

**VILLAGE OF WINDSOR  
VILLAGE BOARD RESOLUTION 2024-61**

**APPROVAL OF SCOPE OF SERVICES FROM TOWN & COUNTRY ENGINEERING FOR DEPOT  
STREET IMPROVEMENTS**

**WHEREAS**, the Village of Windsor desires to reconstruct the eastern half of Depot Street from Windsor Road to Second Street to complete the initial phase of Phase 3 of the Municipal Campus (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

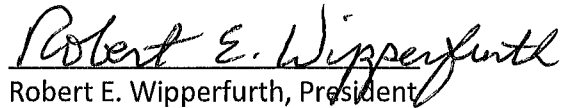
**WHEREAS**, the Public Works Committee has reviewed, and recommends approval of, the Scope of Services for an estimated cost of \$31,000 for design and construction administration; and

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

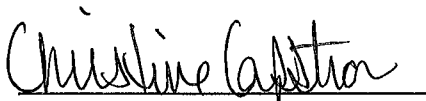
**NOW THEREFORE, BE IT RESOLVED**, by the Village Board of the Village of Windsor that it hereby approves the Scope of Services for the Work for an estimated cost of \$31,000 for design and construction administration. The Village Administrator, or designee, is authorized and directed to issue the notice 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

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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 Partial Reconstruction of Depot Street

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The Village of Windsor desires to reconstruct the eastern half of Depot Street from Winsor Road to Second Street to complete the initial phase of a future streetscaping effort and eventual Open-Air Market. This will involve widening the roadway to allow angle parking on the east side, a new asphalt path immediately behind the eastern curb, and other associated work items.

A. Design and Construction Administration

- Finalize the project scope and discuss the final design approach with the Village.
- Final design in winter 2024 with anticipated construction in 2025.
- Approximately 660 feet of a nominal 10-foot asphalt path.
- 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 contactor and utilities.
- Provide survey staking during the construction.
- Perform project administration during construction including change order discussions, pay request processing, and periodic site visits to monitor progress.

**The design and construction administration costs are estimated at \$31,000.**

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- 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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