

**VILLAGE OF WINDSOR
VILLAGE BOARD RESOLUTION 2020-61**

**APPROVAL OF A BAXTER & WOODMAN WORK ORDER FOR A SANITARY
SEWER EVALUATION STUDY – BASIN Q97**

WHEREAS, MMSD performs quarterly monitoring at 7 manhole locations each quarter to determine a quarterly bill for sewage flow and loadings in Windsor; and

WHEREAS, during the last sampling a spike in flow was monitored at Q-97 located at Windsor Road and Charlie Grimm likely due to an inflow event due to the severity of the leakage and close association with rainfall occurrence; and

WHEREAS, Baxter & Woodman Engineering has developed a plan to review this drainage area which will include smoke testing and manhole inspections and based on the results will create a summary report.

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

Work Order 201084.30 is approved, to be paid on a time and materials basis in an amount not to exceed \$61,700. 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 August 6, 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 201084.30

**VILLAGE OF WINDSOR, WISCONSIN
SANITARY SEWER EVALUATION STUDY - BASIN Q97
ENGINEERING SERVICES
WORK ORDER**

Engineer's Project No. 201084.30

Project Description:

The Project includes a Sanitary Sewer Evaluation Study of the Q97 Monitoring Basin generally north of Windsor Road and east of the Yahara River.

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, based upon the Engineer's standard hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which in total will not exceed \$61,700.

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

By: Gerald D. Groth
Gerald D. Groth, PE
Title: Regional Manager

Date: July 9, 2020

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

By: Robert E. Wipperfurth
Robert E. Wipperfurth
Title: Village President

Date: August 6, 2020

Attest: Christine Capstran
Christine Capstran, Clerk

Additional Comments and Conditions: None.

Project Description

The Project includes a Sanitary Sewer Evaluation Study of the Q97 Monitoring Basin generally north of Windsor Road and east of the Yahara River. See the attached monitoring basin exhibit. The Project will include a project kick-off meeting, sanitary manhole inspections, sanitary sewer smoke testing, and a summary report detailing our findings and recommendations.

The following project schedule is anticipated:

- Notice to Proceed to Baxter & Woodman: July 2020
- Project Kick-off Meeting: August 2020
- Manhole Inspections and Smoke Testing: September-October 2020
- Summary Report: November-December 2020

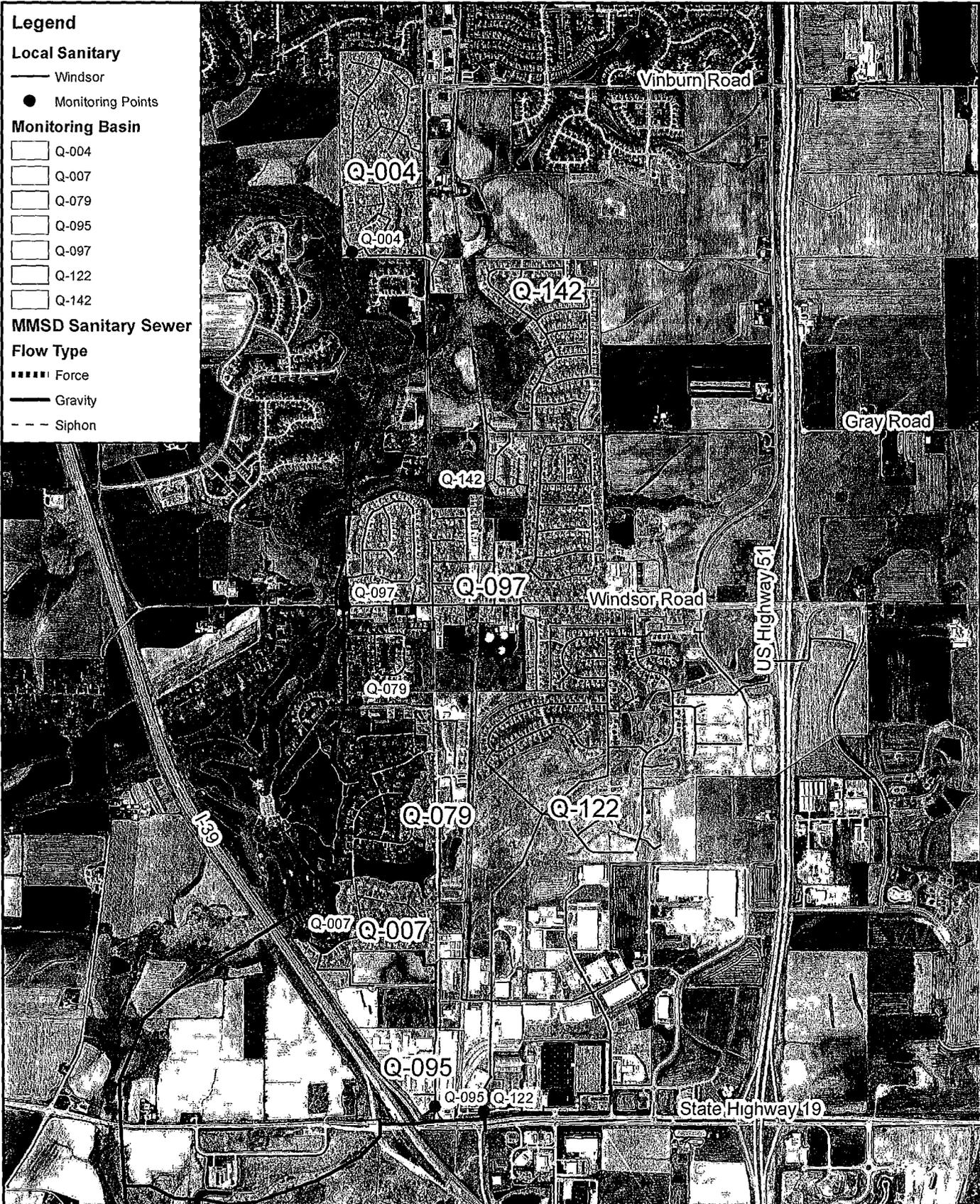
Scope of Services

1. **MANAGE PROJECT/MEETINGS**
 - A. Manage Project – Plan, schedule, and control the professional engineering activities that must be performed to complete the Project including budget, schedule, and scope. Coordinate with Village staff and project team to ensure the goals of the Project are achieved, and to review available data.
 - B. Internal Meetings – Meet internally with project team to discuss Project and coordinate design.
2. **MANHOLE INSPECTIONS**
 - A. Level 2 MACP Survey and report of 107 manholes in the Q97 monitoring basin.
 - B. Inspection using Ibak Panoramo 360 SI camera.
 - C. Repair recommendations for each manhole surveyed based on recommended NASSCO standards.
3. **SMOKE TESTING**
 - A. Smoke testing of 27,160 feet of sanitary sewer in Q97 monitoring basin in accordance with NASSCO Performance Specification Guidelines.
 - B. NASSCO certified operators for manholes, pipelines, and laterals.
 - C. Two (2) smoke testing units.
 - D. Provide a draft resident notification letter describing the work and precautions to take, to be put on Village letterhead and mailed to the affected residents by the Village.
 - E. Provide public notification door tags.

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- F. Call Center for resident questions.
 - G. Notification to appropriate Police and Fire Department.
 - H. Posting of Signs in the neighborhoods prior to smoke testing project.
 - I. Report identifying defects with pictures; green marking paint (or flags) for each defect observed including smoke exfiltration from: Roof gutters, Sewer cleanouts, Leakage in house laterals, Patio or area drains, Storm drain cross connections, Manholes, Sewer vents (lack of smoke), other source not stated above.
 - J. Each smoke defect shall include an address, and accompanied by a photograph.
 - K. Marked up corrections to study area maps.
 - L. Database format for defects per NASSCO smoke testing code standards.
 - M. Cellular device grade GPS points for each defect.

4. REPORT

- A. Report delivered via PDF with Excel and Access MDB output delivered via external hard drive.
- B. Prepare a written report detailing the results of the work, conclusions, and recommendations.
- C. Provide GIS exhibits.
- D. Provide rehabilitation costs for recommended repairs.
- E. Provide field data output of manhole inspections delivered via external hard drive.



Monitoring Basins - Village of Windsor

Prepared by: JJH
 Date: 06/24/2020