

**CITY OF MILTON, WISCONSIN
JOURNEY HILLS SUBDIVISION
RESIDENT PROJECT REPRESENTATIVE SERVICES
WORK ORDER**

Engineer's Project No. 212183.60

Project Description:

The Project consists of the public infrastructure for the first phase of the Journey Hills Subdivision generally consisting of 600 feet of water main, sanitary sewer, and street construction. Also included is a detention basin and storm sewer.

Engineering Services:

The general provisions of this Work Order are enumerated in the Engineering Services Agreement between the City of Milton, Wisconsin (Owner) and Baxter & Woodman, Inc. (Engineer) dated January 1, 2016. Engineer shall provide the services set forth in Attachment A, attached hereto. Manpower Requirements and Fee Summary are listed in Attachment B.

Compensation:

Compensation for the services will be in accordance with the Engineering Services Agreement dated January 1, 2016. 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 is estimated at **\$32,000**.

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

By: _____

Gary A. Vogel, PE

Title: Associate Vice President

Date: October 14, 2021

Approved: **City of Milton, Wisconsin**

By: _____

Al Hulick

Title: City Administrator

Date: _____

Attest: _____

Jenny Salvo, Clerk

Additional Comments and Conditions: Combs & Associates is the design and construction engineer for the Project.

PROJECT DESCRIPTION

The Project consists of the public infrastructure for the first phase of the Journey Hills Subdivision generally consisting of 600 feet of water main, sanitary sewer, and street construction. Also included is a detention basin and storm sewer.

SCOPE OF SERVICES

1. PROJECT INITIATION - Attend a preconstruction conference, and review the Contractor's proposed construction schedule and list of subcontractors.
2. CONSTRUCTION ADMINISTRATION
 - A. Attend periodic construction progress meetings.
 - B. Review any alternate products proposed by the Contractor.
 - C. Prepare summarized compilation of daily reports as created by the Resident Project Representative.
3. FIELD OBSERVATION – PART-TIME
 - A. Engineer will provide a Resident Project Representative at the construction site on a 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 252 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.
 - 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. Part-Time Field Observation provides that the Resident Project Representative will make intermittent site visits to observe the progress and quality of Contractor's executed Work. Part-Time 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 and working days charged against the Contractor's time for completion.
- E. Necessary base lines, benchmarks, and reference points will be provided by others.

4. SUBSTANTIAL COMPLETION OF PROJECT

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

5. 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.

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- B. Assist with the preparation of construction record drawings showing field measured dimensions of the completed work the Engineers consider significant and provide the City with one set of reproducible record drawings within ninety (90) days of the Project completion. Incorporate utility data into the City's GIS system.

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Attachment B

City of Milton							
Plan Number: 212183.60							
Plan Name: MILTC - Journey Hills Resident Project Representative							
Level 2	Level3	Labor Category	Employee	Planned Hrs	Planned Labor Bill	Reimb Allowance	Total Compensation
Overall Project Total				272.00	31,720.00	280.00	32,000.00
CM105 Project Managment				12.00	1,740.00	60.00	1,800.00
		Engineer VII	Gary Vogel	6.00	1,230.00		
		Administrative Support III	Julie Crayton	6.00	510.00		
CM110 Construction Observation				260.00	29,980.00	220.00	30,200.00
		Engineer VII	Gary Vogel	12.00	2,460.00		
		Engineer I	Dylan Swerig	240.00	26,400.00		
		Spatial Technology Professional III	Daniel Sattler	8.00	1,120.00		