

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: **Discussion and Recommendation** of an RFP for Professional Design Services related to the **Porter Park Phase II Expansion** (OSLAD Grant)

Date: April 11, 2025

Meeting: COTW – 4/15/2025

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

The Village of Roscoe was awarded an **Open Space Lands Acquisition and Development (OSLAD) Grant** in the amount of **\$531,328** to support the expansion of Porter Park. The grant-funded project, referred to as **Porter Park Phase 2**, will add approximately 12 acres to the existing 28-acre park and includes several recreational and infrastructure improvements.

To initiate the design and construction phase, the Village is preparing to release a Request for Proposals (RFP) seeking **qualified landscape architects and engineering firms** to lead the planning, design, and project management for the expansion.

Key Issues

The professional services will include:

- Site analysis and topographic evaluation
- Final design incorporating OSLAD and Village objectives
- Collaboration with Village staff and stakeholders
- Sustainable and accessible park planning
- Construction documentation and bidding assistance
- Oversight of construction and schedule compliance
- Maintenance recommendations and ecological considerations

The project must comply with Illinois Accessibility Code, ADA guidelines, and OSLAD grant program requirements, including the limitation that no more than 15.25% of total project costs may be allocated to professional design services.

Fiscal Note/Budget Impact

n/a

Action Required/Recommendation

Staff recommends approval to release the **RFP for Landscape Architecture and Engineering Services** for the Porter Park Phase 2 Expansion Project as outlined in the draft document. Formal release of the RFP will occur upon Village Board approval, with submissions due in June 2025 and contract award anticipated later that month.

Attachments

Draft RFP for Professional Design Services for Porter Park Phase II