

CLERK'S CONTRACT and AGREEMENT COVER PAGE

Legistar File ID#: 2013-0076

Innoprise Contract #: C13-0035

Year: 2013

Amount: \$8,250.00

Department: VM

Contract Type: Professional Consulting

Contractors Name: SmithBucklin Corporation

Contract Description: Performance Management Program Consulting

C15-0060 2015-0312 Addendum A - Revise Strategic Plan

\$6950

MAYOR
Daniel J. McLaughlin

VILLAGE CLERK
John C. Mehalek

14700 S. Ravinia Ave.
Orland Park, IL 60462
(708) 403-6100
www.orlandpark.org



VILLAGE HALL

TRUSTEES
Kathleen M. Fenton
James V. Dodge
Patricia A. Gira
Carole Griffin Ruzich
Daniel T. Calandriello
Michael F. Carroll

June 1, 2015

Mr. Mark Thorsby, CAE
SmithBucklin Corporation
330 N Wabash Avenue
Chicago, Illinois 60611

RE: NOTICE TO PROCEED - Addendum A dated May 19, 2015 to Performance Management Program

Dear Mr. Thorsby:

Enclosed is a fully executed copy of Addendum A dated May 19, 2015 for the change to increase the scope of work to revise the Village's strategic plan. Please attach this to the original Performance Management Program contract dated March 6, 2013.

If you have any questions, please call me at 708-403-6173.

Sincerely,

A handwritten signature in black ink, appearing to read "Denise Domalewski".

Denise Domalewski
Contract Administrator

Encl:

cc: Paul Grimes

MAYOR
Daniel J. McLaughlin

VILLAGE CLERK
John C. Mehalek

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May 19, 2015

Mr. Mark O. Thorsby, CAE
SmithBucklin Corporation
330 N. Wabash Ave.
Chicago, Illinois 60611

RE: *Addendum A dated May 19, 2015*
Performance Management Program

Dear Mr. Thorsby:

This notification is to inform you that on May 18, 2015, the Village of Orland Park Board of Trustees approved awarding SmithBucklin Corporation the contract in accordance with the proposal you submitted dated May 13, 2015, to plan and facilitate a strategic planning process for the Village. I am executing this proposal as an addendum under the 2013 Performance Management Program contract. Please sign two (2) copies of the attached addendum and return both copies to my attention at Village of Orland Park, 14700 S. Ravinia Avenue, Orland Park, Illinois 60462. I have included a copy of the 2013 certificate of insurance that I have on file. Please submit a current certificate of insurance as well.

I will return a fully executed addendum and proposal for your files. If you have any questions, please call me at 708-403-6173.

Sincerely,


Denise Mehalek
Contract Administrator

cc: Paul G. Grimes

ADDENDUM A to
Performance Management Program Contract

Dated
March 6, 2013

Between

*The Village of Orland Park, Illinois ("VILLAGE") and SmithBucklin Corporation
("CONSULTANT")*

WHEREAS, on March 6, 2013, a certain Agreement regarding Performance Management Program between the VILLAGE and the CONSULTANT was executed (hereinafter referred to as the "Agreement"); and,

WHEREAS, the VILLAGE wishes to increase the scope of work.

NOW, THEREFORE, for and in consideration of the foregoing and the mutual covenants herein contained, it is agreed by and between the parties hereto as follows:

1. In the event of any conflict or inconsistency between the provisions of this Addendum A and the Agreement, the provisions of this Addendum shall control.
2. **SECTION 1: THE CONTRACT DOCUMENTS** of said Agreement shall be amended to include "Any and all addenda issued under the terms of this agreement."
3. **SECTION 1: THE CONTRACT DOCUMENTS** of said Agreement shall be amended to include "The Proposal dated May 13, 2015, as it is responsive to the VILLAGE's requirements"
4. **SECTION 2: SCOPE OF THE WORK AND PAYMENT** of said Agreement shall be amended to strike the following in its entirety:

"The CONSULTANT will perform for the benefit of the VILLAGE the services described in Proposal dated January 28, 2013, which is included under separate cover and incorporated herein (the "SERVICES")"

And replace with the following:

"The CONSULTANT will perform for the benefit of the VILLAGE the services described in each proposal, which is included under separate cover and incorporated herein (the "SERVICES")"

5. **SECTION 2: SCOPE OF THE WORK AND PAYMENT** of said Agreement shall be amended to strike the following in its entirety:

"The VILLAGE agrees to pay the CONSULTANT pursuant to the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 et seq.) the following amount for performance of the WORK: an amount not to exceed Eight Thousand Two Hundred Fifty and No/100 ~~(\$8,250.00)~~ Dollars."

\$6,950.00
MJS

ADDENDUM A to
Performance Management Program Contract

Dated
March 6, 2013

Between

The Village of Orland Park, Illinois ("VILLAGE") and SmithBucklin Corporation ("CONSULTANT")

And replace with the following:

"The VILLAGE agrees to pay the CONSULTANT pursuant to the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 et seq.) the following amount for performance of the WORK: an amount not to exceed agreed upon fee per executed proposal"

6. All of the other terms, covenants, representations and conditions of said Agreement not deleted or amended herein shall remain in full force and effect during the effective term of said Agreement.
7. This Addendum may be executed in two or more counterparts, each of which taken together, shall constitute one and the same instrument.

This Addendum, made and entered into effective the **19th day of May, 2015**, shall be attached to and form a part of the Agreement dated the March 6, 2013 and shall take effect upon signature below by duly authorized agents of both parties.

AGREED AND ACCEPTED

FOR: THE VILLAGE

By: RC

Print Name: Paul G. Grimes
Village Manager

Its: _____

Date: 5/29/15

FOR: THE CONSULTANT

By: Mark O. Thorsby

Print Name: Mark O. Thorsby

Its: VICE PRESIDENT - CONSULTANT

Date: May 20, 2015

SMITHBUCKLIN

smithbucklin.com

SmithBucklin Corporation
330 N. Wabash Ave.
Chicago, Illinois 60611 USA

Phone: 1.312.321.5137
Fax: 1.312.245.1085

May 13, 2015

The Honorable Daniel McLaughlin, Village President
Paul Grimes, Village Manager
Village of Orland Park
14700 S. Ravinia Ave.
Orland Park, IL 60462

Dear Dan and Paul:

Thank you for the opportunity to again work with you and the Orland Park Village Trustees in revising your strategic plan. As a follow up to our conversation a few weeks ago, SmithBucklin Consulting is pleased to present the following proposal to the Village of Orland Park for the engagement of consulting services:

Scope of Service

To plan and facilitate a strategic planning process for the Village of Orland Park on June 20, 2015. The objectives of the process are:

1. To identify the 2-5 strategic initiatives which will be achieved during the next 3 – 5 years which will have the greatest impact on the Village of Orland Park and your citizens;
2. To assist in revising the current strategic plan of the Village of Orland Park, based upon those initiatives.
3. To engage the members of the Village Trustees, key Village staff and other community leaders in the process.

Plan of Work

1. To provide advice to the Village President and Village Manager on the makeup of the group of people to participate in a strategic planning process for Orland Park.
2. To provide advice to the Village President and Village Manager in the planning of a strategic planning meeting.
3. To conduct a written survey among all invited participants in the strategic planning process using a questionnaire approved by the Village President and Village Manager with such surveys to be completed and returned approximately three weeks prior to the strategic planning meeting.

4. To prepare and distribute a report which summarizes the written survey responses with such a report to be distributed approximately two weeks prior to the strategic planning meeting.
5. To develop a "facilitation plan" for the meeting, including an agenda, and to facilitate the strategic planning meeting on the selected date.
6. To develop a final report of the discussions that take place during the strategic planning meeting, as well as recommended next steps for delivery to the Village President and Village Manager within two weeks of the strategic planning meeting.

Costs

For a project of this scope, we would normally propose a fee of approximately \$11,500. But, because there is no travel involved, and based upon our previous work with the two of you as well as the Village Trustees, we are proposing a fee of \$6,950, inclusive of the cost related to the attendance of meeting, copying, telephone, etc.

Dan and Paul, SmithBucklin Consulting hopes our proposal is acceptable. If it is, please sign and return a copy of this agreement to me at your earliest convenience.

We look forward to working with you and the Village of Orland Park on this project.

Sincerely,

Mark O. Thorsby, CAE
Vice President, Consulting Services

Accepted by:


Signature

5/29/15
Date