



DATE: January 9, 2025

MEMO TO: Gina Roberts, Chair
Finance Committee

FROM: Rebekah Snyder
Director of Community Engagement & Partnerships

RECOMMENDATION: Approve Change Order No. 1 to the Contract with The Corporate Moving Image, Inc. for filmmaking services, increasing the Contract Amount by \$7,500.00.

STRATEGIC DIRECTION SUPPORTED: Communication, Education and Outreach

FINANCIAL DATA: The expense will be charged to Community Engagement and Partnerships, Consulting Fees (11354000-715000) and offset by revenue from the Preservation Foundation, which will be deposited into 11352400-413000.

BACKGROUND: In May 2023, District staff engaged the services of The Corporate Moving Image, Inc. to create a short film and a series of public service announcements to support the following objectives and tactics in the District's Road Map to 2025:

Strengthen Connections

Tactic: Design an integrated marketing campaign using print, digital and grassroots methods to increase countywide awareness of the Preservation Foundation from 16% (2019 survey results) to 32% and increase the donor base from 4,600 to 9,200.

Tactic: Grow Horizons magazine distribution by 20% to increase public awareness; align editorial content with Road Map to 2025 strategic priorities.

Ensure Financial Stability

Tactic: Ensure a permanent source of revenue for tree planting, reforestation and habitat restoration through charitable financial support in the amount of \$20 million.

During the creative development process, it was determined by the Director of Community Engagement and Partnerships that two separate films would be most appropriate for reaching these goals. Under the contract, the contractor has produced (i) two short films (one focused on the District, the other focused on the Preservation Foundation) and (ii) a series of public service announcement videos on the themes of preservation, recreation, and education - each theme included a 60-, 30-, and 15-second version, for a total of nine videos. These videos were designed to meet the standards of public service announcements, which can air for free on broadcast media. At the request of the Director of Community Engagement and Partnerships, completion of the videos was accelerated in order to be used in the public information campaign around the November 5, 2024 referendum.

Change Order 1 would formally authorize the contractor's preparation of the second short film on an accelerated production schedule for an increase of \$7,500 to the contract price. In consideration of the fact that the additional short film is centered around a fundraising message in support of the Foundation's endowment campaign, funding for this change order will come from the Preservation Foundation.

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

COMMITTEE MOTION: Motion to approve Change Order No.1 to the Contract with The Corporate Moving Image, Inc. for filmmaking in substantially the form attached to staff's January 9, 2025 memorandum, for the following reasons:

- 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.

APPROVED:

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



CHANGE ORDER

Date: December 10, 2024

Change Order #: 1

Purchase Order #: 20230269

Original Contract Date: 5/2/2023

PROJECT INFORMATION

Project Number: _____

Project Site(s) (Preserves): General District

Project Name: Design and Production of Movies and Public Service Announcement Campaign

CHANGE IN CONTRACT PRICE

To the Contractor: **You are hereby authorized to make the following changes, subject to the Contract provisions:**
(attach additional pages as needed)

Item	DETAILED DESCRIPTION	PRICE
1	Price increase due to accelerated Public Service Announcements to support referendum information campaign and addition of 2 nd film.	\$ 7,500.00
	TOTAL	\$ 7,500.00
	ORIGINAL CONTRACT PRICE:	\$ 29,600.00
	Net Change of previous Change Orders (if any, list below): <i>** if no previous Change Orders, enter '0'</i>	\$ -
CO1		
	Contract Price Prior to this Change Order: (as amended by previous Change Orders (if any))	\$ 29,600.00
	Total Amount of THIS Change Order:	\$ 7,500.00
	NEW CONTRACT PRICE:	\$ 37,100.00
	NET CHANGE: from Original Contract Price resulting from this Change Order and all previous Change Orders <i>** if greater than \$30,000.00, Committee approval is needed.</i>	\$ 7,500.00
	PERCENTAGE OF NET CHANGE: from Original Contract Price resulting from this Change Order and all previous Change Orders <i>** if Original Contract Price is over \$30,000 and this is 25% or greater, Committee approval is needed.</i>	25.34%

CHANGE IN CONTRACT TIME

Original Contract Commencement Date: 5/2/2023

Original Completion Date: 12/31/2024

New Contract Commencement Date: _____

New Completion Date: _____

DETERMINATION

** Written Determination is required for changes of \$10,000 or more and/or time extension of 30 days or more

Owner's Department Director and/or Standing Committee(s) hereby determine (select all that apply (with an 'X')):

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

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.

LCFPD PROJECT MANAGER INFORMATION AND RECOMMENDATION

Department: Community Engagement & Partnerships Project Manager Phone #: 847-968-3434
 Project Manager: Rebekah Snyder Project Manager Email: rsnyder@LCFPD.org

Rebekah Snyder *Rebekah Snyder* 10/12/24
 Project Manager Name Signature Date

LCFPD DEPARTMENT DIRECTOR APPROVAL

Rebekah Snyder *Rebekah Snyder* 10/12/24
 Department Director Name Signature Date

CONTRACTOR INFORMATION AND APPROVAL

Contractor Name: The Corporate Moving Image, Inc.
 Contractor Address: 2516 Waukegan Road, #142 Glenview, IL 60025
 Contact (Name): Matthew Braun
 Contact Phone#: 847-347-2651
 Contact Email: nvisionscale@earthlink.net

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.

Matthew Braun, President *Matthew Braun* 10/12/24
 Contractor Name, Title Signature Date

FOR OFFICE USE ONLY

Account Code(s): _____

In AdobeSign:
 Route to Project Manager, Director, Contractor
 Add CC: Purchasing
 If Committee approval needed, attach to recommendation
 Attach into TCM in Munis