

**VILLAGE OF WINDSOR
VILLAGE BOARD RESOLUTION 2024-60**

**APPROVAL OF SCOPE OF SERVICES FROM TOWN & COUNTRY FOR CTH CV/LAKE RD UTILITY
AND MULTI-USE PATH IMPROVEMENT PROJECT**

WHEREAS, the Village of Windsor and Dane County have determined that it would be beneficial for Village residents if we reconstructed CTH CV/Lake Road from STH 19 to Windsor Road (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; and

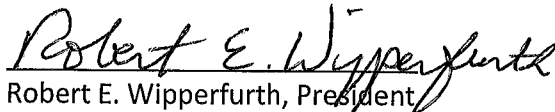
WHEREAS, the Public Works Committee has reviewed, and recommends approval of, the Scope of Services for estimated cost of \$187,000 (\$148,000 construction administration (not to exceed) and \$39,000 construction observation); and

WHEREAS, the Work will be funded by Capital Project Funding, Account 004-00-57331-800-007.

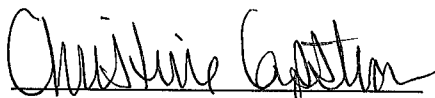
NOW THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Windsor that it hereby approves the Scope of Services for the Work for estimated cost of \$187,000. The Village Administrator, or designee, is authorized and directed to issue the notice of approval accordingly, and execute all necessary 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 June 20, 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: Scope of Services

SCOPE OF SERVICES

Date: May 30, 2024

To: Ms. Tina Butteris
Village Administrator
Village of Windsor
4084 Mueller Road
Deforest, WI 53532

From: Nick Bubolz, P.E. – Town and Country Engineering, Inc.

Subject: Design and Construction Administration for Village Portion of CTH CV / Lake Road (south end)

We understand that the Village of Windsor will be working cooperatively with Dane County on a street and utility improvement project along CTH CV / Lake Road from STH 19 to Windsor Road. Dane County will be handling both the design and construction services for the street reconstruction/widening (including storm sewer improvements), and the Village will need to address any sewer, water main, and new multi-use path work in parallel to that.

The Village scope will include areas of water main replacement, sanitary sewer improvements (gravity sewer replacement, force main replacement, and sewer pipe/manhole lining). We propose to provide the following services:

A. Design and Construction Administration

- Finalize the project scope and confirm the final design approach with the Village. It is possible that the final design and construction of the multi-use path will be taken over by the County.
- Final design in winter 2024 with anticipated construction in 2025 for:
 - Approximately 2300 feet of a nominal 10-foot asphalt path with associated lighting.
 - Approximately 2000 feet of gravity sewer replacement.
 - Approximately 1750 feet of force main sewer replacement.
 - Approximately 1700 feet of water main replacement.
- Provide all the surveying necessary to develop the plans and specifications for construction.
- Provide revised construction cost estimates after completion of plans and specifications.
- Identify and obtain permits that are required for the project. The Village would pay any permit fees.
- Identifying easements required, but not the procurement of the easements.
- Assistance with bidding, including bid advertisement, bid opening and recommendation of award. The Village would pay any publishing costs.
- Coordinate and hold a pre-construction meeting with the contractor and utilities.
- Provide survey staking during the construction.
- Perform project administration during construction including change order

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discussions, pay request processing, and periodic site visits by an engineer to monitor progress.

- On-site resident construction observation for the underground utility work.

The overall engineering costs are estimated as follows:

| | |
|--|--|
| Design and construction administration: | \$148,000 (not-to-exceed) |
| Resident construction observation: | <u>\$39,000 (36 days assumed)</u> |
| | \$187,000 |

B. Services not provided, or provided by the Owner. These services may or may not be required, and if required, can be performed on an hourly basis.

- Negotiation and procurement of any easements or property acquisition required to complete the work.
- Boundary surveys or easement surveys.
- Archeological surveys, wetland surveys or permits associated with this project.

We at Town & Country Engineering, Inc. wish to thank you for allowing us to serve the Village on this project. If you have any questions regarding the above material, please feel free to call.

NRB:brb

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