

# VILLAGE OF ROSCOE

## AGENDA ITEM - STAFF REPORT



**Agenda Item:** Discussion and Recommendation to Approve Engineering Services Proposal for the Riverside Park Pavilion Replacement

**Date:** August 1, 2025

**Meeting:** COTW - August 6, 2025

**Prepared by:** Josef Kurlinkus

**Department:** Administration

### Overview/Background Information

The Village of Roscoe owns and operates Riverside Park, which includes two pavilions previously assessed by McMahon Associates, Inc. (McMahon) for structural integrity. Following their 2024 evaluation, the Village has opted to remove and replace one of the existing pavilions. The replacement will match the existing pavilion in size (approximately 1,728 square feet) and be constructed as a pre-engineered metal building. The pavilion is located within the Rock River floodway, and no IDNR permits are required, provided the new structure matches the footprint of the existing pavilion.

The Village intends to move forward with a traditional design-bid-build project delivery and requested a proposal from McMahon to provide engineering and construction contract administration services.

### Key Issues

#### Proposal Summary:

McMahon has submitted a comprehensive proposal that includes architectural, structural, civil, electrical, and topographic survey services required for design, permitting, bidding, and limited construction observation. Key elements include:

- Conceptual and technical design of a pre-engineered metal pavilion
- Foundation design and code-compliant structural plans
- Electrical conduit/outlet layout (no lighting)
- Site grading and topographic survey
- Preparation of bid documents and facilitation of the bid process
- Limited, as-needed construction observation

### Fiscal Note/Budget Impact

The proposed fees for McMahon's services are as follows:

Design Services (Lump Sum): \$16,730.00 Bid Engineering Services (Lump Sum): \$3,095.00

- Construction Engineering Services (Time & Expense, not to exceed): \$10,375.00

**Total Proposal Amount:** \$30,200.00

### Action Required/Recommendation

Staff recommends approval of the engineering services proposal from McMahon Associates, Inc. for the Riverside Park Pavilion Replacement Project in the amount not to exceed \$30,200.00

### Attachments

Engineering Proposal  
Structure Report