

**VILLAGE OF WINDSOR
VILLAGE BOARD RESOLUTION 2019-114**

**APPROVAL OF A BAXTER & WOODMAN WORK ORDER FOR ENGINEERING
FOR A SIDEWALK ALONG NORTH TOWNE ROAD**

WHEREAS, Village staff recommend an extension of a bike path along North Towne Rd from the Windsor Road Roundabout to the proposed sidewalk for the new Intermediate School.

WHEREAS, the Village requested Baxter & Woodman (the "Engineer") to design, bid, and provide construction services for this project; and

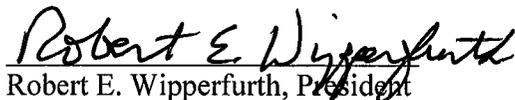
WHEREAS, the Engineer has provided Work Order Number 191331.10 to perform said work for the amount not to exceed \$8,000.00.

NOW THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Windsor that it hereby resolves as follows:

1. Work Order 191331.10 is approved, to be paid on a time and materials basis in an amount not to exceed \$8,000.00. The Village President, Village Attorney and Staff are authorized to execute same on behalf of the Village. .

The above and foregoing Resolution was duly adopted at a regular meeting of the Village Board of the Village of Windsor on October 17, 2019, by a vote of 5 in favor and 0 opposed.

VILLAGE OF WINDSOR


Robert E. Wipperfurth, President

Attested by:


Christine Capstran, Clerk

Incorporated by Reference:

Baxter & Woodman Work Order 191331.10

**VILLAGE OF WINDSOR, WISCONSIN
INTERMEDIATE SCHOOL BIKE PATH EXTENSION
ENGINEERING SERVICES**

WORK ORDER

Engineer's Project No. 191331.10

Project Description:

The Project includes design, bidding and construction observation services for a 10-foot wide asphalt bike path extension of approximately 450 feet in length on the west side of North Towne Road. The purpose of the bike path is to connect the existing at the northwest corner of the roundabout at the intersection of North Towne Road and Windsor Road to the proposed bike path on the south side of the new Intermediate School's southernmost access drive way. Construction is assumed to occur on the west side of the Village's North Towne Road,

Engineering Services:

The general provisions of this Work Order are enumerated in the Engineering Services Agreement between the Owner and Engineer dated March 20, 2019. Engineer shall provide the services set forth in Attachment A, attached hereto.

Compensation:

Compensation for the services will be in accordance with the Engineering Services Agreement dated March 20, 2019. The Owner shall pay the Engineer for the services performed or furnished under Attachment A with reduced hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which regardless of Engineer's actual billing rates will not exceed \$8,000.00 in total.

Submitted by: **Baxter & Woodman, Inc.**

By: *Gerald D. Groth*
Gerald Groth, P.E.
Title: Regional Manager
Date: _____

Approved by: **Village of Windsor, WI**

By: *Robert E. Wipperfurth*
Robert E. Wipperfurth
Title: Village President
Date: 10-17-19

Additional Comments and Conditions: Existing topographic survey to be provided by consultants for Deforest Area School District. No WDOT permitting is expected.

Scope of Services

1. TOPOGRAPHIC SURVEY

The topographic survey will be provided by the topographic survey data already completed by Kapur for the DeForest Area School District's new Intermediate School.

2. UTILITY COORDINATION

Obtain utility company system maps. Confer on an ongoing basis with all utility facility owners in the project vicinity to establish mutual understanding on design features of the project affecting utility facilities. Keep the Village informed of all such coordination activities.

3. PLANS & SPECIFICATIONS

Prepare contract documents consisting of a Project Manual and Drawings showing the general scope, extent, and character of construction work to be furnished and performed by the Contractor selected by the Village.

Drawings to include typical cross-section, erosion control, plan & profile, and cross sections as necessary.

4. PROJECT MANUAL

Prepare for review and approval by the Owner and its legal counsel the forms of construction contract documents consisting of the Notice and Instructions to Bidders, Bid Form, Agreement, Performance-Payment Bonds, General Conditions, and Supplementary Conditions, where appropriate, based upon documents prepared by the Engineers Joint Contract Document Committee (EJCDC). Prepare specifications in conformance with the format of the Construction Specification Institute.

5. BIDDING ASSISTANCE

Assist Owner with advertisement of Bids, help set bid date with Owner, create Advertisement for Bids (AFB), provide AFB to Owner for publication, and notice of advertisement to selected prospective bidders. Answer bidder's questions during bid period. Attend bid opening with Owner personnel and assist in reviewing and checking bid package submittals as required. Tabulate all bids received and review all bid submittals to verify low bid is responsive and responsible. Issue a Letter of Recommendation to Award a construction contract to the Owner for their action.

6. CONSTRUCTION SERVICES

Assist Owner during construction of the project, including attending Preconstruction Conference, review of proposed materials and shop drawings, processing pay requests and change orders, plus part-time observation of project during construction.