



DATE: June 5, 2023

MEMO TO: Paras Parekh, Chair
Planning Committee

Gina Roberts, Chair
Finance Committee

FROM: John E. Nelson
Director of Operations and Infrastructure

RECOMMENDATION: Approve Change Order No. 3 to the Contract with Williams Architects for Architectural and Engineering Services at the Grounds Maintenance Facility at Lakewood Forest Preserve, increasing the Contract amount by \$171,812.85.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: The original and current contract amount is \$383,700.00. This change order will increase the contract amount by \$171,812.85 and will be charged to account 25104000-803000-61011.

BACKGROUND: In January 2020, the Board approved a professional services contract with Williams Architects for design of the new net-zero grounds maintenance facility at Lakewood Forest Preserve in the amount of \$383,700.00. That design services contract was based on a construction budget of \$2,500,000.00 at the time. In November 2020, the Director of Operations and Infrastructure approved Change Order No. 1 increasing the price for a preliminary construction cost estimate, but reducing (by the same amount of such increase) reimbursable expenses, resulting in no net change in the total contract price. In December 2022, the Director of Operations and Infrastructure approved Change Order No. 2, which re-allocated an unused portion of the contract price (originally allocated for services under an Illinois Clean Energy Community Foundation grant that the District did not receive) to increased design development services, again resulting in no net change to the contract price.

Under the contract, if the District approves a construction budget that exceeds \$2,500,000.00, Williams is entitled to a fee increase equal to 7.5% of the budget amount in excess of \$2,500,000.00. Based on the recent bid opening, the total value of the trade construction contracts to be awarded is \$4,790,838.00, which results in a design fee increase of \$171,812.85. Staff recommends that Change Order No. 3 be approved to increase the fee by \$171,812.85. That amount (greater than \$25,000.00 and less than fifty percent (50%) of the original contract amount) requires approval by a standing committee in accordance with the District's Purchasing Policy.

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

MOTION: Motion (i) to approve Change Order No. 3 to the Contract with Williams Architects for Architectural and Engineering Services at the Grounds Maintenance Facility at Lakewood Forest Preserves, increasing the Contract Price by \$171,812.85 in substantially the form attached to staff's June 5, 2023, memorandum and (ii) finding that:

- 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.

APPROVED:

PLANNING COMMITTEE:

Date: _____ Roll Call Vote: Ayes: ____Nays: _____
 Voice Vote Majority Ayes; Nays: _____

FINANCE COMMITTEE:

Date: _____ Roll Call Vote: Ayes: ____Nays: _____
 Voice Vote Majority Ayes; Nays: _____

Change Order



Lake County
Forest Preserves

1899 West Winchester Road
Libertyville, Illinois 60048
PurchasingDept@LCFPD.org
847-367-6640

Date: 05/23/2023	Change Order Number (Please use drop down) 3	Department: (Please use drop down) * Operations
Fiscal Year 2023	Purchase Order Number: 20200082	Account Code: * 25104100-803000-61011
		Administrative Assistant Email * MSHELTON@LCFPD.ORG

Project Information

Project or Bid Number:	Contractor Name: * WILLIAMS ARCHITECTS	Original Contract Date: * 01/14/2020
Project Name: * ARCHITECTURAL AND ENGINEERING SERVICES FOR THE NEW LAKEWOOD MAINTENANCE FACILITY	Contractor Email * MSBUSHHOUSE@WILLIAMS-ARCHITECTS.COM	Contract Type: * <input type="radio"/> Lump Sum Contract <input checked="" type="radio"/> Unit Price Contract
District Wide No	Contractor Admin Email MCROHDE@WILLIAMS-ARCHITECTS.COM	
Select Site: LAKE09 Lakewood		

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

Increase

Increase

Item Number	Item	Description	Amount
1	FEE ADJUSTMENT FOR STEP 4 SERVICES	PER THE TERMS OF THE CONTRACT, AN ADJUSTMENT IN THE FEE FOR STEP 4 SERVICES IN THE AMOUNT OF 7.5% OF THE ADJUSTED CONSTRUCTION COST ABOVE THE ORIGINAL CONSTRUCTION BUDGET (7.5% * (\$4,790,838 - \$2,500,000))	\$171,812.85

Decrease

Time Extension

Change to Scope that results in time extension or no additional costs:
DECEMBER 31, 2024

Calculation Section

Unit Price Increase Total	Lump Sum Price Total	Calculated Percent
171812.85	0.00	0.450000
Unit Price Decrease Total		
0		
Unit Price Change Total		
171812.85		

Change in Contract Price from this Change Order:
\$0.00

Revised Completion Date:

Change in Contract Price from this Change Order:
171812.85

Change in Contract Time

Original Contract Time	Contract Time (as amended by <i>previous</i> Change Orders, if any)	New Contract Time
Commencement Date:	Commencement Date:	Commencement Date:
Completion Date:	Completion Date:	Completion Date

Change in Contract Price

Original Contract Price: *	Contract Price prior to this Change Order (as amended by <i>previous</i> Change Orders, if any): *	Net Change from original Contract Price resulting from this Change Order and all previous Change Orders:	New Contract Price
\$383,700.00	\$383,700.00	\$171,812.85	555512.850000
		Net Percentage Change from original Contract Price resulting form this Change Order and all previous Change Orders:	
		45.000000%	

Determination

Owner's Department Director and/or Standing Committee(s) hereby determine:

This Written Determination and this Change Order shall (i) be preserved in the Owner's file for the Contract and open to the public for inspection and (ii) constitute the Written Determination required by 720 ILCS 5/33E-9.

Please select all that apply:

The circumstances necessitating the Change Order were not reasonably foreseeable at the time the Contract was signed

The Change Order is germane to the original Contract, as signed.

The Change Order is in the best interest of the Owner and is authorized by law.

Attachments and Notes to Vendor

FI-Purchase Change order attachments

Please type your notes to the Vendor below:

Project Manager Recommendation

Project Manager **Select**
from list *
PBOVILL

Signature:

[Click to Sign Document](#)

Email *

PBOVILL@LCFPD.O
RG

Date of Recommendation:

Department Director Approval

Department Director:

Signature:

[Click to Sign Document](#)

Date of Approval:

Contractor Approval

Name:

Please click on the Signature box - Sign your name with your mouse. Then click **Save**. Click the Return to LCFPD button to send the item back to Lake County Forest Preserves.

Title:

Signature:

Date of Approval:

[Click to Sign Document](#)

For Public works Contracts, Contractor also certifies that this Change Order will not cause or result in an increase in the price of any subcontract under the Contract that is 50% or more of such original subcontract's price.