



LAKE COUNTY FOREST PRESERVES
www.LCFPD.org

Preservation, Restoration, Education and Recreation

DATE: December 5, 2019

MEMO TO: Terry Wilke, Chair
Finance Committee

FROM: Katherine Hamilton-Smith
Director of Public Affairs and Development

RECOMMENDATION: Recommend approval of a Resolution authorizing Change Order No. 1 to the Contract with Costello Communications for professional design services for the District branding project, increasing the Contract Amount by \$1,690.00.

STRATEGIC DIRECTIONS SUPPORTED: Communications, Education and Outreach; Public Access and Connections; Leadership; Conservation; Organizational Sustainability.

FINANCIAL DATA: The Professional Services Contract was approved on May 30, 2018, in the amount of \$24,980.00, as part of the adopted FY 2018/2019 Budget in the amount of \$25,000. The Change Order will be charged to the Public Affairs and Development Department budget, account 11314000-709000. The Change Order will increase the contract amount by \$1,690.00 (6.7%) to a total Contract Price of \$26,670.00, which covers all work completed to date and closes out this project.

BACKGROUND: This project includes professional design services for refinement of the District's current brand mark and its pairing with subsidiary brand marks (*The Preservation Foundation, Dunn Museum, Independence Grove, ThunderHawk, Countryside, Brae Loch*), and its application Districtwide on all online and print materials, preserve signage, uniforms, and other items that incorporate the District's current logo. This change order includes \$1,690.00 for 19 additional hours needed to complete layout and design refinements of the project elements.

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

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR DECEMBER MEETING
DECEMBER 10, 2019**

MISTER PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **FINANCE COMMITTEE** presents herewith “a Resolution approving Change Order No. 1 to a Contract with Costello Communications for professional design services” 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. 1 TO A CONTRACT WITH
COSTELLO COMMUNICATIONS FOR PROFESSIONAL DESIGN SERVICES**

WHEREAS, as of May 30, 2018, the Lake County Forest Preserve District (the “District”) and Costello Communications, (the “Consultant”) entered into a contract (the “Contract”) for professional design services for refinement of the District’s logo mark, its pairing with District subsidiary brands, and its application Districtwide (the “Services”); and

WHEREAS, the District desires to increase the final Contract price by \$1,690 for additional Services to the District (the “Additional Services”), all as provided in Change Order No. 1 attached hereto (“Change Order No.1”);

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. 1. Change Order No. 1, 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. 1 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 Gragnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____



**Lake County Forest Preserve District
CHANGE ORDER NO. 1**

Date: 11-06-19

Project No: **BRAND ARCHITECTURE DESIGN
LAKE COUNTY FOREST PRESERVES**

Contractor: **COSTELLO COMMUNICATIONS
2545 West Diversey Avenue, Suite 238
Chicago IL 60647**

Original Contract Date: May 21, 2018

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

Bulletin No. 1	Increase	\$ 1,690.00	6.7%
TOTAL	Increase	\$ 1,690.00	6.7%
Original Contract Amount		\$ 24,980.00	
Change Order No. 1	Increase	\$ 1,690.00	6.7%
REVISED CONTRACT AMOUNT		\$ 26,670.00	6.7%

Time Extension: None
Other Contracts Affected: None

Recommended By:

Director of Public Affairs and Development

DATE: 11-06-19

Approved By:

Operations Committee

DATE: _____

Planning Committee

DATE: _____

Finance Committee

DATE: _____

Board of Commissioners

DATE: _____

Executive Director

DATE: _____

Accepted By:

Contractor

DATE: _____

DISTRIBUTION: EXECUTED ORIGINAL: Purchasing
(Executed Original is: Hard Copy E-Copy)

COPIES: Project Manager, Contractor
Decrease / No Cost Change / Time Change: Accounting
Increase: Munis

Original PO# original PO #20180691



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: Nineteen additional hours needed for layout and design refinements to complete the project, as follows: 6.5 hours at \$60.00 per hour; 5 hours at \$80.00 per hour; and, 7.5 hours at \$120.00 per hour, for a total of nineteen hours. These costs are under the 10% Contract Price Contingency allowed for in the Professional Services Contract.

Total Increase Item No. 1:	\$ 1,690.00
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TOTAL CONTRACT INCREASE:	\$ 1,690.00
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