



LAKE COUNTY FOREST PRESERVES
www.LCFPD.org

Preservation, Restoration, Education and Recreation

DATE: August 29, 2019

MEMO TO: Terry Wilke, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: Recommend approval of a Resolution authorizing Change Order No. 4 to the Contract with the WT Group, LLC, to provide additional services for the Lake County Forest Preserve District's Americans with Disabilities Act ("ADA") Self-Evaluation and Transition Plan, increase the contract price by \$6,760.00, and extend the completion date of the contract to January 30, 2020.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: This project was originally budgeted for in Fiscal Year 2017/2018 in account 1104000-701500 Consulting Services, in the amount of \$150,000.00. The original contract price was \$121,621.50. With this change order, and prior change orders, the new contract price is \$142,881.50.

BACKGROUND: On March 13, 2018, the District approved a contract with the WT Group, LLC, for the development of an ADA Self-Evaluation and Transition Plan. As result of WT's work to date, the District now desires to have WT provide the District with additional services and training. These include evaluation of Spring Bluff Forest Preserve which was under construction during the initial site review, training classes for specific staff members on use of tools, including use of TTY equipment (telephone devices for hearing-impaired individuals), arrangement and maintenance of facilities, and assistance with ADA-compliant signage protocols. Because of the addition of these services and training, staff recommends extending the completion date of the contract to January 30, 2020.

The combination of Change Order No. 4 and earlier Change Order No. 2, which added District and District-related websites and applications to the communication review, would increase the original contract price by more than \$20,000.00. Increases over \$20,000.00 to contracts for the purchase of goods and services require Board approval under the District's purchasing requirements.

REVIEW BY OTHERS: 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 SEPTEMBER MEETING
SEPTEMBER 10, 2019**

MISTER PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **FINANCE COMMITTEE** presents herewith “A Resolution Approving Change Order No. 4 to the Contract with the WT Group, LLC, for the District’s ADA 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 APPROVING CHANGE ORDER NO. 4
TO THE CONTRACT WITH THE WT GROUP, LLC, FOR THE DISTRICT'S
ADA SELF-EVALUATION AND TRANSITION PLAN**

WHEREAS, as of March 13, 2018, the Lake County Forest Preserve District (the "District") and the WT Group, LLC, (the "Consultant") entered into a contract (the "Contract") 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 Contract has a completion date of September 30, 2019; and

WHEREAS, the District desires to amend the Contract to (i) provide additional Services to the District (the "Additional Services"), (ii) increase the Contract price by \$6,760.00, for the Additional Services, and (iii) extend the completion date of the Contract from September 30, 2019 to January 30, 2020, so that the Consultant can provide the Additional Services, all as provided in Change Order No. 4 attached hereto ("Change Order No.4");

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 Change Order No. 4. Change Order No. 4, in substantially the form attached hereto, is approved for the following reasons:

- a. The Change Order is germane to the 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 Change Order No. 4 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. 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 _____, 2019.

AYES:

NAYS:

APPROVED this ____ day of _____, 2019.

Angelo D. Kyle, President
Lake County Forest Preserve District

ATTEST:

Julie Gagnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____



**Lake County Forest Preserve District
CHANGE ORDER NO. 4**

Date: September 10, 2019
Project No: RFP No. 18012
Americans with Disabilities Act Self-Evaluation and Transition Plan
 Lake County Forest Preserve District

Contractor: **WT Group**
 2675 Pratum Avenue
 Hoffman Estates, IL 60192

Original Contract Date: March 13, 2018

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

Bulletin No. 1	No Cost Change	\$ 0.00	0.00%
TOTAL	No Increase/Decrease	\$ 0.00	0.00%
Bulletin No. 2	Cost Change	\$ 6,760.00	5.56%
TOTAL	Increase	\$ 6,760.00	5.56%

Original Contract Amount		\$ 121,621.50	
Change Order No. 1	No Cost Change	\$ 0.00	0.00%
Change Order No. 2	Increase	\$ 14,500.00	11.92%
Change Order No. 3	No Cost Change	\$ 0.00	0.00%
Change Order No. 4	Increase	\$ 6,760.00	5.56%

REVISED CONTRACT AMOUNT **\$ 142,881.50** **17.48%**

Time Extension: **January 30, 2020**
Other Contracts Affected: **NONE**

Recommended By:

 Director of Administration **DATE:** _____

Accepted By:

 Contractor **DATE:** _____

DISTRIBUTION: EXECUTED ORIGINAL: Purchasing **COPIES:** Project Manager, Contractor
 (Executed Original is: Hard Copy E-Copy) **Decrease / No Cost Change /Time Change:** Accounting
 Increase: Munis
Original PO# 20180556 Rev. 01-05-18



Lake County Forest Preserve District
Americans with Disabilities Act Self-Evaluation and Transition Plan
CHANGE ORDER NO. 4

BULLETIN NO. 1

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: Attachment A, ¶ 4 is amended as follows:

“Completion Date:

~~September 30, 2019~~ January 30, 2020”

Total Increase Item No. 1: \$ 0.00

BULLETIN NO. 2

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: Attachment B is amended to add the Services identified in the June 25, 2019 letter from John N. McGovern to Mary Kann, attached to this Change Order.

Total Increase Item No. 1: \$ 6,760.00

TOTAL CONTRACT INCREASE: \$ 6,760.00



Engineering • Design • Consulting

June 25, 2019

Mary Kann
Director of Administration and ADA Coordinator
Lake County Forest Preserve District
1899 West Winchester Road
Libertyville, IL 60048

Dear Mary:

Please accept this proposal for additional services for the Lake County Forest Preserve District accessibility initiative. In this, I'll describe for services we can provide the District, and propose a cost for each. Mary, I have provided only an abbreviated description of our firm and our team as you are well aware of our people

Task 1: Access Audit and Transition Plan Integration for Spring Bluff Site

The Spring Bluff site was under construction when we were auditing. We will apply the Illinois Accessibility Code (IAC) and the 2010 Standards, as well as smart practices, to our audit of the site. We will audit parking, signs, preserve assets, and related elements such as signage.

Our audit will result in a site report that identifies deficits, recommends a solution, names the person responsible for barrier removal, and recommends a date by which retrofit occur. After the preparation of a site report, we will integrate our retrofit work with the transition plan, as it is being modified by District staffs.

Shelley Zuniga and Heidi Lapin will complete the site audit, and prepare the site report. Tanya Scheibe will integrate the findings within our recommended transition plan. ***Our cost for this task is \$1,600, discounted by \$160 to \$1,440.***

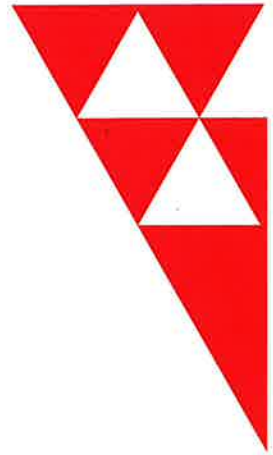
Task 2: Training for Staff Regarding Compliant Communications

We will prepare and conduct a training for communications staffs. Content will address how to identify TTY calls, how to use a TTY in communicating with a person who is deaf, how to use the Illinois Relay System, and other methods of communication. The training will include a presentation by PowerPoint, but attendees will actually practice communication methods. Content will also review the use of person-first language.

Heidi Lapin, our Project Manager, and Shelley Zuniga, will lead the training exercises. ***Our cost for this task is \$1,100, discounted by \$100 to \$1,000.***

Task 3: Report with Signage Protocols for District Staffs

As we did with the walking surfaces report, we can prepare a report for District staff that will address sign protocols both inside and outside. Zuniga and Scheibe will lead this effort.



Mary Kann
Proposal for Additional Services to the Lake County Forest Preserve District
June 25, 2019 page 2

There are very specific requirements for indoor signage, but outdoor signage requirements are not as robust. We will apply the requirements of the IAC and the 2010 Standards, as well as smart practices. **Our cost for this task is \$2,000, discounted by \$200 to \$1,800.**

Task 4: Provide Training for Operations Staffs Regarding Common Access Issues

We will prepare and provide training for operations staffs regarding common elements to be encountered at District preserves and facilities. We suggest that facility and preserve staffs be trained together; an alternate, however, is to train preserves operations staff separately from facilities staffs. We leave that decision to you.

This training will be provided by Zuniga and Lapin, and I will participate. I suggest a two-hour classroom session, followed by two hours in the field. We will use a PowerPoint presentation that the District can use at later times with other employees who are either new or in need of a refresher. **Our cost for this task is \$2,800, discounted by \$280 to \$2,520.**

The total for all services is \$6,760.

Conclusion

These tasks can be separated if you wish. I see no reason why we could not complete these tasks by December 31, 2019. This work is a professional service and is payable as work is completed. The proposal is subject to the attached terms and conditions.

If there are any questions, call me at 224-293-6451. My email is john.mcgovern@rac-llc.com.

Thank you for trusting us to work alongside you to make Lake County Forest Preserve District sites accessible to all.

Sincerely,



John N. McGovern, J.D.
Partner, Principal in Charge
WT Group Accessibility Practice

JNM/LCFPD PROPOSAL FOR ADDITIONAL SERVICES 201901

