

**CITY OF MILTON, WISCONSIN
WATER SYSTEM MASTER PLAN UPDATE
ENGINEERING SERVICES
WORK ORDER**

Engineer's Project No. 212200.30

Project Description:

To aid in long term water system planning efforts, the City of Milton desires an overall review of its water system, including its wells, water storage facilities, and distribution system. The investigation will include all areas where growth is occurring, including the eastside industrial park area with several significant water users. Baxter & Woodman, Inc. will utilize existing information obtained from previous water studies and the recently completed Risk and Resilience Assessment and Water System Model and Emergency Response Plan to assist with the Master Plan Update.

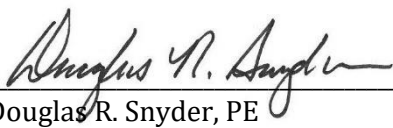
Engineering Services:

The general provisions of this Work Order are enumerated in the Engineering Services Agreement between the Owner and Engineer dated January 1, 2016. Engineer shall provide the services set forth in Attachment A, attached hereto.

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 for actual work time performed plus reimbursement of out-of-pocket expenses including travel, a not exceed fee of **\$9,950.00**.

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

By: 
Douglas R. Snyder, PE

Title: Vice President

Date: October 25, 2021

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

By: _____
Al Hulick

Title: City Administrator

Date: _____

Attest: _____
Leanne Schroeder, Clerk

Additional Comments and Conditions: None.

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SCOPE OF SERVICES - WATER SYSTEM MASTER PLAN UPDATE

1. PROJECT MANAGEMENT
 - A. Plan, schedule, and control activities to complete the Project. These activities include, but are not limited to, budgeting, scheduling, and monitoring the scope of services.
 - B. Submit a monthly status report via email describing tasks completed the previous month and outlining goals for the subsequent month.
2. PROJECT MEETINGS
 - A. PROJECT KICKOFF MEETING AND SITE VISITS – Hold a project kick-off meeting to discuss any detailed study needs or objectives for the Project. After the meeting, briefly visit all well, elevated tank and booster station facilities.
 - B. ADDITIONAL MEETINGS – Conduct at least two (2) additional meetings with City staff at times during the Project to review project status, results, conclusions, and recommendations.
3. EXISTING SYSTEM ANALYSES
 - A. REVIEW EXISTING INFORMATION – Review existing information available for the water system to determine the current capabilities and capacities of the well supply, storage, treatment, and distribution system components, as well as the high zone booster station.
 - B. EVALUATE CURRENT SYSTEM NEEDS – Review past water use records and other sources of information to determine any system deficiencies in quantity or quality.

4. FUTURE SYSTEM ANALYSES

- A. DETERMINE FUTURE WATER DEMANDS – Project population demands for the next 20 years and determine future water demands using City recognized future growth areas.
- B. EVALUATE FUTURE WELL SUPPLY CAPACITIES – Review existing well supply to meet expected future demands. Recommendations will be provided to resolve capacity issues identified.
- C. EVALUATE FUTURE WATER STORAGE NEEDS – Evaluate the total volume of storage currently available in the distribution system and compare this to current and ultimate maximum day and peak hourly water demands. Provide recommendations for future water system storage and long term maintenance.
- D. DISTRIBUTION SYSTEM NEEDS – Utilize the existing water model to evaluate water main improvements to meet current and future demands.

5. REPORT AND EXHIBITS

- A. DRAFT REPORT – Prepare a draft report with maps and exhibits that will include a summary of existing conditions, analyses, future needs, and recommended improvements for the City. Identify probable project costs for various improvements along with a general time table or schedule for implementation.
- B. FINAL REPORT – Prepare a final report incorporating City’s comments from the draft report.
- C. DEVELOP CAPITAL IMPROVEMENT PLAN – Develop a 10 Year Capital Improvement Plan for recommended water system improvements.