



DATE: March 31, 2025

MEMO TO: Sandy Hart, Chair
Legislative Committee

Gina Roberts, Chair
Finance Committee

FROM: Rebekah Snyder
Director of Community Engagement & Partnerships

RECOMMENDATION: Recommend approval of a Resolution Approving Change Order No. 1 to the Contract with The Strategic Advocacy Group, LLC for legislative consulting services, increasing the Contract Amount by an amount not to exceed \$28,675.00.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: The cost of these services will be charged to the Community Engagement and Partnerships line item for legislative expenses (11354000-706800). That account is budgeted for \$29,000.00 in FY2025. The total revised contract amount will be \$57,000.00.

BACKGROUND: In December 2024, District staff engaged the services of The Strategic Advocacy Group, LLC (“Consultant”) to provide state legislative consulting services for the calendar year 2025. The original contract was for services including assisting staff with strengthening relationships with state legislators, advocating for or against state legislation that may impact the District, and advancing the District’s state legislative priorities.

With the change in federal administration in early 2025 and the uncertainty around federal grant funding, District staff recommends increasing the scope and timeline of the contract with the Consultant to incorporate legislative consulting support at the federal level. This change order will extend the term of the contract through March 31, 2026 and increase the cost of services by \$26,675.00, adding the following deliverables:

- Help develop stronger relationships with federal elected officials and their staff.
- Schedule, plan, and participate in meetings with federal elected officials and their staff.
- Help develop and execute education efforts with federal elected officials and their staff.
- Advise District leadership and staff on strategies to achieve federal policy priorities.

In addition, the District will reimburse the Consultant for expenses related to out-of-state travel at cost and in an amount not to exceed \$2,000.00.

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

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

**A RESOLUTION APPROVING CHANGE ORDER NO. 1 TO A CONTRACT
WITH THE STRATEGIC ADVOCACY GROUP, LLC FOR
LEGISLATIVE CONSULTING SERVICES**

WHEREAS, as of December 30, 2024, the Lake County Forest Preserve District (the “District”) and Strategic Advocacy Group, LLC (the “Consultant”) entered into a contract (the “Contract”) for Legislative Consulting Services (the “Services”); and

WHEREAS, the District desires to increase the final Contract price by an amount not to exceed \$28,675.00 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 circumstances necessitating the Change Order were not reasonably foreseeable at the time the Contract was signed; and
- b. The Change Order is germane to the Contract, as signed; and
- c. The Change Order is in the best interest of the District and is authorized by law.

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 _____, 2025

AYES:

NAYS:

APPROVED this _____ day of _____, 2025

Jessica Vealitzek, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____



CHANGE ORDER

Date: 3/10/2025
Purchase Order #: 20250076

Change Order #: 1
Original Contract Date: 12/30/2024

PROJECT INFORMATION

Project Number: _____ Project Site(s) (Preserves): _____
Project Name: Legislative Consulting Services

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	Cost increase and time extension to 3/31/2026.	\$ 26,675.00
2	Out-of-state travel expenses to be reimbursed at cost; not to exceed.	\$ 2,000.00
	TOTAL	\$ 28,675.00
	ORIGINAL CONTRACT PRICE:	\$ 28,325.00
	Net Change of previous Change Orders (if any, list below): <i>** if no previous Change Orders, enter '0'</i>	\$ -
CO1		\$ -
CO2		\$ -
CO3		\$ -
	Contract Price Prior to this Change Order: (as amended by previous Change Orders (if any))	\$ 28,325.00
	Total Amount of THIS Change Order:	\$ 28,675.00
	NEW CONTRACT PRICE:	\$ 57,000.00
	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>	\$ 28,675.00
	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>	101.24%

CHANGE IN CONTRACT TIME

Original Contract Commencement Date: 1/1/2025

Original Completion Date: 12/31/2025

New Contract Commencement Date: _____

New Completion Date: 3/31/2026

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
Project Manager Name

Rebekah Snyder
Signature

03/10/2025
Date

LCFPD DEPARTMENT DIRECTOR APPROVAL

Rebekah Snyder
Department Director Name

Rebekah Snyder
Signature

03/10/2025
Date

CONTRACTOR INFORMATION AND APPROVAL

Contractor Name: _____

Contractor Address: _____

Contact (Name): _____

Contact Phone#: _____

Contact Email: grady@strategicadvocacygroup.com

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.

Mike Grady
Contractor Name, Title

Mike Grady
Signature

03/10/2025
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

Signature:

Email: purchasingdept@lcpfd.org