

**CITY OF MILTON, WISCONSIN
2022 DEVELOPMENT ASSISTANCE
ENGINEERING AND CONSTRUCTION SERVICES
WORK ORDER**

ENGINEERS' PROJECT NO. 212368.00

Project Description:

Provide miscellaneous engineering planning, review, design, and construction services of projects associated with proposed developments requested by the City from time to time for which a specific Work Order is not prepared and executed.

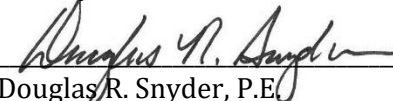
Engineering Services:

The general provisions of this Work Order are enumerated in the Engineering Services Agreement between the Owner and Engineer dated January 1, 2016. A detailed scope of construction services for this Project is listed in Attachment A of this Work Order.

Compensation:

Compensation for the services to be provided under this Work Order will be in accordance with the City Engineering Services Agreement dated January 1, 2016. The Owner shall pay the Engineer for the services performed or furnished, based upon the Engineer's current standard hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses.

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

By: 

Douglas R. Snyder, P.E.

Title: Regional Manager

Date: October 11, 2022

Approved: **City of Milton, WI**

By: _____

Al Hulick

Title: City Administrator

Date: _____

Attest: _____

Jenny Salvo, Clerk

Additional Comments and Conditions: Work for individual developments will be billed under separate deliverables.

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Provide miscellaneous engineering planning, review, design, and construction services of projects associated with proposed developments requested by the City from time to time for which a specific Work Order is not prepared and executed.

SCOPE OF SERVICES

The following scope of services details the anticipated tasks necessary to successfully complete this Project.

MUNICIPAL SERVICES

1. **DEVELOPMENT ADMINISTRATION AND NEGOTIATION** – Provide professional services for review, administration, and negotiation of development agreements, annexation agreements, development and impact fees, and recapture agreements. Provide financial management progress/status, tracking and other services related to development. This task typically includes researching utility locations, drainage issues, transportation needs, and environmental impacts.
2. **DEVELOPMENT ASSISTANCE AND REVIEW** – Provide professional engineering, planning, and administrative services for the review of development projects. Reviews may include agreements, development fees, concept plans, preliminary plats and plans, final plats and final engineering plans, and estimated costs of construction. This task typically includes the review of sanitary sewage collection systems, potable water distribution systems, stormwater management systems, streets and sidewalks, parking lots, lighting, site grading, and soil erosion and sediment control measures. Prepare a list of findings, conclusions, and recommendations, and incorporate City comments into a written review letter addressed to the developer and the City.
3. **MEETINGS** – Attend, initiate, or facilitate meetings with City staff, the developer, and the developer’s consultants to discuss review comments and other design considerations.
4. **PUBLIC MEETINGS** – Attend meetings of the City Council or the Plan Commission to present recommendations regarding the proposed development as needed.
5. **SITE VISITS** – Inspect the development site to verify pre-development conditions, or to confirm that the development is in substantial conformance with the approved development plans.
6. **LETTER OF CREDIT REDUCTION** – Review the developer’s requests for a reduction in the letter of credit for the development, verify the status of construction, and make a recommendation to the City.

7. RECORD DRAWING – Review record drawings submitted by the developer determine whether the development is in substantial conformance with the approved development plans.
8. GENERAL SERVICES – Provide review, consultation, and advice for general municipal engineering, planning, and administrative services and for the development of regulatory ordinances, policies and standards when requested by City officials.

CONSTRUCTION SERVICES

1. PROJECT INITIATION

- A. Attend the preconstruction conference and review the Contractor’s proposed construction schedule and list of subcontractors.

2. CONSTRUCTION ADMINISTRATION

- A. Act as the City’s representative with duties, responsibilities, and limitations of authority as assigned in the construction contract documents.
- B. Attend periodic construction progress meetings.

3. FIELD OBSERVATION

- A. Engineer will provide a Resident Project Representative at the construction site from the Engineer’ office on a basis as deemed necessary by the City, to assist the Contractor with interpretation of the Drawings and Specifications and to observe in general if the Contractor’s work is in conformity with the Final Design Documents.
- B. Through standard, reasonable means, Engineer will become generally familiar with observable completed work. If the 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 or 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.

- C. Field Observation provides that the Resident Project Representative will make site visits to observe the progress and quality of Contractor's executed Work. Field Observation does not guarantee the Engineer will observe or comment on work completed by the contractor at times the Resident Project Representative is not present on site. Such visits and observations by the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of Contractor's Work in progress or to involve detailed inspections of Contractor's Work in progress beyond the responsibilities specifically assigned to Engineer in this Agreement and the Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment as assisted by the Resident Project Representative, if any.
- D. 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.

4. COMPLETION OF PROJECT

- A. Provide construction inspection services when notified by the Contractor that the Project is complete. Prepare written punch lists during final completion inspections.
- B. Provide construction record drawings to the Developer for their Engineer to draft.

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