



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 staff training. I'll also provide a separate proposal for a review of policies and procedures. 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

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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. 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 firm will prepare and conduct two sessions, each 3 hours in length, in Orland Park. The first, Module One, will address the process of providing supports. John McGovern and Shelley Zuniga will prepare and conduct this event. This will address:

- the invitation and the registration process
- conducting the assessment
- reasonable modifications
- planning supports after the assessment
- staff training regarding the planned supports
- communication
- implementation
- evaluation, and
- related administrative requirements in title II.

This will be very interactive and we will answer questions asked by staff.

***Staff Training Cost Module One***

We believe that this training can be accomplished for \$2,165. This includes:

- 8 hours by President John N. McGovern, JD, at \$150 for a cost of \$1,200

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- 8 hours by Senior Project Manager Shelley A. Zuniga, CTRS (Certified Therapeutic Recreation Specialist) at \$100 for a cost of \$800
- 3 hours of assistance by one of our Accessibility Specialists at \$55 for a cost of \$165

***Staff Training Module Two***

Our firm will prepare and conduct one 3 hour session, in Orland Park, on the delivery of reasonable modifications (what are they, how delivered, delivered by who, how assessment and planning interface, evaluation, etc.) following decisions by Village leadership as to what will and will not be provided. This will likely include:

- Mandated supports (changes to rules and policies, sign language interpreters, extra staff, extra training for staff, monitoring blood sugar, and other supports noted in the statute, regulation, court decisions, or settlement agreements);
- Personal supports such as assistance with toileting, assistance with changing clothes, feeding through a feeding tube, holding and presenting medications, and more); and
- Quasi-medical or medical supports such as the administration of seizure medication, administration of insulin, or other invasive or medical supports.

***Staff Training Cost Module Two***

We believe that this training can be accomplished for \$2,165. This includes:

- 8 hours by President John N. McGovern, JD, at \$150 for a cost of \$1,200
- 8 hours by Senior Project Manager Shelley A. Zuniga, CTRS (Certified Therapeutic Recreation Specialist) at \$100 for a cost of \$800
- 3 hours of assistance by one of our Accessibility Specialists at \$55 for a cost of \$165

**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. 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.

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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 –**

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**Name**

**Title**

**Date \_\_\_\_/\_\_\_\_/2013**

JNM/VILLAGE OF ORLAND PARK PROPOSAL 201303