

**VILLAGE OF WINDSOR
VILLAGE BOARD RESOLUTION 2024-14**

**APPROVAL OF SCOPE OF SERVICES FROM TOWN & COUNTRY FOR DESIGN AND
CONSTRUCTION SERVICES; CHARLIE GRIMM BOARDWALK**

WHEREAS, the Village of Windsor has determined that it would be beneficial for Village residents if we constructed a boardwalk on the east side of Charlie Grimm Road through the wetland area (the "Work"); and

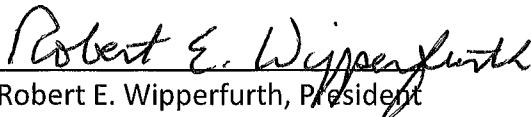
WHEREAS, Village Staff have reviewed, and recommend approval of, the scope of services from Town & Country Engineering attached hereto as Exhibit A (the "Scope of Services"); and

WHEREAS, the Public Works Committee has reviewed, and recommends approval of, the Scope of Services for cost not to exceed \$54,500.

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 \$54,500. 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

December 15, 2023

Mr. Davis Clark
Director of Public Works
Village of Windsor
4084 Mueller Road
Deforest, WI 53532

Subject: Engineering Proposal for Design and Construction Services; Charlie Grimm Boardwalk

Dear Davis:

Thank you for the opportunity to provide a proposal for design and construction services for the Charlie Grimm Boardwalk project. We understand the Village desires to construct an approximately 550-foot boardwalk on the east side of Charlie Grimm Road between Golf Drive to Melwood Lane. Some wetland indicators are present at the site, so a wetland delineation by a third party will be needed prior to permitting the project through DNR. We are including several photographs of a similar project we worked on for the Village of McFarland for your reference.

We propose to provide the following services:

- **Topographic Site Survey:** We will call Digger's Hotline and record all existing features along the project area needed for completion of design and construction. This includes but is not limited to curbs, sidewalks, driveways, utilities (as marked by utilities), property corners that are able to be found, inverts of existing sanitary and storm sewer structures along with existing pipe diameters, and identify any conflicts between the surveyed conditions and the Village's existing utility maps for resolution.
- **Engineering Plans:** As part of the engineering plan development we anticipate providing 35% complete plans for Village review and comment, and again at 95% for Village review and comment, prior to completing the final plans. The plans will contain plan/profile sheets of the improvements. Plans will be provided in both hard copy and digital format (PDF and/or AutoCAD DWG).
- **Specifications:** Construction specifications will include a complete bidding package for anticipated 2024 construction that will be used to obtain bids and provide guidance during construction of the project. This will include the Advertisement for Bid, Instruction to Bidders, Bidders Proof of Responsibility, all bidding documents themselves (bid proposal form, affidavit of organization, bid bond, disclosure of ownership), and standard construction contract documents as published by the EJCDC. We will also provide technical specifications outlining the materials and performance that will be required of the contractor. It is anticipated that one bid will be needed with a single general contractor.
- **Bidding Services:** We will answer questions from bidders and suppliers regarding plans and specifications. We will attend the bid opening, analyze the bids received, and attend a meeting with Village officials to formally recommend award for the bids received.

- Construction and Administration: We will review and comment on shop drawings submitted by the contractor. We will work with Village to resolve any change order requests and to prepare and process pay requests throughout the project.
- Construction Staking: We will provide construction staking for the contractor generally as requested. This is anticipated to include actual and offset stakes for the boardwalk at 25-foot intervals.
- Construction Management: We will administer a pre-construction meeting with Village staff, hold progress meetings on-site as necessary, answer questions during construction and visit the site approximately one to two times per week to verify the project conforms to the plans and specifications. We are not anticipating resident construction observation.
- Project Close-Out: We will prepare a punch list at substantial completion of the project. The project will be inspected along with Village prior to the end of the warranty period to ensure that any necessary repairs are completed by the contractor. Final payment requests will be prepared and presented to the Village.

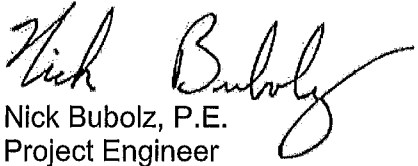
The estimated total cost for these services is \$54,500. The cost is considered not-to-exceed without prior authorization from the Village. Our work will be done using our current charge-out rates, attached.


It should be noted that the following services are anticipated to be carried out by a third party (if needed) and invoiced directly to the Village separate from this agreement:

- Wetland determinations and delineations. There are portions of the project site containing wetland indicators.
- HEC-RAS modelling, if DNR requires flood analysis.
- Archeology services, if needed.
- Independent soil testing.
- Boundary surveys or easement surveys.
- Negotiation and procurement of any easements or property acquisition required to complete the work.
- Wage rate monitoring, if required.
- Permit Fees.

If this is acceptable, please indicate Village acceptance by signing below and returning a copy for our files. Thank you again for the opportunity to work with the Village. We very much appreciate our relationship and look forward to a successful project.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.


Nick Bubolz, P.E.
Project Engineer



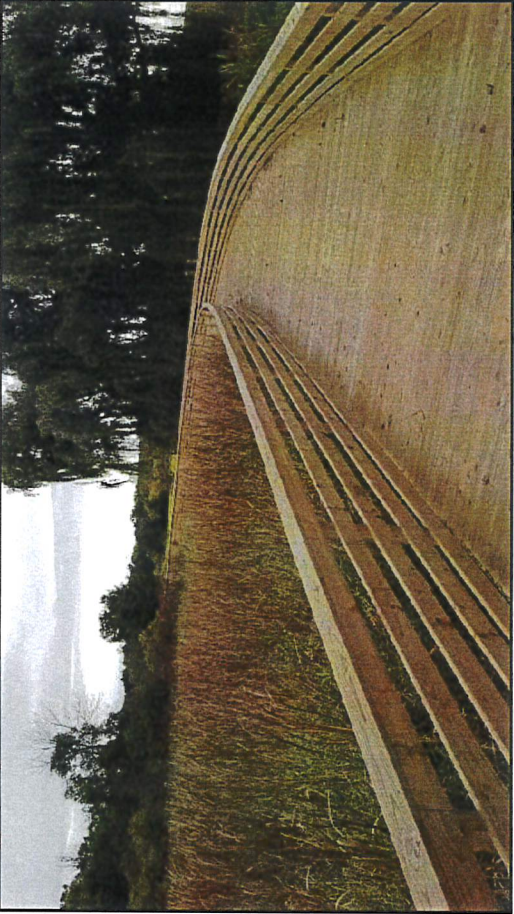
Davis Clark
Director of Public Works

NRB:nrb

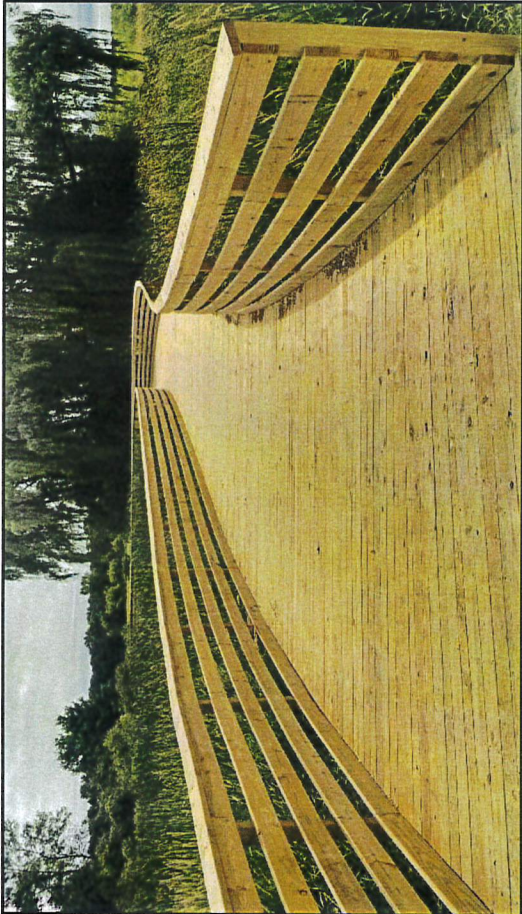
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Town & Country Engineering, Inc.

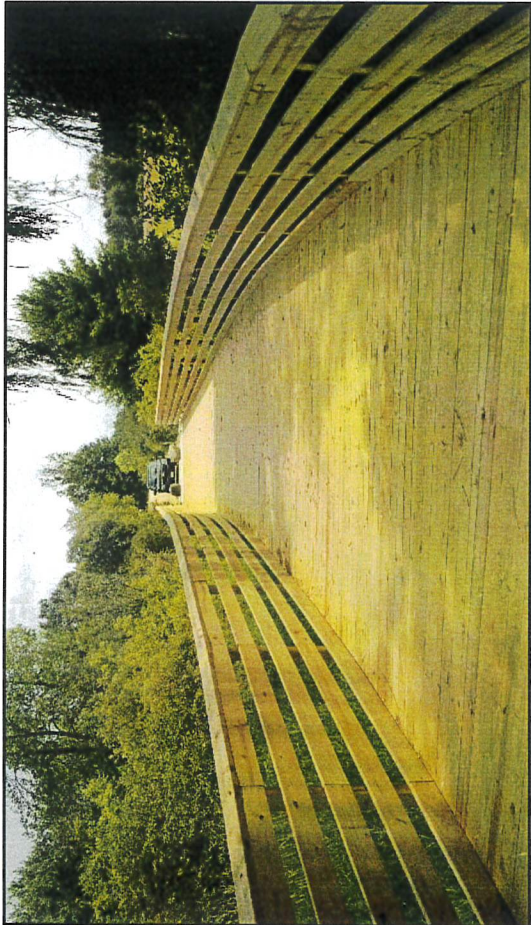
Principal	\$170.00
Senior Project Manager	\$165.00
Senior Project Engineer	\$160.00
Project Engineer IV	\$150.00
Project Engineer III	\$145.00
Project Engineer II	\$140.00
Project Engineer I	\$135.00
Staff Engineer II	\$120.00
Staff Engineer I	\$110.00
Senior Engineering Technician	\$110.00
Engineering Technician III.....	\$105.00
Engineering Technician II.....	\$100.00
Engineering Technician I	\$90.00
GIS Analyst.....	\$110.00
GIS Technician	\$100.00
Survey Crew Chief.....	\$110.00
Construction Technician III.....	\$105.00
Construction Technician II.....	\$100.00
Construction Technician I.....	\$85.00
Administrative II	\$80.00
Administrative I	\$75.00
Grant Writer	\$95.00



Grandview Marsh Conservancy Trail Boardwalk in McFarland



Grandview Marsh Conservancy Trail Boardwalk in McFarland



Grandview Marsh Conservancy Trail Boardwalk in McFarland