



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: March 8, 2018

MEMO TO: S. Michael Rummel, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: Recommend approval of a Resolution authorizing the negotiation and award of a Contract for the development of an Americans with Disabilities Act (“ADA”) Self-Evaluation and Transition Plan to the W-T Group, LLC, Hoffman Estates, Illinois, in the Contract Price of \$121,621.50.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability.

FINANCIAL DATA: This project was budgeted for in FY2017/2018 in account 11104000-701500, Consulting Fees, in the amount of \$150,000.

BACKGROUND: After the ADA became effective in 1991, the District conducted the self-evaluation and prepared the transition plan that are required under that statute. In some cases, the ADA does not require retrofitting of existing facilities and, as such, not all District facilities were upgraded to ADA requirements applicable to new improvements. The District now desires to conduct a supplemental assessment of its facilities, preserves, communications, policies, procedures and programs to ensure compliance with ADA requirements and ascertain whether additional improvements can be made to enhance accessibility. A Transition Plan will be prepared to address any modifications needed to meet current ADA and Illinois Accessibility Code requirements, detailing each modification with estimated cost, and providing a timeline for completion of these modifications.

The District issued a Request for Proposals on November 7, 2017, requesting responses from qualified firms specializing in conducting ADA Self-Evaluations and developing ADA Transition Plans. The W-T Group, LLC, was among the five firms that submitted proposals for consideration. The District’s Selection Committee, consisting of staff from Administration, Education, Operations & Infrastructure, and Planning & Land Preservation, evaluated all of the proposals and have determined the W-T Group, LLC, Hoffman Estates, Illinois, would be the best choice to meet the District’s needs.

The W-T Group has proposed a comprehensive ADA Self-Evaluation and Transition Plan for the District. Their proposal meets our specifications regarding assessing buildings, trail access and preserve amenities, providing information on what parts of the District are covered by which standards, prioritizing a transition plan, and evaluating our Policies and Procedures and educational programs and events for accessibility. Staff is seeking approval to negotiate and award a final contract for consulting services to the W-T Group, LLC, Hoffman Estates, Illinois.

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

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR MARCH MEETING
MARCH 13, 2018

MADAM PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **Finance Committee** presents herewith “a Resolution Awarding a Contract to the W-T Group, LLC for the Development of an Americans with Disabilities Act Self-Evaluation and Transition Plan”, and requests its approval.

FINANCE COMMITTEE:

Date: _____ **Roll Call Vote:** **Ayes:** ____ **Nays:** ____

Voice Vote Majority: **Ayes:** ____ **Nays:** ____

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

**A RESOLUTION AWARDING A CONTRACT TO
THE W-T GROUP, LLC FOR THE DEVELOPMENT OF AN AMERICANS WITH
DISABILITIES ACT SELF-EVALUATION AND TRANSITION PLAN**

WHEREAS, the Lake County Forest Preserve District (the “District”) previously prepared a Self-Evaluation and Transition Plan as required by the Americans with Disabilities Act (the “ADA”); and

WHEREAS, the District desires to retain a firm to develop a supplemental Self-Evaluation and Transition Plan to improve accessibility to the District’s services, programs and activities (the “Services”); and

WHEREAS, the Director of Administration and the Purchasing Manager have determined that the Services require personal confidence; and

WHEREAS, the Purchasing Manager has solicited proposals for the Services; and

WHEREAS, a selection committee comprised of staff reviewed the proposals and interviewed two firms and recommends that the Board of Commissioners (i) find that the proposal submitted by The W-T Group, LLC, is the proposal that is most advantageous to the District; and (ii) award a contract for the Services to The W-T Group, LLC, (the “Contract”) in the amount of \$121,621.50 (the “Contract Price”); and

WHEREAS, the Board of Commissioners hereby finds that the proposal for the Services submitted by The W-T Group, LLC is the proposal that is most advantageous to the District;

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: Negotiation and Award of Contract. The Executive Director (or his designee) is hereby authorized and directed to negotiate the Contract with The W-T Group, LLC, for the Services in the amount of the Contract Price, provided that the Contract shall require The W-T Group, LLC, to provide Services to the District, all in accordance with the prices and other criteria identified on Exhibit A attached hereto (the “Contract Criteria”). After the Contract has been negotiated in accordance with the Contract Criteria, the Executive Director and Secretary of the District are authorized and directed to execute and attest to the Contract for the Services in the amount of the Contract Price.

Section 3: Execution of Contract. The Executive Director of the District is hereby authorized and directed to execute the Contract for the Services in the amount of the Contract Price.

Section 4. Payments. The District Treasurer shall make payments under the Contract only pursuant to and in accordance with the Contract terms.

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 _____, 2018.

AYES:

NAYS:

APPROVED this ____ day of _____, 2018.

Ann B. Maine, President
Lake County Forest Preserve District

ATTEST:

Julie Gagnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____



Engineering • Design • Consulting

**LAKE COUNTY FOREST PRESERVE DISTRICT
ADA ACCESS AUDIT AND TRANSITION PLAN
REQUESTED BEST AND FINAL OFFER
JANUARY 31, 2018**

Introduction

Lake County Forest Preserve District issued an RFP for an access audit and transition plan. Broad in scope, it includes 13 specific tasks. The WT Group accessibility practice responded to the RFP and has been asked for a best and final offer. This summarizes the reductions and offers a rationale for the reductions in tasks. ***We understand that this remains a not-to-exceed project and if we incur more time on a task, we will absorb that cost, absent a change in scope.***

Task 1: Project Initiation and Coordination

We have scaled back the number of employees who will attend project coordination meetings after the access audits have been completed. Our Leadership Team will still attend and plan the meetings. We had originally proposed that all meetings would occur in Lake County, and this revision allows two meetings later in the process to occur by phone, GoToMeeting, or a similar remote platform.

Original	Reduction	Best & Final offer
\$7,863.49	\$1,928.89	\$5,934.60

Task 2: Conduct Access Audits of Sites

This task is the most human-resource intensive task in the project. We have reduced cost by slightly increasing more hours for our Accessibility Specialists (who are at a lower billable rate) to audit sites, and slightly reduced hours for our Vice President and our Project Manager (both of whom are at higher billable rates). Our Accessibility Specialists will audit sites with fewer and less complex assets. This changes will not decrease the quality and accuracy of our audits.

Original	Reduction	Best & Final offer
\$35,707.35	\$4,522.35	\$31,185.00

Task 3: Review Program Supports

This task has been reduced by shifting some report preparation hours to an employee with a lower billable rate. This is difficult to reduce further as the two principals, McGovern and Zuniga, are most involved in this.

Original	Reduction	Best & Final offer
\$10,771.22	\$916.22	\$9,855.00



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 Access Audit and Transition Plan Project
 Best and Final Offer
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Task 4: Conduct Policy Review

This task has been reduced by shifting some report preparation hours to an employee with a lower billable rate. This too is difficult to reduce further as the two principals, McGovern and Zuniga, are most involved in this.

Original	Reduction	Best & Final offer
\$10,426.94	\$1,336.94	\$9,090.00

Task 5: Conduct Communication Audit

This task has been reduced by shifting some data collection hours to employees with a lower billable rate. We have also reduced the hours budgeted for this task. Zuniga will still oversee this and act as a backstop on data collection. A large chunk of this is our website subcontractor and that fee is already discounted.

Original	Reduction	Best & Final offer
\$14,942.98	\$3,116.08	\$11,826.90

Task 6: Conduct PROW Access Audits

This task includes the greatest reduction. It was clear in the interview that the District has much less free-standing public right-of-way (sidewalks) than we anticipated. Our reduction here is the result of a significant reduction in hours and the shifting of some audit costs from employees with a higher billable rate to employees with a lower billable rate. Seasoned employees will still oversee reporting.

Original	Reduction	Best & Final offer
\$10,377.76	\$6,507.76	\$3,870.00

Task 7: Apply Program Access Test and Prepare Site Reports

This task has been reduced by budgeting fewer hours for report preparation. We have retained the hours planned for application of the program access test, which will save the District hundreds of thousands of dollars in resources. Seasoned employees will still oversee reporting.

Original	Reduction	Best & Final offer
\$11,164.69	\$1,647.19	\$9,517.50

Task 8: GIS Data and Tables

This task has been reduced by lowering the rate per site for our GIS specialist. Kevin Human will still implement this task and coordinate his work with District GIS program staffs.

Original	Reduction	Best & Final offer
\$15,443.67	\$2,213.67	\$13,230.00



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Task 9: Transition Plan Development

We have reduced budgeted hours for this task, and moved the data analysis work by an engineer to one of our certified accessibility specialists. This is appropriate as the scope of work does not include design.

Original	Reduction	Best & Final offer
\$8,164.49	\$829.49	\$7,335.00

Task 10: Plan and Facilitate Public Feedback Sessions

We have reduced budgeted hours for this task. We anticipate working more closely and efficiently with Lake County special recreation providers (NSSRA, SRACLC, WTSRA, and others) to identify persons with disabilities interested in the District and its sites and programs. It is difficult to make further reductions as this task requires the work of both principals, McGovern and Zuniga.

Original	Reduction	Best & Final offer
\$4,721.63	\$401.63	\$4,320.00

Task 11: Provide Guidance Regarding Walking Surfaces

This task involves McGovern, Zuniga, and Scheibe and has little room for adjustment. We have reduced McGovern's time slightly in the gathering of reference materials.

Original	Reduction	Best & Final offer
\$3,147.76	\$65.26	\$3,082.50

Task 12: Establish Priorities and Maintain Communication with District Staff

We have reduced this by capping, for billing purposes, McGovern's time. He will still lead the discussion regarding priorities and spend as much time as necessary to establish agreed priorities.

Original	Reduction	Best & Final offer
\$9,246.53	\$966.53	\$8,280.00

Task 13: Prepare Conclusion Report

We have reduced this by capping, for billing purposes, McGovern's time. He will still develop, revise, and present the final report to District stakeholders. He will spend as much time as necessary to prepare and deliver the report.

Original	Reduction	Best & Final offer
\$4,918.37	\$823.37	\$4,095.00

Summary

The reductions have been accomplished in several ways. We have:



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- In some areas, capped McGovern’s time for billing purposes, but not for work purposes
- In some areas, reduced budgeted hours for a task
- In some areas, shifted tasks from an employee with a higher billable rate to an employee with a lower billable rate
- In one area, reduced the billable rate

We have also eliminated a 6% contingency that was built into each of the 13 tasks. The end result is a reduction of more than \$25,000, and more than 17%. The results of all the reductions are below:

Original	Reduction	Best & Final offer
\$146,896.88	\$25,275.38	\$121,621.50

Conclusion

We appreciate the opportunity to provide a Best and Final Offer. Please remember that we included an alternate that would further reduce District costs by using District employees as the second member of our access audit teams. We would negotiate those reductions, but it is typical for us to see the fee drop by \$1,800 for every District employee we are able to collaborate with for a five consecutive day period.

Additionally, our value-added elements remain on the table. The training for District staff is typically charged to other entities at \$3,000 per day. The training for local businesses through a chamber of commerce type of organization would have the same charge.

We have the team. We have the experience with land management and conservation agencies. We know Lake County and have helped with ADA compliance from Deerfield and Highland Park to Hawthorn Woods and Mundelein to Waukegan and Gurnee. We can simplify the requirements of this unfunded mandate, enabling you to implement your mission and improve the quality of life for all Lake County residents through preservation, restoration, education, and recreation.

Prepared and presented by: 
 John N. McGovern, JD, Owner and Principal
 WT Group, LLC Accessibility Practice

JNM/LCFPD BEST AND FINAL OFFER 201801

SECTION 9: FEE QUOTATION

Enter below the lump sum cost of each component and other services. Lump sum amounts include all travel, living and direct project expenses including printing, postage and handling.

FEE SUMMARY

Proposed fees are based on major deliverables described in the scope of work on a not-to-exceed basis:

- A. Meetings and Project Management (3.1, 3.11, 3.12) \$ 17,297.10
- B. Self-Evaluation Report
 - i. Facilities Review and Evaluation (Building, Preserves, Trails etc.) 3.2, 3.6
 - ii. Review of Communications Accessibility 3.5 \$ 46,881.90
- C. Transition Plan (including database program) 3.7, 3.8, 3.9, 3.10, 3.13 \$ 38,497.50
- D. Additional Services (Services in addition to those described above are to be compensated at the hourly rates noted, and for related reimbursable expenses in accordance with the following Fee and Reimbursable Schedule for the actual hours worked and the costs incurred by Respondent) \$ 0

FEE AND REIMBURSABLE SCHEDULE

Hourly Rate for Staff (if multiple rates please list each individually)	\$ _____
Mileage	\$ _____
Travel	\$ _____
Postage	\$ _____
Copies	\$ _____
Materials	\$ _____

NOT RELEVANT - ALL COSTS INCLUDED IN TASKS

ALTERNATES

- 1) Evaluation and Plan for Educational Programs and Events Accessibility 3.3 \$ 9,855.00
- 2) Evaluation and Plan for Related Policies and Procedures including recommendation for revisions and additions 3.4 \$ 9,090.00

TOTAL \$ 121,621.50