

**CITY OF MILTON, WISCONSIN
PARKVIEW DRIVE RESURFACING
DESIGN AND CONSTRUCTION ENGINEERING
WORK ORDER**

ENGINEERS' PROJECT NO. 150327.00

Project Description:

The Project consists of providing design and construction engineering services for the resurfacing of Parkview Drive from Madison Avenue to just north of Parker YMCA. The Project consists of milling the existing surface and placing 2-inches of hot mix asphalt, partial curb and gutter replacement, sidewalk ramp improvements, and other miscellaneous improvements.

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 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 **\$57,000**.

***Note:** Costs for post-construction completion and warranty work are separate expenses to the City and are not included in this Work Order.

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

By: _____

Louis D. Hausmann, PE, PTOE

Title: Vice President/COO

Date: March 18, 2015

Approved: **City of Milton, Wisconsin**

By: _____

Al Hulick

Title: City Administrator

Date: _____

Additional Comments: None

PROJECT DESCRIPTION

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SCOPE OF SERVICES

The standard of care for all professional engineering and related services performed or furnished by the Engineer under this Agreement will be the care and skill ordinarily used by members of Engineer's profession practicing under similar circumstances at the same time and in the same locality on similar projects. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services.

Design Services

1. **ADMINISTRATION & MEETINGS** – Confer with the City's staff and project team to ensure the goals of the Project are achieved and to clarify and define the general scope, extent, and character of the Project.
2. **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.
3. **TOPOGRAPHIC SURVEY** – Topographic survey of the Project site has been completed previously for the sanitary sewer design. The survey will be field verified to determine any changes of existing conditions.
4. **UTILITY COORDINATION** – Coordinate work with Utility companies during early preliminary design. Also, provide final design documents to those companies once complete.
5. **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.
6. **OPINION OF PROBABLE COST** – Prepare an opinion of probable construction cost for the Project.

7. 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).
8. 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

9. Act as the City's representative with duties, responsibilities, and limitations of authority as assigned in the construction contract documents.
10. 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.
11. RESIDENT PROJECT REPRESENTATIVE
 - Provide Resident Project Representatives at the construction site on a periodic part-time basis from the Engineers' office (for up to 200 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.

12. 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 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 within ninety (90) days of the Project completion.

DESIGN ENGINEERING SERVICES

Manpower Requirements and Costs Summary

<u>Deliverable</u>	<u>Employee Class</u>	<u>Hourly Rate</u>	<u>Estimated Hours</u>	<u>Labor Cost</u>
Manage Project	Senior Engineer II	\$ 145.00	24	\$ 3,480.00
Manage Project Totals			24	\$ 3,480.00
Final Plans & Estimate	Senior Engineer II	\$ 145.00	60	\$ 8,700.00
	Engineer II	\$ 105.00	80	\$ 8,400.00
	CAD/Survey Tech	\$ 105.00	60	\$ 6,300.00
	Clerical	\$ 70.00	8	\$ 560.00
Final Plans & Estimate Totals			208	\$ 23,960.00
Bidding Assistance	Engineer II	\$ 105.00	10	\$ 1,050.00
	Clerical	\$ 70.00	8	\$ 560.00
Bidding Assistance Totals			18	\$ 1,610.00
Total Estimated Design Engineering Fees				\$ 29,050.00
USE				\$ 29,000.00

CONSTRUCTION ENGINEERING SERVICES

Manpower Requirements and Costs Summary

<u>Deliverable</u>	<u>Employee Class</u>	<u>Hourly Rate</u>	<u>Estimated Hours</u>	<u>Labor Cost</u>
Construction Administration	Senior Engineer II	\$ 145.00	36	\$ 5,220.00
	Clerical	\$ 70.00	8	\$ 560.00
Construction Administration Totals			44	\$ 5,780.00
Field Observation	Engineer II	\$ 105.00	200	\$ 21,000.00
Field Observation Totals			200	\$ 21,000.00
Project Record Drawings	Engineer II	\$ 105.00	6	\$ 630.00
	GIS Tech	\$ 100.00	6	\$ 600.00
Project Record Drawings Totals			6	\$ 1,230.00
Total Estimated Construction Engineering Fees				\$ 28,010.00
USE				\$ 28,000.00