

CLERK'S CONTRACT and AGREEMENT COVER PAGE

Legistar File ID#: 2025-0661

Contract #: 20250444

Start date: 8/18/2025

End date: 12/31/2025

Amount: \$ 10,700.00

Contingency Amount: \$ 1,500.00

Department: Recreation and Parks

Total Contract Amount: \$ 12,200.00

Contract Type: Professional Services

Contractors Name: Planning Resources Inc.

Status of Ownership: Minority/Small Business **Status of Sub:** N/A

Certification: Attached Self-Certifying Did not disclose

Contract Description: Evergreen View Park Conceptual Plan & OSLAD Grant Resolution
1) 20250444 Change Order #1 - request to utilize \$300.00 of contingency due to one additional conceptual plan requested after the public input survey.
2) 20250444 Change Order #2 - invoke contingency in the amount of \$1200.00 and increase the contract amount by \$4000.00 to pay final invoice. Additional funds needed due to a second conceptual plan requested that was not a part of the original scope of work



ORLAND PARK

REQUEST FOR CHANGE ORDER # 2

Purchase Order/ Contract #: 20250444

Change Order Request Date: 1/29/2026

Company Name: Planning Resources Inc.

Contract Title: Evergreen View Park Conceptual Plan & OSLAD Grant Resolution

NOTE: The above referenced contract is for a fixed not to exceed amount and scope of services. For any change to the contract amount or scope of services this form must be completed and signed by the contractor and approved and authorized by the Village of Orland Park **BEFORE** commencing with any work beyond the dollar amount or scope of the original, or previously amended contract/purchase order.

Item	Description	Amount
A	Original contract value (without contingency)	\$ 10,700.00
B	Total amount of previous change orders for contract (not contingency)	\$ 0.00
C	Total current contract amount (A + B)	\$ 10,700.00
D	Amount of this change order for contract (+ or -)	\$ 5,200.00
E	Revised contract amount (C + D)	\$ 15,900.00
F	Percent of current contract amount this change order represents (D/C)	48.60%
G	Cumulative percent of all change orders (B + D)/A	48.60%
H	Original contract termination date	12/31/25
I	Revised contract termination date	
J	Total amount of contingency	\$ 1,500.00
K	Amount of this contingency funds request	\$ 1,200.00
L	Amount of previous contingency funds approved	\$ 300.00
M	Contingency funds remaining	\$ 0.00

Brief description of services provided under the contract:

Evergreen View Park Conceptual Plan creation and OSLAD Grant Resolution

Reason for requested change: *(if requesting approval for contingency funds, date extension by a total of 30 days or more, identify % and amount on contract)*

Request to invoke contingency in the amount of \$1,200.00 and increase the contract amount by \$4,000.00 to pay final invoice. Additional funds needed due to a second conceptual plan requested that was not a part of the original scope of work.

For Village Use Only: IN ACCORDANCE WITH 720 ILCS 5/33E-9 this section shall only apply to a change order or a series of change orders which authorize or necessitate an increase or decrease in either the cost of a public contract by a total of \$25,000 or more or the time of completion by a total of 30 days or more (up to 180 days).

As the authorized designee of the Village of Orland Park to approve a change order to this public contract, I hereby make the following written determination regarding this change order and authorize and approve the same:

- The circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed
- The change is germane to the original contract as signed
- The change order is in the best interest of the Village of Orland Park and authorized by law

This written determination and this written change order resulting from that determination shall be preserved in the contract's file which shall be open to the public for inspection.

Company Name: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Village of Orland Park

Signature: George Koczvara

Printed Name: George Koczvara

Title: Village Manager

Date: 2/5/26