....	\$8,700
Task 02: Design Phase Services.....	\$12,100
Task 03: Regulatory Agency Coordination	\$3,100
Task 04: Contracting and Award Services	\$1,600
Task 05: Contract Administration Services	\$11,900
Task 06: Construction Observation Services.....	\$24,800*
Total Estimated Fee: \$62,200	

**The fee for construction observation services assumes 160 hours (based on a 4-week construction duration) at \$155/hour (NYSDOT ROW). To be billed as hourly not-to-exceed.*

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. Project requires current NYS Prevailing Wage Rates for survey field crew.
2. Existing utility and record mapping will be made available to MJ by the Town.
3. Right-of-way survey is not required. Property lines to be established via tax maps provided by the Town. Property boundaries shown on the survey will be approximate, and for orientation purposes only based on tax maps and evidence of possession located in the field. The survey will indicate tax map section, block and lot numbers and will note current owners and street addresses.
4. Contact will be made with UFPO prior to performing the ground survey. Note utility identification by UFPO is limited to publicly owned lands only.
5. Geotechnical investigation is not included due to limited subcontractor availability and schedule. Test pit excavation will be required by the designated contractor as part of the construction contract for assessment of the existing soil conditions relative to horizontal directional drilling.
6. Preparation of a complete bid package for public bidding, including front end contract, is not required.



7. Technical specifications and construction details prepared previously for Contract 2 – Button Road, Lower Newtown Road, and Hayner Road Water Main Extension, and approved by the NYSDOH, will be referenced.
8. 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.
9. Payment of any fees, including applications, permits and other reviewing authority will be paid for by the Town.
10. 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. Underground utility locating.
2. Cultural / archeological investigations.
3. Habitat assessments, wetlands delineation and permitting.
4. Threatened / endangered species investigations.
5. Preparation of temporary and/or permanent construction easements.
6. Materials testing and special inspections.
7. Construction survey stakeout and field survey verification.
8. Preparation of a Storm Water Pollution Prevention Plan (SWPPP).

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

Printed Name

Title

Signature

Date

DRAFT

Center For Security

Estimate

Tom Walsh & Scott Hogan
 1659 Route 9
 Clifton Park, NY 12065
 (518)383-5329

		DATE	4/30/2024	ESTIMATE #	1828
NAME / ADDRESS		Work At			
TOWN OF HALFMOON 2 Halfmoon Town Plaza Halfmoon N.Y.12065 ATTN: Town Clerk		w/a Town Hall Tony 265-7350			
Location	TERMS	Estimated By			
Pubic Restrooms	Pricing Valid for 30 Days	Tom W			
DESCRIPTION	QTY	COST	TOTAL		
Gyro Tech GT710 Handicap Opener	2	2,050.00	4,100.00		
Wireless Handicap Logo Push Plate Package	2	400.00	800.00		
Labor for 2 Men to Install	10	175.00	1,750.00		
Service Call to Location	1	75.00	75.00		
Gas Surcharge	1	10.00	10.00		
- Outlets must be provided above door by customer others.					
50% down payment is required upon acceptance and balance in full is due at the completion of work.		Sales Tax (7.0%)		\$0.00	
SIGNATURE		TOTAL		\$6,735.00	



May 7, 2024

Frank Tironi, Jr.
Director of Water
Town of Halfmoon Water Department
2 Halfmoon Town Plaza
Halfmoon, NY 12065

**RE: CHURCH HILL ROAD WATER MAIN REPLACEMENT
RECOMMENDATION OF AWARD
BID SPEC 2-2024
MJ PROJECT No. 964.83**

Dear Mr. Tironi:

Bids for the Church Hill Road Water Main Replacement project were received by the Town of Halfmoon (Town) on May 2, 2024. A summary of the bid results is provided below:

Bid Results: Church Hill Water Main Replacement	
Contractor	Total Lump Sum Bid Amount
JAT Construction Company, Inc.	\$1,591,270.00
Bellamy Construction Company, Inc.	\$1,671,823.00

Based on the bid results, JAT Construction Company, Inc. (JAT), located in Selkirk, NY, is the apparent low bidder for the Church Hill Road Water Main Replacement project. M.J. Engineering and Land Surveying, P.C. (MJ) has reviewed JAT's bid in detail to assess the validity of their bid prices, experience, and references. MJ has worked with JAT previously and has no concerns with their qualifications, work experience, or professionalism.

We therefore recommend awarding the Church Hill Road Water Main Replacement project to JAT in the amount of \$1,591,270.00.

Should you have any questions or concerns, please do not hesitate to contact me at (518) 371-0799.

Sincerely,

Briana Fitzgerald
Design Engineer



21 Corporate Drive
Clifton Park, NY 12065



518.371.0799
mj@mjteam.com
mjteam.com



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



May 9, 2024

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

Re: Church Hill Road Water Main Replacement
MJ Project No. 964.83
Proposal for Engineering Services

Dear Supervisor Tollisen:

M.J. Engineering and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) this proposal for engineering services associated with the construction phase for replacement of the existing watermain on Church Hill Road. Based on previous discussions with the Town, MJ's project understanding, and associated Scope of Services are included below.

PROJECT UNDERSTANDING

- The Town's water distribution system on Church Hill Road was constructed over 40 years ago and has experienced 12 water main breaks since 2009. This section of water main is a major feed to the West Crescent area and the breaks have resulted in numerous water service disruptions for residents.
- To improve the reliability of water supply and increase longevity of the Town's infrastructure, the existing water main is to be replaced.
- The proposed project includes the replacement of approximately 5,300 linear feet of existing water main with 12-inch diameter high-density polyethylene pipe (HDPE), including hydrants, valves, and water services. The proposed water main will also extend across NYS Route 9 and connect to the existing 12-inch water main on Crescent Road. The existing water main on Terminal Road, south of the Church Hill Road/NYS Route 9 intersection will also be replaced based on previous breaks.
- In addition, there is a gap in the existing distribution system on NYS Route 9 between Lansing Lane and Fitzpatrick Lane. To provide an additional loop to convey water to the south end of the Town, approximately 500 linear feet of 12-inch HDPE water main will be installed between the existing hydrants to complete the connection. The proposed water mains in both areas will be installed via horizontal directional drilling.
- MJ has prepared the design package for the proposed water main improvements which received regulatory approval from NYSDOH, NYSDOT, and Saratoga County DPW in March 2024.
- The Town opened bids on May 2, 2024, and has requested MJ to provide the construction phase services associated with this project following bidding and contract award.

The task numbering included herein follows the sequential order from the previously submitted and approved proposal for this project (MJ Proposal No. 2023260).



SCOPE OF SERVICES

Task 05: Contract Administration Services

- Prepare and issue Notice of Award to the awarded Contractor. Compile and review the contractual submittals, including bonds, insurance, and agreement and forward to the Town for execution.
- Coordinate, schedule, and attend a pre-construction conference, and prepare and distribute meeting minutes to attending parties.
- Review and process construction shop drawings and specifications submitted by Contractor for compliance with the design concept.
- 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 the Contractor's monthly and final payment applications. Payment applications will be prepared and submitted to the Town as needed.
- Conduct up to twelve (12) 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, Notice of Substantial Completion, and Notice of Final Completion for the contract.
- 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 1,400 hours of construction observation by a NICET Level III inspector for work in both the NYSDOT and Saratoga County rights-of-ways. Construction activities to be observed will include, but may not be limited to, water main, valve, water service, and hydrant installation, connections to the existing water distribution system, and 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 within the NYSDOT right-of-way to fulfill the NYSDOH PERM 32 and PERM 36 requirements.



- Full-time inspection with the Saratoga County right-of-way to fulfill the County’s highway work permit requirements.
- 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 relative 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 is prepared to initiate the work identified in this proposal immediately upon Notice to Proceed and completion of the bid phase.

Projected start and end dates are subject to change and are based on date from authorization to proceed. As certain aspects of the project are outside of MJ’s control (e.g., review agency schedules, actions, and approvals), MJ cannot guarantee completion of the project within these proposed schedules.

FEE

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

Task 05: Contract Administration Services	\$49,600
Task 06: Construction Observation Services	\$189,000*
Total Estimated Fee: \$238,600	

**The fee for construction observation services assumes 1,400 hours at \$135/hour for work in both the NYSDOT and Saratoga County ROW. To be billed as hourly not-to-exceed.*

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. Payment of any fees, including applications, permits and other reviewing authority will be paid for by the Town.
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. Materials testing and special inspections.
2. Construction survey stakeout and field survey verification.

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

Printed Name

Title

Signature

Date