

**VILLAGE OF WINDSOR
VILLAGE BOARD RESOLUTION 2022-76**

**APPROVAL OF BAXTER & WOODMAN WORK ORDER FOR HOLLAND FIELDS POND
RESTORATION**

WHEREAS, the Village of Windsor has determined that the three stormwater management ponds in the Holland Fields subdivision are not functioning properly; and

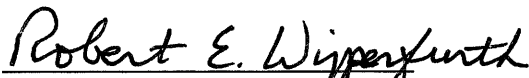
WHEREAS, Baxter & Woodman Engineering has provided Work Order No. 221924.40 in the amount not to exceed \$19,300 for the design of the rehabilitation of the three stormwater management ponds.

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

Work Order No. 221924.40 is approved in an amount not to exceed \$19,300.00. The Village President, Village Attorney and Staff are authorized to execute same on behalf of the Village.

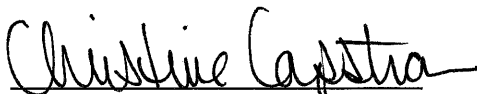
The above and foregoing Resolution was duly adopted at a regular meeting of the Village Board of the Village of Windsor on September 15, 2022 by a vote of 4 in favor and 0 opposed.

VILLAGE OF WINDSOR



Robert E. Wipperfurth, President

Attested by:



Christine Capstran, Clerk

Incorporated by Reference:

Baxter & Woodman Work Order 221924.40

**VILLAGE OF WINDSOR, WISCONSIN
HOLLAND FIELDS STORMWATER MANAGEMENT REHABILITATION
ENGINEERING DESIGN SERVICES
WORK ORDER**

Engineer's Project No. 221924.40

Project Description:

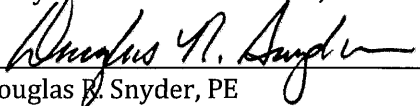
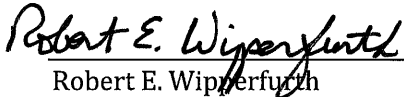
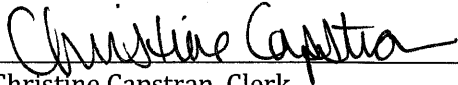
The Project includes the design of the rehabilitation of the three stormwater management ponds within the Holland Fields subdivision to improve their condition and restore their function closer to the original design intent. Specifically, the project consists of removing and restoring vegetation in all ponds, dredging the north and central ponds, and replacing the gabion weirs with alternative structures and rip rap weirs.

Engineering Services:

The general provisions of this Work Order are enumerated in the Engineering Services Agreement between the Owner and Engineer dated February 17, 2022. Engineer shall provide the services set forth in Attachment A, attached hereto. Manpower requirements and a fee summary are listed in Attachment B.

Compensation:

Compensation for the services will be in accordance with the Engineering Services Agreement dated February 17, 2022. 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 **\$19,300**.

Submitted by: Baxter & Woodman, Inc.	Approved by: Village of Windsor, WI
By: <u></u> Douglas R. Snyder, PE	By: <u></u> Robert E. Wipperfurth
Title: Vice President	Title: Village President
Date: <u>September 6, 2022</u>	Date: <u>9-14-2022</u>
	Attest: <u></u> Christine Capstran, Clerk

Additional Comments and Conditions: Testing of the pond material will be required. The Village will contract directly with the subconsultant for the sampling and testing, which is estimated at \$3,000. Baxter & Woodman will coordinate the sampling and testing work with the subconsultant.

Project Description

The Project includes the design of the rehabilitation of the three stormwater management ponds within the Holland Fields subdivision to improve their condition and restore their function closer to the original design intent. Specifically, the project consists of removing and restoring vegetation in all ponds, dredging the north and central ponds, and replacing the gabion weirs with alternative structures and rip rap weirs.

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. Prepare and submit monthly invoices and provide a monthly status report via email describing tasks completed the previous month and outlining goals for the subsequent month.
 - B. *Project Meetings*: Meet with Village staff/officials and internally with project team to discuss Project and coordinate design.
2. PLAN PREPARATION: Prepare complete detailed plan sheets identifying the proposed improvements for the three ponds including: Cover Sheet, General Notes, Typical Sections, Erosion Control, Plan Sheets, and Design Details.
3. PROJECT MANUAL: Prepare for review and approval by the Village and its legal counsel the forms of construction contract documents consisting of the Notice and Instructions to Bidders, Bid Form, Agreement, Bonds, General Conditions, and Supplementary Conditions, based upon documents prepared by the Engineers Joint Contract Document Committee (EJCDC). Prepare specifications in conformance with the format of the Construction Specification Institute.
4. ENVIRONMENTAL COORDINATION AND PERMITTING: *Wisconsin Department of Natural Resources (WDNR) Construction Site Stormwater Permit*: Complete a Wisconsin Pollutant Discharge Elimination System (WPDES) Notice of Intent (NOI) with supporting documents to obtain a construction site stormwater permit from the WDNR. Perform Universal Soil Loss Equation (USLE) calculations and prepare USLE description. Prepare documents for Dane County erosion control and storm water management permitting.
5. OPINION OF PROBABLE COST: Prepare summary of quantities, schedules of materials, and an Engineer's Opinion of Probable Cost.

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6. QA/QC: Perform in-house milestone and constructability reviews by senior staff during project initiation, conceptual review, preliminary, pre-final, and final submittals. Provide ongoing reviews of permitting and utility coordination efforts. Conduct milestone reviews of subconsultants and provide feedback throughout the progress of work.

 7. ASSIST BIDDING: Provide design assistance and clarification for bid documents. Assist the Village with coordination and scheduling during the bid process. Provide documents for bidding and assist the Village in solicitation of bids from as many qualified bidders as possible, prepare addendums as necessary, attend bid opening to receive and evaluate bids, tabulate bids, and make a recommendation to the Village for an award of contract.

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Attachment B

Village of Windsor							
Plan Number: 221924.40							
Plan Name: WINDS Holland Fields - Design							
Level 2	Level3	Labor Category	Employee	Planned Hrs	Planned Labor Bill	Reimb Allowance	Total Compensation
Overall Project Total				138.00	19,230.00	70.00	19,300.00
01 Manage Proect/Meetings				12.00	2,310.00	0.00	2,310.00
		Engineer VII	Gary Vogel	6.00	1,260.00		
		Engineer IV	Jonathan Steinbach	6.00	1,050.00		
04 Cost Estimate				4.00	700.00	0.00	700.00
		Engineer IV	Jonathan Steinbach	4.00	700.00		
06 Stormwater Design & Permitting				110.00	14,300.00	70.00	14,370.00
		Engineer IV	Jonathan Steinbach	40.00	7,000.00		
		Engineer I	Dylan Swerig	40.00	4,600.00		
		Engineer Tech I	Jordan Sharpe	30.00	2,700.00		
07 Assist Bidding				12.00	1,920.00	0.00	1,920.00
		Engineer VII	Gary Vogel	4.00	840.00		
		Engineer II	Ross Kahler	8.00	1,080.00		