

February 24, 2025

Mayor Tom Fitzgerald
City of South Beloit
519 Blackhawk Boulevard
Suite 2
South Beloit, Illinois 61080

Village President Carol Gustafson
Village of Roscoe
10631 Main Street
Roscoe, Illinois 61073

Re: Proposal for 2025 Engineering Outsourcing Services

Dear Mayor Fitzgerald and President Gustafson,

I would like to thank you for allowing Fehr Graham the opportunity to provide Municipal Engineering Services for both the Village of Roscoe (Village) and the City of South Beloit (City). As requested, Fehr Graham is submitting a written proposal outlining the scope of work to provide a high level of service while helping reduce cost through our Engineering Outsourcing Services.

MUNICIPAL ENGINEERING OUTSOURCING

Our Municipal Engineering Outsourcing Service would include the completion of day-to-day operations and administrative functions as outlined by the direction given by the Roscoe Village Board and South Beloit City Council. Whereas it has been our experience that there is some difficulty in drawing specific lines with respect to the limits of the duties to be included as part of this scope of 'day to day' work, we feel that the list of services included, as well as the list of exclusions, outline the general areas of responsibilities to be considered part of this contract. The outsourcing would continue to provide an efficient and comprehensive engineering department that will address the specific needs of both the Village and the City. The following is a breakdown of the details regarding the outsourcing service.

- » Fehr Graham will provide a full-time (40 hours/week) staff member who will report directly to the Village and City facilities on a daily basis to maintain and address the municipal engineering responsibilities. This person will be the primary point of contact with regards to the Village's and City's engineering matters and address the day-to-day programs. (This position will require an office, including desk, computer with applicable access to information necessary to perform the job responsibilities, as well as the internet, and access to applicable files and associated documentation.) In the event the full-time staff member is on vacation or is otherwise out of the office for a period that is (or is anticipated to be) in excess of 36 hours, Fehr Graham will have another staff member available on call to assist the two municipalities remotely during the full-time staff member's absence.
- » The designated full-time employee will split time between the two municipalities in a manner commensurate with the cost-share of the overall agreement, currently set at 60% for the Village of Roscoe (3 days per week) and 40% for the City of South Beloit (2 days per week). This time distribution shall be tracked and allocated over the course of a calendar year, with the understanding that either municipality may require a greater share of the hours over a shorter period of time.

- » All reasonable efforts will be made by all parties to achieve the intended distribution of hours commensurate with the 60/40 split of fee. The municipalities reserve the right on an annual basis to revisit the allocation of the time and fee established herein, acknowledging that the total scope of services shall remain at 40 hours per week. At the request of the Village or City, the assigned engineer will provide weekly time reports identifying the activities and projects being worked on under the scope of this agreement.
- » Said full-time person may or may not be a Professional Engineer (PE) licensed to practice in the State of Illinois, but will have sufficient knowledge of the principles and practices of engineering, working knowledge of the typical operations of a municipality, and an understanding of each form of government. In the event that person is not a PE, he/she will be working under the direct supervision of a PE from our office as needed to perform the described duties.
- » Fehr Graham staff (Project Manager and/or other staff who are familiar with municipal operations) will also be responsible for conducting a peer review of the applicable reports, plans, etc., that are completed for the Village or City.
- » The Village and the City hereby acknowledge and agree they will continue to maintain all responsibility and liability for compliance with laws and regulations as applicable. Under this type of agreement, the Village and the City would continue to be responsible for ensuring that general municipal operations are conducted in a manner consistent with applicable Federal, State, and Local requirements.

EXAMPLES OF ROSCOE SERVICES INCLUDED

- » Identify, schedule, or otherwise plan for regular construction or maintenance projects. ⁽¹⁾
- » 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 maintenance construction activities.
- » ~~Interpret and/or enforce zoning and subdivision ordinances, conduct inspections as required to assist with Village Code Enforcement activity.~~ Assist Village staff with drafting, interpretation and/or enforcement of ordinances, including, but not limited to, zoning, subdivision, stormwater, soil erosion and sediment control, and illicit discharge ordinances, as required; 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.~~ Participate and/or assist with communications and/or negotiations between the Village and outside parties, such as County officials, Town officials, utility companies, etc., as necessary. ⁽²⁾
- » Supervise the preparation of plans and specifications for maintenance projects. ⁽¹⁾

- » Supervise the preparation of contracts and the calling for bids for routine maintenance construction projects.
- » Review and approve permits, including, but not limited to, Right-of-Way Construction and Repair and/or Driveway Construction and Repair permits, site development permits, fence permits, and/or Erosion Sediment Control Plan applications.
- » Maintain and update municipal Storm Water Pollution Prevention Plans (SWPPP) and Municipal Separate Storm Sewer System (MS4) inspections, including the completion and submission of any annual reports or filings.
- » Authorize construction material purchase orders, as directed by the Board.
- » Keep records of MFT and other applicable construction expenditures, and oversee the preparation and filing of any related MFT resolutions, and any other documentation required as part of MFT program participation-
- » 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, Village Staff meetings, and development team meetings.
- » Prepare general overview reports on a variety of subjects and activities as a basis for recommendations to the Village Board of Trustees. In depth specialty reports will be considered an additional service contract.
- » Field inspections of public improvements being made as part of excavation, sidewalk, fence and driveway permits. Inspection of restoration work associated with excavation and ROW permits.
- » Provide quarterly engineering update report on project statuses for inclusion in the Board agenda packet.
- » 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. ⁽³⁾

- ⁽¹⁾ Preparation of construction plans, specifications and bid documents, as well as construction administration services for municipal projects issued for solicitation of public bids, shall be completed as an additional service under a separate contract or completed by others.
- ⁽²⁾ Should a specific task require a technical specialty to enhance the Village's negotiation position, the use of other Fehr Graham staff as part of an additional service contract may be appropriate.
- ⁽³⁾ Revisions to the municipal Boundary/Zoning Map beyond the included annual update shall be completed as an additional service under a separate proposal.

EXAMPLES OF SOUTH BELOIT SERVICES INCLUDED

- » Work with the City to identify, schedule or otherwise plan routine construction and maintenance projects.
- » Prepare Engineer's Estimate of the costs of construction of paving, curbs, sewers, sidewalks and other routine projects.
- » Assist City staff with drafting, interpretation and/or enforcement of ordinances, including, but not limited to, zoning, subdivision, stormwater, soil erosion and sediment control, and illicit discharge ordinances, as required.
- » Participate and/or assist with communications and/or negotiations between the City and outside parties, such as County officials, Town officials, utility companies, etc., as necessary.⁽¹⁾
- » Supervise the preparation of plans and specifications for maintenance projects.⁽²⁾
- » Supervise the preparation of contracts and the calling for bids for routine maintenance construction projects.
- » Review and approve permits, including, but not limited to, ROW Excavation Permits, Site Development Permits, Fence Permits, Sidewalk and Driveway Permits.
- » Maintain a record of time expended on permitting review where such engineering costs are billed back to developer/property owner.
- » Attendance at monthly development team meetings and City Council meetings as required.
- » Prepare general overview reports on a variety of subjects and activities as a basis for recommendations to the Village Board of Trustees. In depth specialty reports will be considered an additional service contract.
- » Field inspections of public improvements being made as part of excavation, sidewalk, fence and driveway permits. Inspection of restoration work associated with excavation permits.
- » Storm Water Pollution Prevention Plans (SWPPP) and Municipal Separate Storm Sewer System (MS4) inspections. Assist with submitting annual MS4 permitting.
- » 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.⁽³⁾

⁽¹⁾ Should a specific task require a technical specialty to enhance the City's negotiation position, the use of other Fehr Graham staff as part of an additional service contract may be appropriate.

⁽²⁾ Preparation of construction plans, specifications and bid documents, as well as construction administration services for municipal projects issued for solicitation of public bids, shall be completed as an additional service under a separate contract or completed by others.

⁽³⁾ Revisions to the municipal Boundary/Zoning Map beyond the included annual update shall be completed as an additional service under a separate proposal.

EXCLUSIONS

- » Preparation of detailed plans and specifications for water, sewer, stormwater or roadway projects.
- » Preparation of surveys, plats, easements or any other similar work required by the State of Illinois to be completed by a Registered Professional Land Surveyor.
- » Field inspections of public improvements being made as part of new private developments. Fehr Graham would utilize Certified Technicians to complete this work under the direction of the Engineer. All work associated with this task would be reimbursable through the Reimbursement of Fees Agreement (Escrow) established between the Village or City and the Developer.
- » Development Project review subject to Reimbursement of Fees Agreement (Escrow). Design review efforts for developments in which the City or Village receives reimbursement from the developer will be tracked separately and charged on a time and material basis as an extra fee. Initial development/project coordination is covered under the general services contract up until a formal submission or request for more specialized involvement from engineering staff is requested. From this delineation point, additional services will be required.
- » Special negotiations that require additional expertise from Fehr Graham staff as authorized by the Village President/Board of Trustees or Mayor/City Council.
- » Signing of Discharge Monitoring Reports (DMR) and water reports.

FEES

We are prepared to provide the above-outlined services for the remainder of calendar year 2025 (March 2025 through December 2025) for a lump sum fee of \$122,083.33 (\$12,208.33 per month). It is our understanding that the Village of Roscoe intends to pay for 60 percent of this fee, which equates to \$73,250 (\$7,325.00 per month). The City of South Beloit would then pay for the remaining 40 percent of the overall fee, which equates to \$48,833.33 (\$4,883.33 per month). Payment for services rendered will be requested via an invoice prepared monthly.

ADDITIONAL ENGINEERING SERVICE CONTRACTS

One of the benefits and advantages of outsourcing municipal engineering services with Fehr Graham is our experience with the needs and challenges of municipalities similar to the Village of Roscoe and the City of South Beloit. The staff member assigned to the Village and the City will have a wealth of experience and staff available to him/her on an as-needed basis to draw from to provide both communities with a higher level of service than can be provided by a single employee. With careful budgeting and communication, your Fehr Graham engineer can delegate tasks to additional Fehr Graham staff to complete to allow him/her to be more productive relative to the administration and management of your operations.

You and the Fehr Graham engineer have a large group of seasoned engineers and specialists available to provide the direction or technical expertise necessary to handle tough situations. Also, he/she has a direct relationship with a team that can address specific projects that the Village and

the City may want to undertake with a greater level of understanding, commitment, and efficiency than is typically experienced with the Board/Council/Consulting Engineer relationship.

Any additional services (design projects, large sub-division plan review, permit modifications, map updates, etc.) would be handled by a separate engineering service contract. If requested, the fee and scope of services would be determined at that time.

TERMS AND CONDITIONS FOR ENGINEERING OUTSOURCING SERVICES

- » The structure and duration of services will be determined based on a specific start date, per the direction of the Village and the City. Typically, the contract is based on a 12-month period with an annual review and fee adjustments made accordingly.
- » The Village of Roscoe and the City of South Beloit will be invoiced separately on a lump sum basis at a rate as presented above.
- » The Village of Roscoe and the City of South Beloit hereby acknowledge and agree that they maintain all responsibility and liability for compliance with laws and regulations as applicable to the Village and the City.
- ~~» The Village of Roscoe and the City of South Beloit agree not to pursue direct employment of Fehr Graham staff performing the services described within this proposal.~~
- » Agree that the pricing presented herein is based on the commitment of both entities and should one terminate for any reason, the pricing proposed for the other party will need to be modified.
- » The Engineer, including any employees, agents, or subcontractors engaged under this Agreement, shall not engage in, represent, or provide services to any private developers, businesses, or individuals for projects within the Village of Roscoe during the term of this Agreement. The Engineer further warrants that it shall not accept or pursue any contracts, agreements, or engagements that would create an actual or perceived conflict of interest with its duties and responsibilities to the Village under this Agreement. In the event that a potential conflict of interest arises, the Engineer shall promptly disclose the situation to the Village and take appropriate actions, as directed by the Village, to mitigate or eliminate the conflict.

Fehr Graham is committed to continuing our positive and rewarding relationship with the Village of Roscoe and the City of South Beloit. We believe our record speaks for itself with regards to the type and quality of service we have provided both municipalities, as well as similar communities throughout Illinois, Iowa and Wisconsin.

We appreciate the opportunity to provide you with this proposal. Once you have had a chance to review the proposal, please feel free to contact me with any questions you may have. If this proposal meets your approval, please sign and return the attached Agreement for Professional Services. If you should have any questions, please do not hesitate to contact me.

Respectfully submitted,



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Mayor Tom Fitzgerald, City of South Beloit and
Village President Carol Gustafson, Village of Roscoe
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Seth W. Gronewold, PE
Principal

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Enclosure

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