

**CITY OF MILTON, WISCONSIN
MUNICIPAL DRIVE DRAINAGE IMPROVEMENTS
DESIGN AND CONSTRUCTION ENGINEERING
WORK ORDER**

ENGINEERS' PROJECT NO. 160275.90

Project Description:

The Project consists of providing design and construction engineering services for the modification of the Municipal Drive storm water conveyance facilities; the existing facilities do not properly drain.

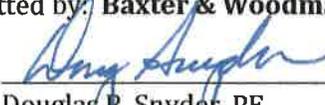
Engineering Services:

Specific Engineering services are described in Exhibit B of the City Engineering Services Agreement between the City and Engineers dated May 2, 2006, and amended on December 8, 2011. A detailed scope of services for this Project is listed in Attachment A of this Work Order. Manpower requirements and a fee summary are listed in Attachment B.

Compensation:

Compensation for the services to be provided under this Work Order will be in accordance with the Engineering Services Agreement dated May 2, 2006, and amended on December 8, 2011. The Engineers' fee for the Project and tasks described in Attachment A will be based upon our hourly rates of compensation for actual work time performed, plus reimbursement of out-of-pocket expenses including travel, which will not exceed **\$15,000**.

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

By: 

Douglas R. Snyder, PE

Title: Regional Manager

Date: February 26, 2016

Approved: **City of Milton, Wisconsin**

By: _____

Al Hulick

Title: City Administrator

Date: _____

Additional Comments: None.

PROJECT DESCRIPTION

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SCOPE OF SERVICES

Design Services

1. **PROJECT MANAGEMENT** – Plan, schedule, and control the activities that must be performed to complete the Project. These activities include but are not limited to budget, schedule, and scope. Coordinate with City staff and project team to ensure the goals of the Project are achieved.
2. **TOPOGRAPHIC SURVEY** – Perform limited topographic survey within the project limits and at 50-foot intervals of the areas involved with the improvements. State plane coordinates and NAVD 88 will be used for horizontal and vertical controls.
3. **UTILITY COORDINATION** – Coordinate work with Utility companies during early preliminary design. Also, provide final design documents to those companies once complete.
4. **FINAL DESIGN** – Prepare design documents consisting of drawings showing the general scope, extent, and character of construction work to be furnished and performed by the contractor(s) selected by the City and specifications which will be prepared in conformance with the format of the Construction Specification Institute.
5. **OPINION OF PROBABLE COST** – Prepare an opinion of probable construction cost for the Project.
6. **CONSTRUCTION DOCUMENTS** – Prepare for review and approval by the City and its legal counsel the forms of construction contract documents consisting of Notice and Instructions to Bidders, Bid Form, Agreement, Performance-Payment Bond, General Conditions, and Supplementary Conditions, where appropriate, based upon documents prepared by the Engineers Joint Contract Document Committee (EJCDC).
7. **ASSISTANCE DURING BIDDING** – Assist the City in solicitation of construction bids from as many qualified bidders as possible, attend the bid opening and tabulate bid proposals, make an analysis of the bids, and submit recommendations for the award of construction contract.

Construction Services

8. **GENERAL CONSTRUCTION ADMINISTRATION**
 - Attend the preconstruction conference, and review the Contractor's proposed construction schedule and list of subcontractors.
 - Review and approve shop drawings, manufacturer's literature, samples, and other submittals by the Contractor, but only for compliance with the drawings and

specifications as to quality of materials and performance of equipment. Such review shall not be construed as relieving the contractor of the responsibility to meet requirements of the construction contract documents.

- Review the Contractor's requests for payments as construction work progresses, and advise the City of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- Prepare construction contract change orders when authorized by the City.
- Conduct a final inspection of construction work, review the contractor's written guarantees, and issue an opinion of satisfactory completion for acceptance of the Project by the City.
- Prepare construction record drawings which show field measured dimensions of the completed work which the engineers consider significant and provide the City with one set of reproducible record drawings and all equipment operation and maintenance manuals within ninety (90) days of the Project completion.
- Provide construction inspection services when notified by the Contractor that the Project is complete. Prepare written punch lists during final completion inspections.
- Review the Contractor's written guarantees and issue a Notice of Acceptability for the Project by the City.

9. **RESIDENT PROJECT REPRESENTATIVE**

- Provide Resident Project Representatives at the construction site on a periodic part-time basis from the Engineers' office (for up to 20 hours), as deemed necessary by the Engineers, to stake-out construction lines and grades, to assist the Contractor with interpretation of the drawings and specifications, to observe in general if the Contractor's work is in conformity with the final design documents, and to monitor the Contractor's progress as related to the construction contract date of completion. The construction Contractor is a separate company from the Engineers. The City understands and acknowledges that the Engineers are not responsible for the Contractor's construction means, methods, techniques, sequences or procedures, time of performance, compliance with Laws and Regulations, or safety precautions and programs in connection with the Project, and the Engineers do not guarantee the performance of the Contractor and are not responsible for the Contractor's failure to execute the work in accordance with the Construction Contract Documents.
- Provide the necessary base lines, benchmarks, and reference points to enable the contractor to proceed with the work.
- Keep a daily record of the Contractor's work on those days that the Engineers are at the construction site including notations on the nature and cost of any extra work, and provide weekly reports to the City of the construction progress and working days charged against the Contractor's time for completion.

DESIGN ENGINEERING SERVICES

Manpower Requirements and Costs Summary

Scope Item	Employee Class	Hourly Rate	Hours	Fee
Manage Project	Engineer III	\$115.00	3	\$345.00
Preliminary Plans, Specifications, and Cost Estimate	Engineer III	\$115.00	29	\$3,335.00
	CAD/GIS/Survey Tech IV	\$120.00	38	\$4,560.00
	CAD/GIS/Survey Tech I	\$85.00	10	\$850.00
	Clerical	\$70.00	4	\$280.00
Final Plans & Estimate	Senior Engineer III	\$150.00	10	\$1,500.00
	Engineer III	\$115.00	3	\$345.00
	Clerical	\$70.00	4	\$280.00
Bidding Assistance	Engineer III	\$115.00	4	\$460.00
	Clerical	\$70.00	2	\$140.00
Total			107	\$12,095.00
Use				\$12,000.00

CONSTRUCTION ENGINEERING SERVICES

Manpower Requirements and Costs Summary

Scope Item	Employee Class	Hourly Rate	Hours	Fee
Construction Administration	Engineer III	\$115.00	6	\$690.00
Field Observation	Engineer III	\$115.00	20	\$2,300
Total			26	\$2,990.00
Use				\$3,000.00