

**VILLAGE OF WINDSOR
VILLAGE BOARD RESOLUTION 2024-62**

**APPROVAL OF SCOPE OF SERVICES FROM TOWN & COUNTRY FOR WINDSOR ROAD WEST
MULTI-USE PATH IMPROVEMENTS**

WHEREAS, the Village of Windsor desires to construct a multi-use path on the south side of Windsor Road from CTH CV/Lake Road east to the railroad tracks (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

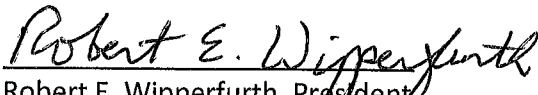
WHEREAS, the Public Works Committee has reviewed, and recommends approval of, the Scope of Services for an estimated cost of \$12,500 for preliminary and final design; and

WHEREAS, the Project will be paid by the Village's Traffic Management (West) Impact Fee Funds, Account #009-00-57331-800-000.


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 \$12,500 for preliminary and final design. 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 a western portion of the Windsor Road Path

The Village of Windsor wants to construct a multi-use path on the south side of Windsor Road, from Lake Road/CTH CV to the railroad tracks just east of Depot Street (approximately 675 feet). The work will involve construction of a nominal 10-foot width asphalt path with a new crosswalk in the existing right-of-way.

A. Preliminary and Final Design

- Finalize the project scope and discuss the final design approach with the Village.
- Final design in winter 2024 with anticipated construction in 2025.
- Approximately 675 feet of asphalt path with street lighting.
- Provide all the surveying necessary to develop the plans and specifications for construction.
- Plans and specifications approval for County approval. Town and Country Engineering, Inc. will use our standard contract documents.
- 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 preliminary and final design cost is estimated at \$12,500.

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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 acquisitions 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:nrb

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