

**VILLAGE OF WINDSOR  
VILLAGE BOARD RESOLUTION 2024-13**

**APPROVAL OF SCOPE OF SERVICES FROM TOWN & COUNTRY FOR 2024 STREET RESURFACING  
AND MAINTENANCE PROJECTS**

**WHEREAS**, the Village of Windsor has determined that road improvements are needed on various roads, (the "Work"); and

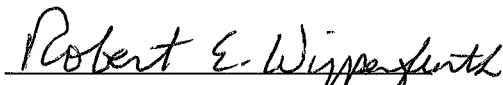
**WHEREAS**, Village Staff have reviewed, and recommend approval of, the scope of services from Town & Country Engineering attached hereto as Exhibit A (the "Scope of Services"); and

**WHEREAS**, the Public Works Committee has reviewed, and recommends approval of, the Scope of Services for cost not to exceed \$41,600.


**NOW THEREFORE, BE IT RESOLVED**, by the Village Board of the Village of Windsor that it hereby approves the Scope of Services for the Work for a cost not to exceed \$41,600. The Village Administrator, or designee, is authorized and directed to issue the notice of approval accordingly, and execute all necessary documents to accomplish same as approved by the Village Attorney.

The above and foregoing Resolution was duly adopted at a regular meeting of the Village Board of the Village of Windsor on January 18, 2024 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:**

Scope of Services

**MEMORANDUM**

---

Date: January 8, 2023

To: Village Board of Trustees – Village of Windsor

From: Nick Bubolz, P.E.

Subject: Scope of Services for 2024 Street Resurfacing and Maintenance

---

The Village of Windsor has historically performed pavement treatments almost every year via a combination of chip sealing and pulverizing or overlaying. The resurfacing streets will be pulverized and resurfaced, and the street maintenance will be crack sealed, chip sealed, and fog sealed. Village staff has requested the design, bidding, and construction administration, for varies street throughout the Village:

Resurfaced

- South Meixner Road from CTH V to Muller Road – Pulverize

Maintenance

- Review Village street network with Village staff to determine streets that are appropriate

Our work scope for the improvements is broken down into the following:

- A. Scope of Services – Design, Bidding and Construction Administration Services
1. The Engineer will perform such tasks as preliminary design, final design, review of construction time schedules, and attend progress meetings and Board meetings.
  2. Bid the pulverize and chip seal streets separately.
  3. Preliminary and final design for an estimated **not-to-exceed cost of \$41,600**. Actual costs will be based on our normal charge out rates and will not exceed this amount without prior approval by the Village.
- B. The following items, if required, would be performed on a per diem basis with prior approval by the Village:
1. Wetland permitting, archeological surveys, flood plain or environmental studies
  2. Independent soil testing
  3. Negotiation of easements or land acquisition
  4. Boundary surveys or easements
  5. Resident Construction Observation

We at Town & Country Engineering, Inc. want to thank you for allowing us to serve the Village on these important projects. If you have any questions regarding the above material, please feel free to let us know.

NRB

J:\JOB#S\Windsor\WIN-00-00\O&E\2024\Scope of Services - 2024 Street Maintenance.docx