
**THE CITY OF ROCHELLE
Ogle County, Illinois**

**RESOLUTION
NO. _____**

**A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH
WILLETT, HOFMANN & ASSOCIATES, INC. FOR THE MUNICIPAL PARKING LOT
LOCATED AT THE NORTHEAST CORNER OF NORTH MAIN STREET AND WEST
5TH AVENUE**

**JOHN BEARROWS, Mayor
ROSE HUERAMO, City Clerk**

**TOM McDERMOTT
BIL HAYES
KATE SHAW-DICKEY
DAN McDERMOTT
ROSALIA ARTEAGA
BEN VALDIVIESO**

City Council

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH WILLETT, HOFMANN & ASSOCIATES, INC. FOR THE MUNICIPAL PARKING LOT LOCATED AT THE NORTHEAST CORNER OF NORTH MAIN STREET AND WEST 5TH AVENUE

RESOLUTION NO. _____

WHEREAS, Section 7 of Article VII of the 1970 Constitution of the State of Illinois provides that a municipality that is not a home rule unit shall only have the powers granted to them by law and as such the City of Rochelle (“City”), Ogle County, Illinois being a non-home rule unit pursuant to the provisions of said Section 7 of Article VII, and may exercise only the powers expressly granted by law; and

WHEREAS, the Illinois General Assembly granted non-home rule municipalities broad authority to “pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities.” 65 ILCS 5/1-2-1; and

WHEREAS, back in 2023 the City of Rochelle retained Willett Hofmann & Associates, Inc. in connection with the Rebuild Illinois Downtowns and Main Streets Capital Grant project; and

WHEREAS, that grant-funded project included downtown parking lot improvements, construction of a new parking lot, and the construction of a new public restroom facility; and

WHEREAS, following the commencement of the grant-funded project, the City purchased a downtown property adjacent to the Fire Department to construct a new parking lot and support continued downtown revitalization; and

WHEREAS, the City is again seeking the professional services of Willett Hofman for final engineering, bidding assistance, construction engineering, and staking services for the new municipal parking lot; and

WHEREAS, Willett, Hofmann & Associates, Inc., possesses the necessary engineering expertise to design and prepare plans, specifications, and related documents for this project; and

WHEREAS, Willett, Hofmann & Associates, Inc., has provided a proposal and professional services agreement for this project in the amount of \$36,700, a copy of which is attached herein as Exhibit A; and

WHEREAS, it has been determined by the Corporate Authorities of the City of Rochelle that it is in the best interests of the City and its residents to approve the proposal

and professional services agreement with Willett, Hofmann & Associates, Inc. for the municipal parking lot.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ROCHELLE, ILLINOIS as follows:

SECTION ONE: The foregoing Recitals are not mere preparatory language, but are hereby incorporated in this Section 1 as if said Recitals were fully set forth.

SECTION TWO: The proposal and professional services agreement related to the Municipal parking lot located at the northeast corner of north Main Street and west 5th Avenue project, attached herein as Exhibit A, is hereby approved. The City Manager or his designee is hereby authorized to execute said agreement.

SECTION THREE: If any provision of this Resolution or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Resolution is severable.

SECTION FOUR: Where the conditions imposed by any provisions of this Resolution are more restrictive than comparable provisions imposed elsewhere in any other local law, ordinance, resolution, rule or regulation, the regulations of this Resolution will govern.

SECTION FIVE: The City Clerk shall publish this Resolution in pamphlet form.

SECTION SIX: This Resolution shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED THIS 27th day of April, 2026.

AYES:

NAYS:

ABSENT:

APPROVED THIS 27th day of April, 2026.

MAYOR

ATTEST:

CITY CLERK



March 25, 2026

Mr. Geoff Starr, Building Official
City of Rochelle
420 North 6th St.
Rochelle, Illinois 61068

Re: Fire Station New Parking Lot
Engineering Proposal

Dear Dave:

In response to your request, Willett, Hofmann & Associates, Inc., is pleased to submit the following proposal for Professional Services for your review and consideration. The scope of services described herein is based on our present understanding of the needs of the Project.

PROJECT UNDERSTANDING:

- The City is requesting final engineering Plans and Specifications for the construction of a new parking lot on the NE quadrant of 5th Avenue and Main Street

PROJECT SCOPE

The project scope of work includes the following key components:

- Construct a new parking lot at the NE corner of 5th Avenue and Main Street.
- Parking lot is to accommodate a small detention area utilizing parking lot to retain as much storm water as possible with no more than 7" maximum storm water depth.
- Reconstruct the street sidewalks in that quadrant adjacent to the new lot.
- Project bid advertisement, bid opening, review and recommendation are for construction in 2026.
- Provide construction contracts, Phase III engineering, and construction staking for construction activities.

SCOPE OF PROFESSIONAL SERVICES:

- Willett, Hofmann & Associates, Inc. proposes to provide the Professional Services as outlined on the attached Exhibit 1 – Scope of Professional Services.

FEE FOR PROFESSIONAL SERVICES:

- Willett, Hofmann & Associates, Inc. (WHA) proposes to provide the Professional Services detailed on the Attached Exhibit 1 – Scope of Professional Service for fee not to exceed \$36,700.00 as summarized in the table below. The billing type for each phase is listed in the table.

809 East 2nd Street, Dixon, IL 61021 T: (815) 284-3381 F: (815) 284-3385

Fee Schedule

Phase	Hours	Fee	Billing Type
Design Engineering	140	\$22,250	Hourly
Construction Engineering	144	\$14,450	Hourly
Total Engineering Fee		\$36,700	

SCHEDULE OF WORK TO BE DONE:

- Complete the Design Phase services by April 2026.
- Construction would begin in June 2026 if the project is out for bid in April 2026

DELIVERABLES:

- Provide the City with three (3) copies and a pdf of the construction drawings and specifications.
- Provide the City with a bid summary and recommendations for contract award.
- Provide the City with construction documentation and observation files.

TERMS & CONDITIONS:

- The attached Terms and Conditions are made a part of this Agreement. Additional Services requested above and beyond those described herein shall be provided and performed as outlined on the attached Terms and Conditions.

This proposal is valid for thirty (30) calendar days from the date of this proposal.

The proposed **scope of services** described above are negotiable, however, if the proposed services and terms meet with your approval, please sign this letter of agreement, and return one copy to our office.

PROPOSAL ACCEPTED:

I hereby authorize this work to proceed as outlined above and have read and accept the attached Terms and Conditions.

By _____

Name/Title Geoff Starr, Building Official

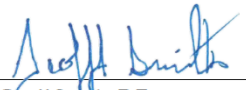
Date _____

City of Rochelle
March 25, 2026
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Thank you for your interest in Willett, Hofmann & Associates, Inc. and for this opportunity to be of service. We look forward to working with you on this project. If you have any questions, please do not hesitate to call.

Sincerely,

WILLETT, HOFMANN & ASSOCIATES, INC.

BY  _____
Geoff Smith, P.E.

GS:lj
Encl.
cc: file

EXHIBIT 1 - SCOPE OF PROFESSIONAL SERVICES

PROJECT: City of Rochelle
Fire Station New Parking Lot
Engineering Proposal

DATE: March 25, 2026

SCOPE OF PROFESSIONAL SERVICES:

Willett, Hofmann & Associates, Inc. proposes to provide the following engineering services:

Design Phase

1. Prepare construction drawings that will include a cover sheet, parking lot grading and improvements sheets, sidewalk improvement, schedule of quantities sheets, and standard construction detail sheets.
2. Prepare a Project Manual which will include the bidding and contract documents, general conditions, and technical specifications.

Construction Phase

1. Advertise the project for bids in the local daily newspaper on behalf of the City. The City will pay the bid advertisement cost.
2. Answer contractor questions during bidding and prepare any addenda, if necessary.
3. Conduct public bid opening.
4. Prepare a bid summary and award letter.
5. Prepare the contract documents for execution by the Contractor
6. Conduct a pre-construction meeting with the City, Contractor and WHA.
7. Construction staking.
8. Shop drawing review of material and equipment supplied for the project.
9. Provide part-time construction observation (Approximately 130 hours).
10. Prepare monthly pay requests for submittal to the City.
11. Prepare Record construction drawings.



TERMS AND CONDITIONS – CITY OF ROCHELLE

Standard of Care: Services provided by Willett, Hofmann & Associates, Inc., hereinafter referred to as “WHA”, under this Agreement will be performed in a manner consistent with the human degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

Additional Services: When Additional Services beyond the defined scope are requested, an amendment will be prepared for approval by the Client prior to commencing work. Additional Services shall be performed on a time and material basis at Standard Hourly Rates in effect at the time the services are performed, or for a negotiated fee.

Billing / Payment: The Client agrees to pay for all services performed and all costs incurred by WHA. Invoices for services shall be submitted either upon completion of such services or on a monthly or otherwise regular or logical basis. Invoices shall be due and payable within 30 days of invoice date. Client shall notify WHA of any objections to the invoice within five (5) working days of receipt. Payment of any invoice indicates Client’s acceptance of this Agreement and satisfaction with the services provided. Payment of invoices is in no case subject to unilateral discounting, back charges, or set offs by the Client, and payment is due regardless of suspension or termination of this Agreement by either party. Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge on the unpaid balance. In the event that any portion of an account remains unpaid after 120 days after the invoice date, WHA may institute collection action and the Client shall pay all costs of collection, including reasonable attorney’s fees.

Termination, Suspension or Abandonment: In the event of termination, suspension or abandonment of the project, WHA shall be equitably compensated for services performed. Either the Client or WHA may terminate this Agreement after giving no less than seven (7) days’ written notice if the other party substantially fails to perform in accordance with the terms of the Agreement.

Indemnification: WHA agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees (collectively, Client) against all damages, liabilities or costs, including reasonable attorney’s fees and defense costs, to the extent caused by WHA’s negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom WHA is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless WHA, its officers, directors, employees and subconsultants (collectively, WHA) against all damages, liabilities or costs, including reasonable attorney’s fees and defense costs, to the extent caused by the Client’s negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable.

Neither the Client nor WHA shall be obligated to indemnify the other party in any manner whatsoever for the other party’s own negligence or for the negligence of others.

Certification, Guarantees and Warranties: WHA shall not be required to execute any document that would result in certifying, guaranteeing or warranting the existence of any conditions.

Dispute Resolution: Any claims or disputes between the Client and WHA arising out of the services provided by WHA or out of this Agreement shall be submitted to non-binding mediation. The Client and WHA agree to include a similar mediation agreement with all contractors, subconsultants, subcontractors, suppliers and fabricators, providing for mediation as the primary method of dispute resolution among all parties. The laws of the State of Illinois will govern the validity of this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in the courts of that State.



TERMS AND CONDITIONS – CITY OF ROCHELLE

Construction Means and Methods: WHA shall not be responsible for, nor have control over or charge of, construction means, methods, sequence, techniques, or procedures, or for any health or safety precautions required by any regulatory agencies in connection with the project.

Construction Observation: When WHA does not provide construction observation services, it is agreed that the professional services of WHA do not extend to or include the review or site observation of the Contractor's work, performance, or pay request approval. In this situation, during construction, the Client assumes the role of the design professional and will hold harmless WHA for the failure of the Contractor's work to conform to the design intent and the contract documents.

Adjustments, Changes or Additions: It is understood that adjustments, changes, or additions may be necessary during construction. The Client will maintain a contingency fund until construction is completed to pay for field changes, adjustments, or increased scope items. If WHA is performing Construction Observation, all change order amounts requested by Contractors constructing WHA designed items shall be submitted to WHA for review prior to being approved by contract holder. WHA will not approve amounts requested that are above a normal bid amount for the work involved. In no case will costs be assessed to WHA at the discretion of the Contractor, the Client, or the Owner without prior agreement and approval of WHA. WHA shall not be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

Project Signs: Project signs displayed at the construction site shall include "Willett, Hofmann & Associates, Inc." as the design professional for the applicable discipline. Articles for publication regarding this project shall acknowledge Willett, Hofmann & Associates, Inc. as the design professional for the applicable discipline.

Electronic Files: The Client hereby grants permission for WHA to use information and data provided by the Client, including electronic background information produced or provided by the Client in the completion of the project. The Client also grants permission to WHA to release WHA's documents (including their backgrounds) electronically to consultants, contractors, and vendors as required in the execution of the project. Before release, WHA will require an executed waiver of liability for the use of any electronic documents and may charge a fee for this information.

Use of Documents: Documents prepared by WHA are instruments of service for use solely with respect to the project. WHA shall retain all common law, statutory and other reserved rights, including the copyright. The Client shall not reuse or permit the reuse of WHA's documents except by mutual agreement in writing.

Assignment: Neither party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including, but not limited to, monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WHA as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.



GENERAL RATES FOR ENGINEERING SERVICES
(FIELD AND OFFICE)
EFFECTIVE APRIL 1, 2025

CLASSIFICATION OF EMPLOYEE	REGULAR HOURLY RATE		OVERTIME RATE
	From	To	
President & General Manager	\$220.00	\$340.00	Regular Rate
Principal Engineering Manager	\$180.00	\$280.00	Regular Rate
Engineering Manager	\$150.00	\$230.00	Regular Rate
Civil Engineer IV	\$140.00	\$220.00	Regular Rate
Civil Engineer III	\$130.00	\$200.00	Regular Rate
Civil Engineering Intern II	\$110.00	\$180.00	Regular Rate
Civil Engineering Intern I	\$90.00	\$140.00	Regular Rate
SPP Civil Engineer I, II, III, IV	\$90.00	\$220.00	Regular Rate
SPP Engineering Intern	\$60.00	\$100.00	Regular Rate
Principal Architectural Manager	\$160.00	\$250.00	Regular Rate
Architect Manager	\$150.00	\$230.00	Regular Rate
Architect IV	\$140.00	\$230.00	Regular Rate
Architect III	\$100.00	\$170.00	Regular Rate
Architectural Intern II	\$70.00	\$130.00	Regular Rate
Architectural Intern I	\$60.00	\$100.00	Regular Rate
SPP Architectural Intern I	\$60.00	\$100.00	Regular Rate
SPP Professional Architect I, II, III, IV	\$60.00	\$230.00	Regular Rate
Principal Prof. Land Surveyor Manager	\$130.00	\$220.00	Regular Rate
Prof. Land Surveyor Manager	\$130.00	\$210.00	Regular Rate
Prof. Land Surveyor IV	\$120.00	\$190.00	Regular Rate
Prof. Land Surveyor III	\$110.00	\$180.00	Regular Rate
Prof. Land Surveyor (SIT) II	\$100.00	\$170.00	Regular Rate
Prof. Land Surveyor (SIT) I	\$80.00	\$130.00	Regular Rate
SPP Professional Land Surveyor I, II, III, IV	\$80.00	\$190.00	Regular Rate
Survey Technician II	\$70.00	\$120.00	1.3 x Regular Rate
Survey Technician I	\$60.00	\$100.00	1.3 x Regular Rate
Technician IV	\$90.00	\$150.00	1.3 x Regular Rate
Technician III	\$80.00	\$140.00	1.3 x Regular Rate
Technician II	\$70.00	\$120.00	1.3 x Regular Rate
Technician I	\$60.00	\$110.00	1.3 x Regular Rate
SPP Technician I, II, III, IV	\$60.00	\$150.00	1.3 x Regular Rate
Survey Worker Foreman	\$90.00	\$150.00	1.3 x Regular Rate
Survey Worker	\$60.00	\$110.00	1.3 x Regular Rate
SPP Survey Worker	\$60.00	\$100.00	1.3 x Regular Rate
Survey Worker Intern	\$50.00	\$80.00	1.3 x Regular Rate
Administrative Assistant Supervisor	\$60.00	\$100.00	1.3 x Regular Rate
Administrative Assistant	\$50.00	\$90.00	1.3 x Regular Rate
SPP Administrative Assistant	\$40.00	\$80.00	1.3 x Regular Rate
Human Resource Administrator II	\$70.00	\$120.00	1.3 x Regular Rate
Bookkeeper	\$70.00	\$120.00	1.3 x Regular Rate
Bookkeeper/HR Supervisor	\$80.00	\$140.00	1.3 x Regular Rate
Expenses and Materials	At Cost		

- The above hourly rates shall be applicable for a period of one year from the date hereon, after which time they shall be subject to adjustments to reflect payroll cost.
- Generally field crews work a nine-hour day, which involves an hour of overtime each day. The rates for field personnel apply office to office exclusive of the lunch period
- SPP – Special Personnel (SPP) Employees will be billed at the same rate as a I, II, III, or IV in the same classification.

STATE OF ILLINOIS)
)
COUNTY OF OGLE) SS.

CERTIFICATE

I, Rose Huéramo, City Clerk of the City of Rochelle, County of Ogle and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. _____, "A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH WILLETT, HOFMANN & ASSOCIATES, INC. FOR THE FIRE DEPARTMENT PARKING LOT," which was adopted by the Mayor and City Council of the City of Rochelle on April 27, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City of Rochelle this 27th day of April, 2026.

CITY CLERK