



Agenda Memo

Crest Hill, IL

Meeting Date:	May 18, 2026
Submitter:	Ronald J Wiedeman
Department:	Engineering
Agenda Item:	A Resolution approving a Master Contract between the City of Crest Hill, Will County, Illinois and V3 Companies for Professional Construction Services for the 2026 Construction Season for a not to exceed amount of \$646,245.00.

Summary: As presented at the April 27th Workshop, it is being recommending to Council enter into a Master Contract Agreement with V3 Companies, Ltd. for construction engineering services for the 2026 construction season.

As discussed at the April 27th Workshop, The City of Crest Hill sent out a Request for Proposals (RFP) on January 23, 2026 inviting professional engineering firms to respond to the RFP. The RFP outlined the requirements of the proposal and provided a list of anticipated improvements for the 2026 Construction season. All improvements listed have been included in the 2027 budget.

The RFP outlined that all improvements will be funded through City or MFT funds. Therefore, all work must be performed in accordance with Federal Highway Administration (FHWA) and Illinois Department of Transportation (IDOT) guidelines. As part of the selection process, interested consultants were required to submit a Statement of Qualifications to perform the requested work along with a block of hours and a total fee to provide the requested phase III services for improvements/work stated under items 1-12 as listed in the anticipated Improvements for 2026 Construction Season list.

They were also required to provide an hourly rate per hour for any work up and above the block of hours provided. This was requested to provide the staff the ability to add additional work for unknown items that might come up during this budget period.

The RFPs were reviewed, evaluated and scored using the criteria and defined weights. The scoring was performed by City Administer, Director of Public Works and Engineering.

Each individual in the selection committee scored the tests independently based on the submitted RFQs and the City's Quality Based Selection Policy and Procedure. The scores from each selection committee member were averaged and the results of each firm and their ranking are attached.

The consultant receiving the highest averaged score was V3, Companies, Ltd. with Christopher B Burke Engineering Ltd., Ltd. coming in second and Primera coming in third.

V3, Companies will provide 4130 manhours for a cost of \$646,245.04 to provide construction engineering services. Some of the highlights that this firm will be bringing to the City are as follows:

1. The team they put together is a seasoned and experienced.
2. The lead project manager has existing experience working in the City.
3. The lead project manager has had great communication skills with city staff and residents.
4. The hours provided have been reviewed and are sufficient to cover all aspects of construction engineering services and inspection required for each improvement.

From a City perspective having a single firm performing inspection on our improvements will provide:

- Single Point of Contact for Staff and Residents.
- A consistency on how projects are inspected and documented.
- Will provide historical knowledge on how work was constructed in previous years.

Staff would also like to provide a space at city hall for the lead project manager. This space is considered a temporary office where he can perform some of his daily duties during the working day. Some of the tasks are;

- **Creating and printing out informational letters to residents and staff,**
- **Address phone calls and emails from staff or residents,**
- **Updating Staff on the work,**
- **Preparing pay requests,**
- **Documenting work performed, etc.**

The expected time the space would be needed is 10-12 hours a week. Providing this space at City Hall will save time and hours wasted traveling an hour or so back and forth to his home office to get work like this completed in a timely manner. With that said, staff would like him to use the empty office at city hall next to the Director of Finance. We would also like to provide him a temporary ID card to allow him access to the building on Monday through Friday only between the hours of 7:00 AM through 4:00 PM.

This is a similar in which Maura was handled when we contracted with Robinson Engineering to help the city through the transition periods when the City did not have a Community Development Director.

Recommended Council Action: A Resolution approving a Master Contract between the City of Crest Hill, Will County, Illinois and V3 Companies for Professional Construction Services for the 2026 Construction Season for a not to exceed amount of \$646,245.00.

Financial Impact:

Funding Source: Capital Projects & Water Fund

Budgeted Amount: \$1,200,971.00 [\$408,600 (CP) & \$792,371.00 (WF)]

Cost: \$646,245.04

Attachments:

RESOLUTION-2026 Construction Services

Exhibit A-Master Agreement-V3-2026-Clean

Final Committee Scoring