

# VILLAGE OF ROSCOE

## AGENDA ITEM - STAFF REPORT



<b>Agenda Item:</b>	Review and Discussion of Proposals for Porter Park Phase II Design Services		
<b>Date:</b>	September 12, 2025	<b>Meeting:</b>	9/16/2025 – Village Board
<b>Prepared by:</b>	Josef Kurlinkus	<b>Department:</b>	Administration

### Overview/Background Information

The Village of Roscoe was awarded a \$531,328 Open Space Lands Acquisition and Development (OSLAD) grant from the Illinois Department of Natural Resources to support the expansion and development of Porter Park. The Phase II expansion will incorporate approximately 12 acres of additional parkland into the existing 28-acre park and is intended to include new recreational amenities, infrastructure improvements, and restoration of natural areas.

As part of the implementation of the Porter Park Phase II Expansion, the Village issued a Request for Proposals (RFP) seeking qualifications and fee proposals from engineering and design firms to provide comprehensive design services for the scope of work included in the Village’s OSLAD Grant Award. The services requested include site design, pedestrian bridge design, permitting assistance, coordination with grant agencies, bidding assistance, and construction-phase services.

### Proposal Submissions

The Village received proposals from the following firms:

- **Angus-Young Associates – \$97,042.50**
- **Hutchison Engineering – \$123,692**
- **Fehr Graham – \$187,950**

Each firm submitted a detailed scope of work, team qualifications, relevant experience, and associated cost proposal. All three firms have demonstrated experience with municipal park design, OSLAD-funded projects, or similar recreational and site improvement initiatives.

### Key Issues

The selected consultant will be responsible for delivering a full suite of services, including:

- Site assessment and topographic evaluation
- Community-informed design development consistent with OSLAD goals
- Preparation of construction documentation and bid support
- Permitting and regulatory compliance
- Construction observation and schedule oversight
- Incorporation of accessibility, sustainability, and low-maintenance best practices

### Discussion Points for the Board

- Scope differences between the proposals (e.g., wetlands, permitting, renderings, coordination, etc.)
- Overall cost implications relative to the OSLAD budget and anticipated construction schedule
- Experience and qualifications of each firm for projects of similar scale and complexity
- Methodology, communication style, and understanding of project goals

### **Fiscal Note/Budget Impact**

Funding for this design contract will be drawn from the OSLAD grant and matching funds committed by the Village of Roscoe as part of the grant award. Design costs must remain within the allowable OSLAD cap for professional services.

Per OSLAD guidelines, no more than 15.25% of the total project cost may be allocated to professional design services.

#### **Cost Proposals:**

Angus-Young Associates – \$97,042.50

Hutchison Engineering – \$123,692

Fehr Graham – \$187,950

### **Action Required/Recommendation**

The Board will need to determine which firm they believe is best qualified and most aligned with the Village's overall needs for this particular project—both in terms of proposed methodology and demonstrated understanding of the site and scope.

Once a preferred firm is identified, staff will schedule a follow-up meeting to finalize the scope, timing, and deliverables. A formal agreement for professional services will then be brought back for Board approval.