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August 28, 2018 (Revised)

Exhibit 2



Rebecca J. Rabatin
ADA Coordinator
Department of Administration Budget and Management Division
200 East Wells Street, Room 60d
Milwaukee, Wisconsin 53202

Re: Accessibility Consulting for City of Milwaukee

Dear Becky;

Thank you for the continued assistance with the accessibility consulting project for the City of Milwaukee. Your insights and knowledge make a complicated project and process work smoothly. Navigating the various departments and locations where programs are provided is always complicated, but with your help we are confident of a successful outcome.

As discussed previously, the list site evaluations and reports outlined in the Request for Proposal (RFP) for the City of Milwaukee have continued to expand. In addition to the expanded number of locations, LCM has been asked to provide services and attend meetings that were not part of the original RFP. We requested a modification to the fee for the first contract year and this was granted. The amount increased as the additional services required more time. Please see the detail below.

Following are the areas of work in the first contract year which increased beyond the scope described in the Request for Proposal:

- Phase II – Polling Place surveys and reports
 - Additional time need to return to locations that were not available on the initial visit. Also LCM was responsible for contacting people at polling locations to schedule return visits;
 - In many instances when schools were visited in the afternoon it was necessary to wait for students to be dismissed so we would be able to evaluate the site;
 - Sites that did not belong to the City had a greater number of non-compliant elements which extended the site and reporting time.

- Phase IV - Emergency Shelters
 - There were significant difficulties getting into the Emergency Shelters as site managers were not available. In some instances it was necessary to return to the site several times; at other locations it was necessary to wait for the manager to be on the site in order to begin the survey;
 - LCM contacted each site manager to schedule visits, but this required many calls and significant time. In some instances the manager had changed and the effort needed to be repeated;
- Phase VI – Curb Ramps
 - LCM was asked to meet with DPW to discuss issues with the curb ramps and several follow-up discussions took place along with review of specifications;
- Phase VIII – Municipal Facilities
 - The greatest number of additional hours occurred in this phase. There were many locations that were not identified in the RFP. For example, parking lots were not listed in the RFP, but 43 surfaces lots throughout the city were added. The number of city parks increased by 50% when small neighborhood parks were added to the list;
 - LCM met with staff from the parks and parking structures to discuss compliance issues with each group;
 - LCM has been asked to review plans for future playground installations.
- Phase IX – Contract Administration
 - Administrative services increased to review the additional locations and tasks, coordinate and meet with The ADA Coordinator and others in various departments, and to schedule survey teams.

Additional tasks are anticipated for year two of the contract. These tasks were not defined in the RFP but required in the City of Milwaukee's Settlement Agreement with US Department of Justice. The following has been discussed with the ADA Coordinator:

- Phase I – Barrier Removal Verification.
 - Locations that have been modified to correct deficiencies will be reviewed by LCM to certify that they are in compliance with ADA standards. It is not clear at this time how many locations will be included so we have estimated approximately **\$30,000.00** for this work;

- Phase V – Emergency Shelters Barrier Removal Verification
 - Non-City Emergency Shelters had numerous non-compliance items which took longer to inspect and prepare reports. Verification of barrier removal will require additional time due to amount of non-compliant items identified to be remediated. We have estimated approximately **\$5,000.00** for this work;

- Phase VI – Curb Ramps
 - LCM and our consultant, Mead and Hunt, will evaluate 120 curb ramps in 2018 – 20% more than the 100 curb ramps estimated in the fee proposal – and the contracts are located throughout the city so a selective schedule was devised to cover work by each contractor and project manager. Additionally, we will work with the design and construction staff to review options for modifications and will provide plan review. We have estimated approximately **\$35,000.00** for the additional services.

- Phase VIII – Municipal Facilities
 - LCM has been asked to review ADA remediation drawings for various facilities and sites prior to the City of Milwaukee advertising the projects for bids. We have estimated approximately **\$5,000.00** for this work.

- Phase IX – Contract Administration
 - The RFP did not provide a line item to provide a follow-up survey and Certificate of Compliances for all non-compliant items listed in the deficiency reports prepared by the DOJ and LCM's reports when those items are brought into compliance. We have estimated approximately **\$30,000.00**.

The fee for additional services below is based on additional time for the first year of the contract and time anticipated for year two of the contract. We will continue to bill for services on an hourly basis at the rates originally provided. It should be noted that the additional services estimated are based on information provided currently by the ADA Coordinator. If there are other changes and additions this may need to be discussed further.



We request that the City of Milwaukee allow LCM to invoice up to an additional \$105,000.00 for consulting fees and reimbursable expenses. Following is a record of the original fees and additional services:

Original Total Fee	\$252,368.02
Original Reimbursable Exp.	<u>\$ 10,000.00</u>
TOTAL	\$262,368.02
2017 Additional Services	<u>\$ 75,000.00</u>
NEW TOTAL	\$337,368.02
2018 Additional Services	<u>\$105,000.00</u>
NEW TOTAL	\$442,368.02

Please review this information to determine whether you agree that it is keeping with our discussions about planned services and fees for the second contract year. If you have any questions do not hesitate to contact me.

We look forward to continuing to work with you and others in the City of Milwaukee.

Respectfully,

A handwritten signature in black ink, appearing to read "Gigi McCabe-Miele". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Gigi McCabe-Miele, AIA

Cc: John H. Catlin, FAIA
Kate Susmilch