

**VILLAGE OF WINDSOR
VILLAGE BOARD RESOLUTION 2020-39**

**APPROVAL OF A BAXTER & WOODMAN WORK ORDER FOR THE EGRE ROAD
CULVERT REPLACEMENT DESIGN AND BIDDING SERVICES**

WHEREAS, Village staff recommends replacement of the box culvert on Egre Road;
and

WHEREAS, the Village requested Baxter & Woodman (the “Engineer”) to provide design and bidding services for this project; and

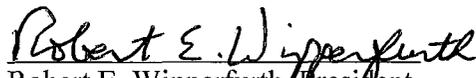
WHEREAS, the Engineer has provided Work Order Number 181368.90 to perform said work for the amount not to exceed \$25,950.00.

NOW THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Windsor as follows:

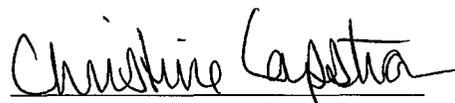
1. Work Order Number 181368.90 is approved, to be paid on a time and materials basis in an amount not to exceed \$25,950.00. The Village President, Village Attorney and Staff are authorized to execute same on behalf of the Village.

The above and foregoing Resolution was duly adopted at a regular meeting of the Village Board of the Village of Windsor on May 21, 2020, 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 181368.90

**VILLAGE OF WINDSOR, WISCONSIN
EGRE ROAD CULVERT BRIDGE REPLACEMENT
DESIGN AND BIDDING ASSISTANCE
WORK ORDER**

Engineer's Project No. 181368.90

Project Description:

The Project includes design and bidding for the replacement of the existing Egre Road Culvert/Drainage structure located immediately west of 3564 Egre Road. Work will include preliminary engineering analyses, surveying, hydrologic modeling, permitting, preparation of final plans and specifications, plus bidding assistance.

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, including a Fee Summary and proposed Schedule.

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, based upon the Engineer's standard hourly billing rates included in Attachment B for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which in total will not exceed **\$25,950**.

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

By: Gerald D. Groth
Gerald D. Groth, PE

Title: Project Manager

Date: May 18, 2020

Approved: **Village of Windsor, Wisconsin**

By: Robert E. Wipperfurth
Robert E. Wipperfurth

Title: Village President

Date: 5-21-20

Attest: Christine Capstran
Christine Capstran, Clerk

Additional Comments and Conditions: Work does not include construction services or soil borings.

PROJECT DESCRIPTION

The Project includes design and bidding for the replacement of the existing Egre Road Culvert/Drainage structure located immediately west of 3564 Egre Road. Work will include preliminary engineering analyses, surveying, hydrologic modeling, permitting, preparation of final plans and specifications, plus bidding assistance.

SCOPE OF SERVICES

1. ROADWAY DESIGN
 - A. Evaluate existing roadway geometrics.
 - B. Design roadway segment necessary to replace drainage structure, including roadside safety devices.
 - C. Design in accordance with Wisconsin Department of Transportation Standards.
2. DRAINAGE STRUCTURE DESIGN
 - A. Evaluate types of drainage structures fulfilling hydraulic analysis and Village preference.
 - B. Design drainage structure based on Village preferred alternative.
3. HYDRAULIC AND PERMITTING
 - A. **Pre-Design**
 - 1) Meet with Wisconsin DNR Transportation Liaison at the project site.
 - B. **Construction and Wetland Permitting**
 - 1) Delineate and locate wetlands within the project limits.
 - 2) Prepare WDNR Municipal Culvert Permit application (Chapter 30) and supporting materials.
 - 3) Prepare Army Corp of Engineers wetland submission for permit coverage verification.
 - 4) Prepare Dane County Erosion Control Permit application and supporting materials.
 - C. **HEC-MODELING and Submittal to Wisconsin DNR**
 - 1) Prepare pre-project and post-project HEC-RAS models.
 - 2) Prepare Wisconsin DNR modeling memo and supporting materials.

4. PREPARATION OF CONSTRUCTION DOCUMENTS

- A. Development of Project Manual
- B. Development of Construction Plans

5. BID ASSISTANCE

- A. Advertisement
- B. Attend Bid Opening
- C. Review bids

6. MEETINGS AND SITE VISIT

- A. Initial Site Visit
- B. Alternatives Review Meeting
- C. 90% Plan Review Meeting
- D. Bid Opening Meeting

SERVICES BY SUB-CONSULTANT

Baxter & Woodman intends to use Paulson and Associates (DeForest, Wisconsin) for topographic survey. The survey fees from Paulson and Associates are included in the fee below.

ENGINEERING FEE

Our total fee for the scope of services described above shall be based on actual cost with a not to exceed total of \$25,950. These costs include all typical office and travel expenses to site plus survey costs from Paulson and Associates.

SCHEDULE

The work described above will be completed in order to advertise the project by November 2, 2020. Individual milestone are as follows. The schedule provided below is subject to change based on current abilities to coordinate with outside regulatory agencies and other project stakeholders under the current health crisis.

**Village of Windsor, Wisconsin
Egre Road Culvert Bridge Replacement
Design and Bidding Assistance
Work Order 181368.90**

**Attachment A
Page 3 of 3**

	<u>Week of:</u>
Notice to Proceed	May 15, 2020
Initial Site Visit	May 25, 2020
Topographic Survey Completed	June 15, 2020
Hydraulic Analysis	July 6, 2020
Alternatives/Conceptual Design for Village Review	July 27, 2020
Utility Coordination	August 17, 2020
DNR Coordination	September 21, 2020
90% Plan Review	September 21, 2020
Final Permitting	October 12, 2020
Final Plans for Bid	October 26, 2020

I \Crystal Lake\WINDS\General\Roads\Egre Road\EGRE Rd Culvert Work Order.docx