

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: 2026 General Engineering Agreement – Fehr Graham

Date: 01/06/2026

Meeting: Village Board of Trustees

Prepared by: Brandon Boggs

Department: Public Works

Overview/Background Information

Fehr Graham has submitted a proposal to provide Engineering Outsourcing Services for calendar year 2026 for both the Village and the City of South Beloit. The proposed outsourcing model continues the Village's approach of utilizing a dedicated engineer supported by Fehr Graham's broader technical staff, rather than employing a full-time in-house engineer.

Under the proposal, Fehr Graham would provide a full-time (40 hours per week) dedicated staff member (Garrett Flores), serving as the primary point of contact for municipal engineering matters. The engineers' time would be allocated between the Village of Roscoe (60 percent / 3 days per week) and the City of South Beloit (40 percent / 2 days per week), with tracking and reporting provided as needed.

Key Issues

- The outsourcing structure allows the Village to leverage Fehr Graham's broader technical resources (senior engineers, specialists, peer review) while maintaining a single, consistent on-site point of contact.
- The agreement attached provides a list of services included and exclusions.
- Special meeting attendance beyond routine day-to-day operations is proposed to be billed separately on a time-and-materials basis, allowing the dedicated engineer to remain focused on regular municipal operations and provide flexibility for other Fehr Graham team members (Brandon Boggs, Tyler Nelson, etc.) to attend meetings as requested by the Village.

Fiscal Note/Budget Impact

Fehr Graham proposes a lump-sum fee of **\$174,400.00** for Engineering Outsourcing Services for calendar year 2026. The Village of Roscoe's 60 percent share of this agreement equals **\$104,600.00**, billed monthly at **\$8,716.67** per month.

In addition, the proposal includes an allowance of **\$8,500.00** for Special Meeting Attendance services to be billed on a time-and-materials basis, bringing the Village's total not-to-exceed cost to **\$113,100.00** for 2026.

Prior Legislative Actions

N/A

Action Required/Recommendation

Staff is recommending approval of the contract with Fehr Graham for general engineering services.

Attachments

Fehr Graham Proposal for Engineering Services
Resolution