

**ROCHELLE CITY COUNCIL
AGENDA ITEM MEMO
REGULAR MEETING 7/14/2025**

SUBJECT: Engineering Services Agreement (ESA) for Construction Engineering services for the project known as City of Rochelle Municipal Parking lot, located on the northeast corner of North Main Street and West 5th Avenue, including Parcels #24-24-337-00 (503 N. Main St.), 24-24-337-007 (313 W. 5th Ave.), and 24-24-337-008.

Staff Contact: Geoff Starr, Building Official

Summary:

On June 26, 2023, the City Council authorized entering into a professional services agreement with Willett Hofmann & Associates, Inc. in connection with the Rebuild Illinois Downtowns and Main Streets Capital Grant project, as outlined in the staff memo dated June 26, 2023. That grant-funded project included downtown parking lot improvements, construction of a new parking lot, and the construction of a new public restroom facility. Council subsequently approved Resolution R23-083 authorizing Willett Hofmann & Associates, Inc. to provide the related professional services for that overall project.

The current engineering proposal from Willett Hofmann & Associates, Inc., dated March 25, 2026, is for final engineering, bidding assistance, construction engineering, and staking services for the new Municipal parking lot at the northeast quadrant of 5th Avenue and Main Street, with a total fee not to exceed \$36,700.00. Because this work is a continuation and implementation of the same grant-related parking lot improvements previously initiated by Council action, it is reasonable and in the City’s best interest to waive competitive bidding and approve the attached engineering agreement. Doing so promotes continuity of design, familiarity with the project background, and efficiency in moving the project forward within the established scope and schedule.

Funding Sources:

Source:	Budgeted Amount:	Proposed Expenditure:
Downtown & Southern Gateway TIF		\$36,700.00

Strategic Plan Goal Application: infrastructure effectiveness and improvement short term complex

Recommendation:

- Authorize the City Manager to execute the attached professional services agreement with Willett Hofmann & Associates, Inc. for engineering services related to the new municipal parking lot project, in an amount not to exceed \$36,700.00. This is in the City’s best interest because the work is a continuation of the grant-related project previously authorized by Council on June 26, 2023, and will promote continuity and efficiency in project delivery.