

**ROCHELLE CITY COUNCIL  
AGENDA ITEM MEMO  
REGULAR MEETING**

**SUBJECT:** Resolution Authorizing the Retention of Willett Hofmann & Associates, Inc. for Professional Services Related to the Railroad Park Gift Shop Improvements

**Staff Contact:** Jenny Thompson, Director of Community Engagement/Assistant to the City Manager

**Summary:** In 2021, the City of Rochelle received an allotment of American Rescue Plan Funds, which included Tourism operations as an allowable expense. As a result, staff worked with Willett Hofmann to design a three-phase plan for upgrades to the Railroad Park property. The first phase of the plan includes:

- Restroom Improvements: accessibility, fixtures and finishes, addressing freezing pipes
- New Doors
- Removal of existing siding, trim and soffits and installing new
- Installing a new ramp & deck from the parking lot
- Installing a concrete pad for garbage can storage
- Installation of one new window on the east side of the building

The Professional Services Agreement for consideration today includes design phase services for the first phase of the project. This includes site visits, cost projections, and preparation of bid documents, drawings and specifications. The proposal includes bid phase services including preparation and publication of advertisements for bid; conducting a pre-bid meeting; reviewing bids and providing bid award recommendations. Finally, the proposal includes construction phase services to include notice of award and preparation of contract documents; pre-construction meeting; review of pay requests; construction observation visits; preparation of final project punch list and final project close-out.

**Funding Sources:**

Source:	Budgeted Amount:	Proposed Expenditure:
Hotel/Motel Budget Reserves		\$30,750

**Strategic Plan Goal Application:** Community Engagement

**Recommendation:** Approve a Resolution Authorizing the Retention of Willett Hofmann & Associates, Inc. for Professional Services Related to the Railroad Park Gift Shop Improvements