

**CITY OF MILTON, WISCONSIN  
WELL NO. 2 - WELL HOUSE RECONSTRUCTION  
CONSTRUCTION ENGINEERING**

**WORK ORDER**

**Engineer's Project No. 140772.60**

**Project Description:**

Provide Construction Services for the reconstruction of Well No. 2 - Well House to meet Wisconsin DNR requirements for separation of chlorine, fluoride, and polyphosphate. The well house will be approximately 35 feet by 16 feet in dimension and is to be placed above the existing well and adjacent to the new Splash Park.

**Engineering Services:**

The general provisions of this Work Order are enumerated in the Engineering Services Agreement between the Owner and Engineer dated May 2, 2006, and amended on December 8, 2011. Engineer shall provide the services set forth in Attachment A, attached hereto. 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 Owner shall pay the Engineer for the services performed or furnished under Attachment A, based upon the Engineer's standard hourly billing rates included in Attachment B for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which in total will not exceed **\$41,000**.

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

By: \_\_\_\_\_

*Derek J. Wold*

Derek J. Wold, P.E.

Title: Vice President

Date: February 15, 2016

Approved by: **City of Milton, WI**

By: \_\_\_\_\_

Al Hulick

Title: City Administrator

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Elena Hilby, Clerk

**Additional Comments and Conditions:** None.

---

## **PROJECT DESCRIPTION**

Provide Construction Services for the reconstruction of Well No. 2 – Well House to meet Wisconsin DNR requirements for separation of chlorine, fluoride, and polyphosphate. The well house will be approximately 35 feet by 16 feet in dimension and is to be placed above the existing well and adjacent to the new Splash Park.

## **SCOPE OF SERVICES – CONSTRUCTION SERVICES**

1. Act as the Owner's representative with duties, responsibilities and limitations of authority as assigned in the construction contract documents.
2. **CONSTRUCTION ADMINISTRATION**
  - Prepare Award Letter, Agreement, Contract Documents, Performance/Payment Bonds, and Notice to Proceed. Review Contractor insurance documents.
  - Attend and prepare minutes for the preconstruction conference, and review the Contractor's proposed construction schedule and list of subcontractors.
  - Attend periodic construction progress meetings.
  - Shop drawing and submittal review by Engineer shall apply only to the items in the submissions and only for the purpose of assessing, if upon installation or incorporation in the Project, they are generally consistent with the construction documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e. hard copy or electronic transmission) and for compliance with the contract documents. Owner further agrees that the Engineer's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety programs or precautions. Engineer's consideration of a component does not constitute acceptance of the assembled item.
  - Review construction record drawings for completeness prior to submission to CADD.
  - Prepare construction contract change orders and work directives when authorized by the Owner.
  - Review the Contractor's requests for payments as construction work progresses, and advise the Owner of amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
  - Research and prepare written response by Engineer to request for information from the Owner and Contractor.
  - Project manager or other office staff visit site as needed.
3. **FIELD OBSERVATION**
  - Engineer's site observation shall be at the times agreed upon with the Owner. Engineer will provide Resident Project Representatives at the construction site on a periodic part-time basis from the Engineer's office of not more than eight (8) hours per regular weekday, not including legal holidays (for up to 240 hours) as deemed necessary by the Engineer, 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. Through standard, reasonable means, Engineer will become generally familiar with observable

---

completed work. If Engineer observes completed work that is inconsistent with the construction documents, that information shall be communicated to the contractor and Owner to address. Engineer shall not supervise, direct, control, or have charge or authority over any contractor's work, nor shall the Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents, which contractor is solely responsible for its errors, omissions, and failure to carry out the work. Engineer shall not be responsible for the acts of omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or any other person, (except Engineer's own agents, employees, and consultants) at the site or otherwise furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification, of the contract documents, other than those made by the Engineer.

- 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 Owner of the construction progress and working days charged against the Contractor's time for completion.

**4. SUBSTANTIAL COMPLETION OF PROJECT**

- Provide construction inspection services when notified by the Contractor that the Project is substantially complete. Prepare written punch lists during substantial completion inspections.
- Prepare Certificate of Substantial Completion.

**5. COMPLETION OF PROJECT**

- 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 Owner.
- Review the Contractor's requests for final payment, and advise the Owner of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- Prepare construction record drawings which show field measured dimensions of the completed work which the Engineers consider significant and provide the Owner with CD or electronic copy within ninety (90) days of the Project completion.

**Manpower Requirements and Costs Summary**

<b><u>Deliverable</u></b>	<b><u>Employee Class</u></b>	<b><u>Hourly Rate</u></b>	<b><u>Estimated Hours</u></b>	<b><u>Labor Cost</u></b>
Construction Administration	Senior Engineer IV	\$ 170.00	6	\$ 1,020.00
	Senior Engineer III	\$ 150.00	10	\$ 1,500.00
	Senior Engineer II	\$ 140.00	26	\$ 3,640.00
	Engineer III	\$ 115.00	8	\$ 920.00
<b>Construction Administration Totals</b>			<b>50</b>	<b>\$ 7,080.00</b>
Field Observation	Senior Engineer IV	\$ 170.00	20	\$ 3,400.00
	Engineer III	\$ 115.00	220	\$ 25,300.00
<b>Field Observation Totals</b>			<b>240</b>	<b>\$ 28,700.00</b>
Complete Project	Senior Engineer IV	\$ 170.00	8	\$ 1,360.00
	Engineer III	\$ 115.00	8	\$ 920.00
	CAD/GIS/Survey Tech II	\$ 95.00	4	\$ 380.00
	CAD/GIS/Survey Tech I	\$ 85.00	4	\$ 340.00
<b>Complete Project Totals</b>			<b>8</b>	<b>\$ 3,000.00</b>
Project Closeout	Senior Engineer IV	\$ 170.00	8	\$ 1,360.00
	Engineer III	\$ 115.00	8	\$ 920.00
<b>Project Closeout Totals</b>			<b>8</b>	<b>\$ 2,280.00</b>
<b>Total Estimated Construction Engineering Fees</b>				<b>\$ 41,060.00</b>
<b>USE</b>				<b>\$ 41,000.00</b>