

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: Discussion of Engineering Outsourcing Agreement

Date: October 11, 2024

Meeting: COTW - 10/15/2024

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Department: Administration

Overview/Background Information

The Village of Roscoe's engineering services have historically been provided by an engineering firm contracted by the Village. The Village appoint the firm as its engineer of record, the firm serving in the capacity of Village Engineer. Since 2008, the Village has used Fehr Graham and Associates has served in the capacity of Village Engineer.

The Local Government Professional Services Selection Act (50 ILCS 510) is a legislative measure that governs the process by which local governments in Illinois procure professional services, including engineering, architecture, and land surveying. The Act ensures that local government entities, such as municipalities, select these service providers based on qualifications rather than on price alone. Under the Act, the local government first evaluates the qualifications of the firms. After selecting the most qualified firm, the government then negotiates a fair and reasonable contract. Only if an agreement on compensation cannot be reached with the top firm may the government move to the next most qualified candidate. Except for when it has a satisfactory relationship for services with one or more firms, this process generally must be followed where the cost of architectural, engineering, and land surveying services for the project is expected to exceed \$40,000.

Although the Village has generally had a satisfactory relationship with Fehr-Graham over the course of its tenure as Village Engineer, it is appropriate to periodically evaluate the Village's engineering needs, both in scope and value, so as to ensure that it continues to be able to provide the appropriate level of service to its residents.

The current scope of services for the Village Engineer relates to the day to day operations of the Village. For projects (usually design projects) that are outside of the this scope (e.g. the residential roads program), we usually enter into a separate agreement for services.

The general services include:

- Identify, schedule, or otherwise plan for regular construction or maintenance projects.
- Prepare Engineer's opinions of probable construction costs for proposed Village projects for budgeting purposes.
- Assist with the supervision of street department and other public works routine construction activities.
- Interpret and/or enforce zoning and subdivision ordinances, conduct inspections as required to assist with Village Code Enforcement activity.
- Assist with the development of ordinance language and make recommendations for zoning changes or amendments.
- Assist with communications between the Village and outside parties, such as County officials, Town officials, utility companies, etc.
- Supervise the preparation of plans and specifications for construction contracts or maintenance projects.
- Assist in the preparation of contracts and the calling for bids for engineering services or routine construction projects.
- Review and approve Right-of-Way Construction and Repair and/or Driveway Construction and Repair permits, and/or Erosion Sediment Control Plan applications, including on-site meeting with residents and contractors, and verifying compliance with Village Ordinance.

- Maintain and update municipal Storm Water Pollution Prevention Plans (SWPPP) and Municipal Separate Storm Sewer System (MS4) inspections
- Authorize construction material purchase orders, as directed by the Board.
- Keep records of MFT and other applicable construction expenditures.
- Maintain a record of time expended in review of development projects for which a Reimbursement of Fees Agreement (Escrow) has been established.
- Attend Village Board and Committee of the Whole meetings.
- Prepare special studies and reports on a variety of subjects and activities as a basis for recommendations to the Village Board of Trustees.
- Complete one annual update of the municipal Boundary/Zoning Map, incorporating any annexations and map amendments adopted during the preceding year. Facilitate incorporation of map updates with WinGIS personnel to ensure consistency and depiction of municipal boundary and zoning districts.
- Participation in weekly development team meetings.

Action Required/Recommendation

- 1) Discuss scope of services
- 2) Determine desirability of issuing a RFP for general services
- 3) Establish timeline for QBS based selection process