

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: Approval of Agreement with Fehr Graham for Civil Engineering Design Services – Riverside Park Pavilion

Date: October 3, 2025

Meeting: Village Board – 10/7/2025

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

As part of the 2025 Capital Improvement Plan, the Village of Roscoe has budgeted \$130,000 for the removal and replacement of one of the existing pavilions at Riverside Park. The proposed replacement structure will be a pre-engineered metal pavilion of approximately 1,728 square feet, consistent in size and location with the existing structure.

The project is located within the Rock River floodway. Based on preliminary review, no IDNR permits are required so long as the new pavilion remains within the existing footprint.

At the September 16, 2025 Committee of the Whole meeting, the Board reviewed proposals from both McMahon Associates and Fehr Graham for the design, bidding, and limited construction phase services related to the project. Following discussion, the Board expressed its preference to proceed with Fehr Graham.

Key Issues

Fehr Graham has submitted a comprehensive proposal to provide civil engineering design services including:

- Topographic survey and site grading
- Final design plans for the new pre-engineered metal pavilion
- Structural and electrical design components
- Preparation of bidding documents and facilitation of the bidding process
- Limited construction observation and project closeout services

Fiscal Note/Budget Impact

Fee Structure (Lump Sum):

Task	Amount
Design Plans, Specifications & Estimate	\$17,000
Bidding Documents and Services	\$3,000
Construction Engineering Services	\$10,000
Total	\$30,000

Action Required/Recommendation

Approval of a professional services agreement with Fehr Graham for civil engineering design services associated with the Riverside Park Pavilion Replacement Project in the amount of \$30,000.

Attachments

Resolution 2025-R49
Proposal from FehrGraham.