



LAKE COUNTY FOREST PRESERVES
www.LCFPD.org

Preservation, Restoration, Education and Recreation

DATE: January 4, 2016

MEMO TO: Craig Taylor, Chair
Education, Cultural Resources & Public Affairs

S. Michael Rummel, Chair
Finance Committee

FROM: Nan Buckardt
Director of Education

SUBJECT: Contract for Space Planning and Design Services for the Lake County Forest Preserves
Collections Care Facility Change Order No. 1.

RECOMMENDATION: Recommend approval of a Resolution for Change Order No. 1 to the Contract with WeatherstonBruer Associates, for Space Planning and Design Services for the Lake County Forest Preserves Collections Care Facility, increasing the Contract by \$8,039.34 and extending the Contract to end December 31, 2016.

BACKGROUND: On November 3, 2014 the District entered into a contract with WeatherstonBruer Associates (WBA) for space planning and design services for the new Collections Care Facility in the lower level of the General Offices. These services included the coordination of the design with the project architects, preparation of an equipment tender package based on the approved design, coordination of bidding with the District's purchasing department, review of equipment shop drawings and installation. This project is part of the phased relocation of the District's Lake County Discovery Museum from the Lakewood Forest Preserve to the General Offices in Libertyville.

In March 2015 the District received notice that \$750,000 in grant funding for the project through the Illinois Public Museum Capital Grant Program was being suspended. Subsequent to this notification the project was put on hold pending resolution of the project budget.

At the September, 2015 Education, Cultural Resources and Public Affairs Committee staff was authorized to enter into negotiations with the University of Illinois to transfer ownership of the Curt Teich Postcard Archives to the University of Illinois at Urbana-Champaign. The transfer of the Teich Archives will reduce the footprint needed for archival storage.

The reduced project funding and space requirements results in the need to re-examine the Collections Care Facility. The smaller footprint requires a redesign the configuration of the storage furniture in the Collections Care Facility to meet our new storage requirements. In addition, as a result of the delay in the project, the contract needs to be extended through December 2016.

REASON FOR RECOMMENDATION: Committee recommendation and Board approval are required in accordance with District Policy.

REVIEW BY OTHERS: Executive Director, Chief Operations Officer, Director of Finance, Superintendent of Educational Facilities, Purchasing Manager, Corporate Counsel.

FINANCIAL DATA: Funds for the construction of the District's Collections Care Facility are found in account 11104100-803100-61811 and is in the approved budget.

STRATEGIC DIRECTION SUPPORTED: Communications, Education and Outreach

PRESENTER: Nan Buckardt

STATE OF ILLINOIS)
) SS
 COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
 LAKE COUNTY FOREST PRESERVE DISTRICT
 REGULAR JANUARY MEETING
 JANUARY 12, 2016**

MADAM PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

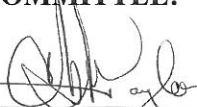
Your **EDUCATION, CULTURAL RESOURCES & PUBLIC AFFAIRS COMMITTEE** and **FINANCE & ADMINISTRATIVE COMMITTEE** present herewith "A Resolution Approving Change Order No. 1. with WeatherstonBruer Associates for Space Planning and Design Services," and request its adoption.

**EDUCATION, CULTURAL
 RESOURCES & PUBLIC AFFAIRS
 COMMITTEE:**

YEA NAY

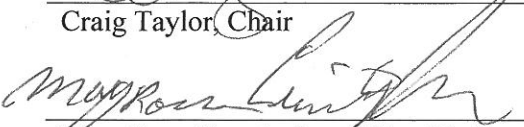
**FINANCE &
 ADMINISTRATIVE
 COMMITTEE:**

YEA NAY



 Craig Taylor, Chair

S. Michael Rummel, Chair



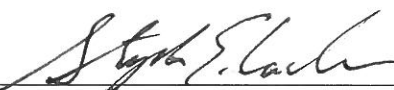
 Mary Ross Cunningham, Vice Chair

Linda Pedersen, Vice Chair



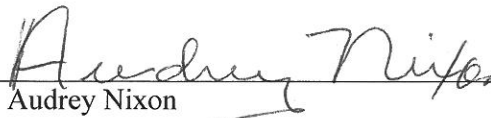
 Chuck Bartels

Steve Carlson



 Steve Carlson

Bill Durkin

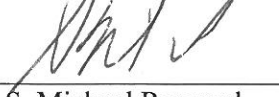


 Audrey Nixon

Sandra Hart

Brent Paxton

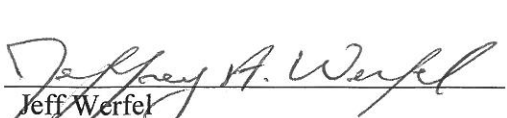
Aaron Lawlor



 S. Michael Rummel

Audrey Nixon

Nick Sauer



 Jeff Werfel

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**A RESOLUTION APPROVING CHANGE ORDER NO. 1. WITH WEATHERSONBRUER
ASSOCIATES FOR SPACE PLANNING AND DESIGN SERVICES**

WHEREAS, on November 3, 2014 the Lake County Forest Preserve District (the "District") entered into a contract with WeatherstonBruer Associates for Space Planning and Design Services for the Lake County Forest Preserves Collections Care Facility (the "Project"); and

WHEREAS, the Contract called for Space Planning and Design Services (the "Work"); and

WHEREAS, the Contract contained a lump sum price for the Work to be completed according to a scope of services based on a budget that included a major grant from the Illinois Public Museum Capital Grant Program, which subsequently has been suspended; and

WHEREAS, as a result of the budget reduction a revised design is required and a time extension needed to complete the Work by WeatherstonBruer Associates; and

WHEREAS, it is in the best interest of the District to approve Change Order No. #1 attached hereto (the "Change Order") to provide for the Space Planning and Design Services;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois THAT:

Section 1. Recitals. The recitals set forth above are incorporated as a part of this Resolution by this reference.

Section 2. Approval of the Change Order. The Change Order, in substantially the form attached hereto, is approved for the following reasons:

- a. The Change Order is germane to the original Contract, as signed; and
- b. The Change Order is in the best interest of the District.

Section 3: Placement in Contract File. This Resolution and the Change Order shall be preserved in the permanent District file of the Contract. This Resolution shall constitute the written determination required by Section 33E-9 of the Illinois Criminal Code, 720 ILCS 5/33E-9.

Section 4: Reapproval of the Contract. The Contract is hereby reapproved, except to the extent that it has been changed by or conflicts with the Change Order or this Resolution.

Section 5. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this _____ day of _____, 2016

AYES:

NAYS:

APPROVED this _____ day of _____, 2016

Ann B. Maine, President
Lake County Forest Preserve District

ATTEST:

Julie Gagnani, Secretary
Lake County Forest Preserve District

Exhibit # _____



Lake County Forest Preserve District

CHANGE ORDER NO. 1

Page 1

Date: January 4, 2016
Project: **Space Planning and Design Services for Collections Storage Equipment**
General Offices

Contractor: **WeatherstonBruer Associates**
514 Crawford Street
Toronto, Ontario, M6G 3J8

Contract Date: November 11, 2014

To the Contractor: You are hereby authorized to make the following changes, subject to the Contract provisions.

Bulletin No. 1	Increase	\$ 8,039.34	30.6%
Bulletin No. 2	Time Extension	\$ 0.00	0.0%

TOTAL	Increase	\$ 8,039.34	30.6%
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Original Contract Amount		\$ 26,290.00	
Change Order No. 1	Increase	\$ 8,039.34	30.6%
Change Order No. 2		\$ 0.00	0.0%

REVISED CONTRACT AMOUNT		\$ 34,329.34	30.6%
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Time Extension: December 31, 2016
Other Contracts Affected: NONE

Recommended By:

Director of Education **DATE:** _____

Approved By:

Finance and Administrative Committee **DATE:** _____

Education, Cultural Resources and Public Affairs Committee **DATE:** _____

Executive Director **DATE:** _____

Accepted By:

Contractor **DATE:** _____

DISTRIBUTION: Original: LCFPD Project Manager

Copies: Contractor
Decrease: Accounting, Purchasing
Increase: Munis



Lake County Forest Preserve District

CHANGE ORDER NO. 1

Page 2

Bulletin No. 1
Project Name: Space Planning and Design Services for Collections Storage Equipment
Date: January 4, 2016

YOU ARE HEREBY AUTHORIZED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENTS:

THE FOLLOWING ITEMS ARE ADDED TO THE CONTRACT DOCUMENTS:

Item No. 1: Redesign collections care facility based on adjusted footprint, prepare collections furniture tender package based on the approved design, coordinate bidding of the tender package with LCFPD purchasing department, review equipment shop drawings and equipment installation.

Total Increase Item No. 1: \$ 8,039.34

Item No. 2: Extend contract through December 31, 2016. Project has been delayed due to unforeseen changes in funding; which has resulted in a reduced scope for the project and a need to redesign the storage space.

Total Increase Item No. 2: \$ 0.00

TOTAL CONTRACT INCREASE: \$ 8,039.34

**Written Determination
Regarding
Change Order No. 1 to Contract between
Lake County Forest Preserve District
and
WeatherstonBruer Associates**

I, Nan Buckardt, being duly authorized by the Lake County Forest Preserve District (the "District") to approve Change Order No. 1 (the "Change Order") to the Contract between the District and WeatherstonBruer Associates for space planning/design services for the District's collections care facility (the "Contract"), and being further authorized to make the following written determination, do hereby determine as follows:

- a. The circumstances necessitating the Change Order were not reasonably foreseeable at the time the Contract was signed;
- b. the Change Order is germane to the original Contract, as signed; and
- c. the Change Order is in the best interest of the District.

Date: _____

Nan Buckardt, Director
Education

WITNESS:

Date: _____

This Written Determination and the Change Order shall be preserved in the permanent District file for the Contract. This Written Determination shall constitute the Written Determination required by Section 33E-9 of the Illinois Criminal Code, 720 ILCS 5/33E-9.