

**VILLAGE OF WINDSOR  
VILLAGE BOARD RESOLUTION 2024-16**

**APPROVAL OF BAXTER & WOODMAN WORK ORDER AMENDMENT NO. 1 FOR WINDSOR  
ROAD FINAL DESIGN**

**WHEREAS**, the Village of Windsor previously approved Resolution 2022-83 for the Windsor Road project, Engineer's Project No. 211444.42, attached hereto as Exhibit A; and

**WHEREAS**, the Scope of Services needs to be amended to include a sales-study, acquisition services, appraisal and acquisition exhibit for a temporary limited easement; and

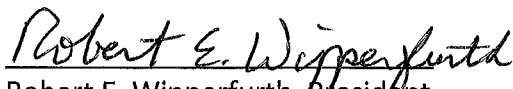
**WHEREAS**, Baxter & Woodman has provided Work Order Amendment No. 1 for Windsor Road Final Design, attached hereto as Exhibit B, not to exceed \$7,000.

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


Engineer's Project No. 211444.42, Work Order Amendment No. 1, is approved in an amount not to exceed \$7,000.00. 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 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:**

Exhibit A: Resolution 2022-83

Exhibit B: Baxter & Woodman Work Order 211444.4, Amendment No. 1

VILLAGE OF WINDSOR  
VILLAGE BOARD RESOLUTION 2022-83

APPROVAL OF THREE BAXTER & WOODMAN WORK ORDERS FOR THE WINDSOR  
RD/CHARLIE GRIMM RD PROJECT

WHEREAS, the Village of Windsor Public Works Director and Engineer have identified the need to reconstruct Windsor Road and Charlie Grimm Road; and

WHEREAS, the Village requested Baxter & Woodman (the "Engineer") to provide Work Orders for the final design for this project; and

WHEREAS, the Engineer has provided the following Work Orders to perform said work:

1. Work Order 211444.41 2023 Road & Utility Project Final Design for a cost not to exceed \$65,300.00.
2. Work Order 211444.42 Windsor Road Final Design for a cost not to exceed \$123,500.00.
3. Work Order 211444.43 Windsor Road at CTH CV Traffic Signal Design for a cost not to exceed \$50,150.00.

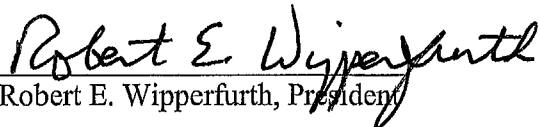
NOW THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Windsor as follows:

1. Work Order 211444.41 is approved, to be paid on a time and materials basis in an amount not to exceed \$65,300.00.
2. Work Order 211444.42 is approved, to be paid on a time and materials basis in an amount not to exceed \$123,500.00.
3. Work Order 211444.43 is approved, to be paid on a time and materials basis in an amount not to exceed \$50,150.00.

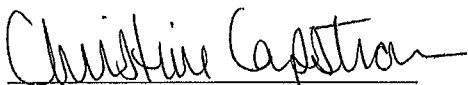
The Village President, Village Attorney and Staff are authorized to execute same on behalf of the Village.

The above and foregoing Resolution was duly adopted at a regular meeting of the Village Board of the Village of Windsor on October 20, 2022 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 211444.41
- Baxter & Woodman Work Order 211444.42
- Baxter & Woodman Work Order 211444.43

VILLAGE OF WINDSOR, WISCONSIN  
 WINDSOR ROAD FINAL DESIGN  
 ENGINEERING DESIGN SERVICES  
 WORK ORDER

Engineer's Project No. 211444.42

**Project Description:**

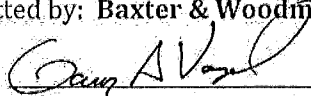
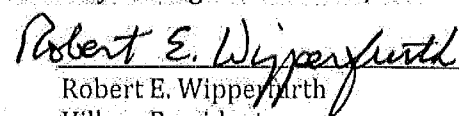
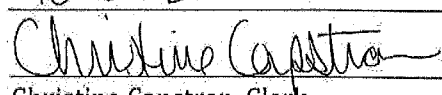
The Project includes final design for pavement reconstruction on Windsor Road from Charlie Grimm Road to County Trunk Highway (CTH) CV.

**Engineering Services:**

The general provisions of this Work Order are enumerated in the Engineering Services Agreement between the Owner and Engineer dated February 8, 2021. 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 February 8, 2021. 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 \$123,500.

<p>Submitted by: <b>Baxter &amp; Woodman, Inc.</b></p> <p>By: <u></u>                  Gary A. Vogel, PE</p> <p>Title: Associate Vice President</p> <p>Date: <u>September 26, 2022</u></p>	<p>Approved by: <b>Village of Windsor, WI</b></p> <p>By: <u></u>                  Robert E. Wippenhuth</p> <p>Title: Village President</p> <p>Date: <u>10-24-22</u></p> <p>Attest: <u></u>                  Christine Capstran, Clerk</p>
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**Additional Comments and Conditions:** Previous Work Orders included preliminary topographic survey, soil borings, and preliminary roadway and drainage design. Construction for project will be funded by WisDOT STP-Local Program. Separate work orders will be provided for the final design for the water main replacement (211444.41) and design of the traffic signal equipment at the intersection of Windsor Road and CTH CV (211444.43).

**Exclusions:** Listed in Attachment A.

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## Project Description

The Project includes final design for pavement reconstruction on Windsor Road from Charlie Grimm Road to County Trunk Highway (CTH) CV.

### Windsor Road

1. The Project will include removal of the roadway pavement and base, replacement with new aggregate base and geogrid, and asphaltic pavement. The existing curb and gutter will remain in its current location and only replaced at updated ADA ramps and/or failed segments.
2. The roadway cross section will utilize two 11-foot driving lanes, and two 9-foot parking lanes (7 feet in the asphalt pavement and 2 feet within the gutter).
3. The existing sidewalk on the south side of the roadway will be replaced with a 10-foot shared-use path. The proposed location for the path is 1 foot off the ROW to match the segment of path constructed west of the project limits.
4. The intersection at Windsor Road and CTH CV will be reconstructed. Traffic signals will be added as part of a separate project.
5. The existing drainage system of curb inlets and storm sewer will be maintained. Additional inlets and storm sewer segments may be added.
6. Based on preliminary calculations, the existing storm sewer in Windsor Road between CTH CV and Monitor Court (Ext.), and the existing storm sewer from Windsor Road to the dry detention basin at the intersection of Charlie Grimm Road and Melwood Lane appear to have less than the typical design capacity. Village staff does not recall flooding issues in this area, indicating the preliminary calculations may be overestimating the actual flows these sewers experience. The capacity of these sewers will be revisited as design progress.
7. The project has received Wisconsin Department of Transportation (WisDOT) STP-Local Program funding. The plans, specifications, and estimates will need to be prepared according to WisDOT's Facilities Development Manual (FDM).

### Regulatory Requirements

1. From a review of State regulations, the project is not expected to have post-construction storm water management requirements for runoff quantity or quality.
2. From a review of Dane County regulations, the project is not expected to have post-construction storm water management requirements for runoff quantity but is expected to be required to reduce total suspended solids (TSS) in its runoff by 40%.
3. There are no impacts expected to the regulatory (100-year) floodplain of the Yahara River due to this project. A portion of the project along Charlie Grimm Road is in the 500-year floodplain, but there are no associated regulatory requirements.

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## 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, coordinate invoices from sub-consultants, and provide a monthly status report via email describing tasks completed the previous month and outlining goals for the subsequent month.
- B. *Project Coordination/Internal Meetings*: Meet internally with project team to discuss Project and coordinate design.
- C. *Officials Meetings*: Meet with Village staff/officials to discuss Project, describe concepts, and determine recommended concept to move forward. (Two meetings included).
- D. *WisDOT Coordination Meetings*: Meet with WisDOT staff to discuss the project, review comments, and discuss required revisions to the plans and specifications (Two meeting included).
- E. *Public Information Meetings*: Prepare advertisement, property owner and local officials letter invitations, exhibits, handouts and attend one public information meeting (PIM). Prepare meeting minutes to document public comments. Engineers will conduct the meeting in an open-house format, answer questions, take comments, and provide a lead role for the meeting. A short (5 minute) power point/video presentation can be provided at LPA request. Prepare a Public Involvement Plan according to FDM.

2. **UTILITY COORDINATION**: Obtain utility company system maps. Confer on an ongoing basis with all utility facility owners in the project vicinity to establish mutual understanding on design features of the Project affecting utility facilities. Keep the Village informed of all such coordination activities. Prepare WisDOT Utility Status Report (DT1080) (Preliminary and Final submittals are anticipated).

### 3. ENVIRONMENTAL COORDINATION AND PERMITTING

- A. *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.

- B. *County Right-of-Way Permit*: Prepare and deliver to Dane County Highway and Transportation Department a Permit to Work in County Trunk Highway Right-of-Way application with supporting documents and exhibits for work within County right-of-way and/or the use of County routes for project detour and traffic control signage. Coordinate with the County to incorporate permit requirements into the bidding documents.
- C. *Endangered Resources Preliminary Assessment*: Submit an Endangered Resources Preliminary Assessment through the WDNR National Heritage Inventory (NHI) Public Portal to identify endangered resources in the area of the project. If further action is required, an Endangered Resources Review (ERR) may be required. Providing additional project information and fees as may be required for an ERR, are not included in the scope of this project and would be a separate expense to the LPA if required. Unique design measures to mitigate impacts determined by ERR will also be considered additional services.
- D. *Historic Preservation Compliance Documentation (Section 106 property)*: Submit necessary documentation to the State Historical Preservation Agency to obtain a "no potential to affect historic properties" statement for the area of the Project.
- E. *Tribal Notification*: Prepare a tribal notification letter and submit to the State Tribal Historic Preservation Office and project area tribes.
- F. The applications must be submitted to the Village for online approval or with the necessary number of copies for signature and mailing envelopes unless required by the Agency. Review fees are not included within this agreement and shall be paid for separately by the Village.

#### 4. CONTRACT DOCUMENTS

- A. *Environmental Document*: Prepare a Categorical Exclusion Checklist (CEC) in accordance with WisDOT FDM 20-20 and submit for review and approval by WisDOT and FHWA. Preliminary and Final submittals are anticipated.
- B. *Design Study Report (DSR)*: Prepare a Perpetuation Design Study Report (DSR) to document decisions and rationale in development of the improvement in accordance with FDM 11-4-10 and submit to WisDOT and LPA for review and approval. Preliminary and Final submittals are anticipated.
- C. *Transportation Management Plan (TMP)*: Prepare a Type 2 Traffic Management Plan (TMP) in accordance with WisDOT FDM 11-50 on the WisDOT TMP System, including developing staging and traffic control alternatives, public outreach strategies, work zone impact analysis, and incorporating stakeholder input. Preliminary (60%), Pre-final (90%), and Final submittals are anticipated.

- D. *Specifications*: Prepare special provisions in accordance with LPA guidelines to specify items not covered by the DOT Standard Specifications for Highway and Structure Construction.

## 5. PLANS PREPARATION

- a. *Roadway Design*: Refine corridor model and prepare plan and profile sheets for the roadway design including improvement limits, approximate slope intercepts, stations and offset callouts, label construction limit locations and right of way breaks, rehabilitation strategy, curb and gutter and sidewalk improvements, driveway repairs, utility structure adjustments, pavement marking, and note special instructions to the Contractor.
  - b. *Traffic Control and Construction Staging*: Traffic is anticipated to be detoured during construction. Develop a preferred maintenance of traffic and staging plan and submit to the LPA for comment and approval. Identify the preferred strategy for maintaining traffic and driveway access. Complete a design of the preferred staging plan which may include a detour or staged construction. Prepare construction staging notes, typical sections, and layout to maintain local traffic flow through the construction zone. Confer with LPA staff, emergency services, and public transportation agencies to consider local impacts and concerns.
  - c. *Drainage Design*: Prepare the ditch, inlet, culvert, and storm sewer design meeting State or LPA standards for the proposed improvements. It is assumed that the project outfalls will be maintained and not modified as part of this project. Incorporate best management practices (BMPs) to meet permit requirements.
  - d. *Erosion Control Plans*: Prepare an erosion control plan for the improvement meeting LPA and permit agency requirements.
  - e. *Multi-use Path Design*: Prepare the bicycle and/or pedestrian path pavement design and geometric plan and profile design.
  - f. *Cross Section Design*: Refine design model and Design roadway cross sections at 50-foot intervals and all cross streets, driveways, and crossroad culverts. Compute earthwork calculations. Stage construction earthwork calculations are not anticipated.
  - g. *Detailed Drawings*: Complete required plan sheets required for bidding including Cover, General Notes, Summary of Quantities, Typical Sections, Erosion Control, Removals, Signing & Pavement Markings, Design Details, Plan & Profiles, and Cross Sections.
6. ESTIMATE OF COST: Prepare summary of quantities, estimate of time, miscellaneous quantities, and an engineer's estimate of cost.

7. 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.

#### Exclusions

1. Topographic Survey (completed under previous/other work orders)
2. Geotechnical Investigation (completed under previous/other work orders)
3. Alternatives Analysis (completed under previous/other work orders)
4. Environmental Studies (Hazardous Materials Assessments)
5. Wetland Impact and Alternatives Analysis
6. WDNR Wetland and Waterway Permit
7. Construction Engineering or Observation
8. Right-of-Way acquisition services including title commitments, Plats, Legals, Appraisals, Negotiations

#### Schedule

The overall Project schedule is based on construction occurring in 2024.

- |   |                |
|---|----------------|
| • Approve Design Contract                       | September 2022 |
| • 30% Plans                                     | December 2023  |
| • Public Information Meeting                    | January 2023   |
| • Exceptions to Standards Report<br>(if needed) | February 2023  |
| • 60% Plans                                     | March 2023     |
| • Environmental Document (CEC)                  | April 2023     |
| • Design Study Report                           | April 2023     |
| • Final Utility Coordination                    | May 2023       |
| • 90% Plans/Draft P.S.&E.                       | June 2023      |
| • Final P.S.&E.                                 | August 2023    |
| • WisDOT Letting                                | January 2024   |
| • Construction                                  | Summer 2024    |



**VILLAGE OF WINDSOR, WISCONSIN  
WINDSOR ROAD FINAL DESIGN  
WORK ORDER AMENDMENT NO. 1**

**Engineer's Project No. 211444.42**

**Purpose of Amendment:**

This amendment to the original Work Order dated October 24, 2022, provides for additional scope of services and compensation that are being added to the Project.

**Amended Engineering Services:**

The scope of service is amended to include a sales-study, acquisition services, appraisal, and an acquisition exhibit for a temporary limited easement. The amended scope of services is set forth in Attachment A.

**Amended Compensation:**

The Engineer's fee for the Project shall be amended as follows:

Current Not-to-Exceed Work Order Limit:	\$ 123,500
Net increase/decrease of this Amendment	\$ 7,000
Amended Not-to-Exceed Limit:	\$ 130,500

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

By: \_\_\_\_\_

Gary A. Vogel, PE

Title: Associate Vice President

Date: January 4, 2024

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

By: \_\_\_\_\_

Robert E. Wipperfurth

Title: Village President

Date: January 18, 2024

**Additional Comments and Conditions:** All other provisions of the Work Order shall remain in full force and effect.

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### Project Description - Amended

In order to obtain a temporary limited easement (TLE) for the property in the southwest corner of Windsor Road and County CV a sales-study, acquisition services, appraisal, and an acquisition exhibit will be required.

### Scope of Services

#### 1. Right of Way and Boundary

- 1.1 *Plat of Highways:* Perform legal surveys and develop plats or exhibits, legal descriptions and utilize the services of a DOT-approved title company to obtain title commitments for one (1) adjacent parcels of land to be acquired for R.O.W., permanent easements or temporary construction easements.
- 1.2 *Appraisals:* Employ a real-estate appraiser certified by the DOT to prepare a comparable land sales analysis and appraisals for parcels of land to be acquired for right-of-way, permanent easements, or temporary construction easements.