



January 9, 2014

Ellen Baer
Assistant Village Manager
Village of Orland Park
14700 Ravinia Avenue
Orland Park, IL 60462

Dear Ellen:

Thanks for our conversations in December and for your interest in retaining our firm to consult with the Village regarding its services for people with disabilities. As you have requested I am providing you with this proposal for a review of policies and procedures. I'll also provide a separate proposal for staff training. Both are particularly important, as the incidence of disability is on the rise, and the Village will likely face more complex situations in the future.

As we discussed, this is an abbreviated proposal. I'll not go into great detail regarding the complex Americans with Disabilities Act (ADA) but will instead focus on our qualifications, and the services we would provide to the Village.

Our Qualifications

We were formed in 2008 as a company under the umbrella of W-T Engineering, one this states' most qualified engineering firms. At W-T, when necessary for our clients, we have access to architects, civil engineers, landscape architects, plumbing consultants, mechanical engineers, structural engineers, aquatics engineers, land surveyors, and more.

Because of my experience though, we meet the soft side of the needs of cities and villages, and provide advice regarding policies, programs, and services. We do not anticipate using other W-T disciplines in our work for the Village.

Our people and our experience are our greatest qualifications.

Providing supports for a person with a disability choosing Village programs, is sometimes best addressed by an administrator, a certified therapeutic recreation specialist, a competent person with a disability, or an attorney. We have all of that on our team. ***No other agency or firm has that set of qualifications.***

We have unique credentials regarding access. My 30 years as a special recreation administrator, and my law degree, give us a different perspective on policy issues. My role as the co-founder of the National Recreation and Park Association (NRPA) National Institute on Recreation Inclusion (NIRI) is significant. For 11 years, that continuing education program addressed policies, funding, staff training, and other integral aspects of Village services modified for people with disabilities.

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Hoffman Estates, Illinois 60192
(224) 293-6451 Fax: (224) 293-6455

In my involvement I either chaired the overall NIRI planning, chaired the program content committee, or both.

I have spoken and trained staffs regarding inclusion and accessibility in 43 states, at national, regional, state, and local events. Additionally, at the request of the Department of Justice enforcement staff, I provided a 3 hour training regarding the ways in which local government recreation providers were meeting the requirements of ADA title II.

We also have been retained by states, counties, cities, park districts, conservation districts, and forest preserve districts for the drafting of accessibility policies.

We are uniquely suited to help the Village of Orland Park.

Scope of Services

Our service to the Village includes policy review and development. Village staff will provide us with Village policies regarding the invitation, registration, and programming for all persons. We'll review those and make recommendations aimed at compliance with ADA title II requirements. We will in particular address the elements of the process to serve people with disabilities, whether in inclusive programs or separate specialized programs. This will include, but is not limited to:

- General Village policies regarding services for the public;
- Policies and practices regarding brochures, social media, and online marketing materials;
- Policies and practices regarding the process of registering for programs;
- Policies and practices regarding the types of supports the Village will and will not provide;
- Policies and practices regarding the way in which people with disabilities request supports;
- Policies and practices regarding the way in which registrants with disabilities are assessed;
- Policies and practices regarding the way in which, after an assessment, a plan for support in programs is prepared;
- Policies and practices regarding the way in which staff are trained so they can provide planned supports;
- Policies and practices regarding the way in which support plans are communicated to registrants with disabilities or their families;
- Policies and practices regarding the way in which supports are implemented; and
- Policies and practices regarding the way in which the implementation of supports is evaluated.

Access and Inclusion Policy Development Costs

We believe that the tasks above can be accomplished for \$7,600. This includes:

Ellen Baer

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- 30 hours by President John N. McGovern, JD, at \$150 for a cost of \$4,500
- 20 hours by Senior Project Manager Shelley A. Zuniga, CTRS (Certified Therapeutic Recreation Specialist) at \$100 for a cost of \$2,000
- 20 hours of proofing and writing by one of our Accessibility Specialists at \$55 for a cost of \$1,100

We will provide updates regarding hours used and remaining. Without seeing Village policies it is difficult to guarantee a cost. You may wish to encumber a contingency amount.

Timing

We have several commitments in February. However, we can likely start policy review on or around January 28, 2014. We would meet with Village staff, in Orland Park or by way of a remote medium, to discuss policy issues in general, and collect or identify policies to be reviewed.

We can likely complete policy review on or around February 28, 2014. Our recommendations, in the form of a report, would be delivered by March 17, 2014.

Once Village staff has agreed to adopt some of the policy recommendations training can begin. We would suggest April dates for this, but it hinges on Village action.

Assurances and Conditions

This proposal, if accepted, is subject to the assurances and conditions on the attached.

I hope this proposal meets your needs. If so, please sign it and fax a copy to us at 224/293-6455. If there are any questions about the proposal or the alternates, please call me at 224/293-6451 or 847/363-9384.

Thanks for the opportunity to help serve the residents of the Village of Orland Park.

Sincerely,

John N. McGovern, J.D.
President

Accepted for Village of Orland Park by –

Name	Title
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Date / /2013

JNM/VILLAGE OF ORLAND PARK PROPOSAL 201302