

**VILLAGE OF WINDSOR  
VILLAGE BOARD RESOLUTION 2024-80**

**AUTHORIZING A CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE VILLAGE  
OF WINDSOR POST OFFICE**

**WHEREAS**, the Village Board desires to engage a firm to perform Construction Management Services for pre-construction and construction services of the Windsor Post Office (the "Services"); and

**WHEREAS**, the Village has received a proposal from Maas Brothers Construction to complete the Services, attached hereto as Exhibit A; and

**WHEREAS**, the Village of Windsor staff recommends the hiring of Maas Brothers Construction Co., to complete the Services.

**NOW THEREFORE, BE IT RESOLVED**, by the Village Board of the Village of Windsor that it hereby approves the proposal for the Services by Maas Brothers Construction Co. in the amount of \$24,300 for professional services, in accordance with the proposal attached hereto as Exhibit A. 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, Dane County, Wisconsin on September 5, 2024, by a vote of 5 in favor and 0 opposed.

**VILLAGE OF WINDSOR**

  
Robert E. Wipperfurth, President

**Attested by:**

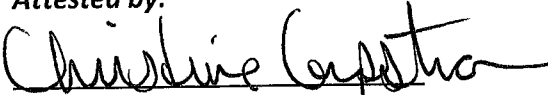
  
Christine Capstran, Clerk

Exhibit A: Maas Brothers Construction Co., Inc. Proposal

920 · 261 · 1682  
Fax 920 · 261 · 3521  
P.O. Box 108  
410 Water Tower Court  
Watertown, WI 53094-0108



www.maasl  
maasbros@maasl

August 23, 2024

Ms. Tina Butteris, Village Administrator  
Village of Windsor  
4084 Mueller Rd  
DeForest, WI 53532

RE: Windsor Post Office Exterior Remodel - Construction Management Proposal

Tina,

The Maas Bros. Construction team is excited to have another opportunity to work with you and the Village of Windsor on your Post Office Exterior Remodel Project. Given that this project has a smaller scope as compared to the Municipal Project, we will be providing a scope of Construction Management (CM) services that are right-sized and aligned to what we believe is needed to deliver a successful project for your Village. Our CM Service proposal amount includes our services from design through construction and is based on our recommendation that the Village award the construction work via one Prime Contract through the bidding process. Below we will provide a detailed list of the CM services we will be providing as part of our lump sum proposal cost. If at any point during the project the Village needs additional CM Services not included in the scope below, the Village and Maas Bros. Construction will negotiate a cost and payment structure that is amicable for both parties.

**Construction Management Service Amount: \$24,300.00**

**CM Services Include:**

- Comprehensive construction budgeting
- On-going long-lead item identification & evaluation
- Project timeline creation & accountability
- Iterative constructability & value engineering reviews
- Attend ALL (in-person or virtual) design meetings & provide feedback and observations to Village Administrator & staff
- Assist ADCI in bid solicitation for Prime Contractors
- Conduct pre-bid meeting
- Attend and conduct bid opening
- Review bids for accuracy
- Document and distribute bid results
- Review Prime Contract
- Conduct 2-3 weekly on-site reviews during construction
- Attend ALL construction progress meetings (in-person)
- Monthly review of contractor's pay request
- Review change requests
- Provide overall construction expertise from design thru construction to Village Administrator & staff

**CM Services NOT Included:**

- Full-time on-site supervision

One of Wisconsin's Most Experienced General Contracting Firms

- Shop drawing/Submittal review
- Processing of RFIs or other associated project correspondence
- Meeting administration (including meeting minutes and agendas)
- Processing of change requests or pay requests (review only)
- Coordination of public/private utilities
- Collection of lien waivers
- Safety administration

All invoices for this proposal will be sent to the Village periodically throughout the duration of our services.

Thank you for your consideration of this proposal. Our Maas Bros. team looks forward to working with you and your village staff on the forthcoming Post Office project. If you, any member of your staff or village counsel, have any questions about our proposal, contact me directly at 920-253-5750 or [mstafford@maasbros.com](mailto:mstafford@maasbros.com).

Regards,

*Mark Stafford*

Mark Stafford  
Vice President/Senior Project Manager