

CLERK'S CONTRACT and AGREEMENT COVER PAGE

Legistar File ID#: 2025-0886

Contract #: 20250508

Start date: 11/3/2025

End date: 11/2/2026

Amount: \$ 216,700.00

Contingency Amount: \$ 0.00

Department: Village Manager

Total Contract Amount: \$ 216,700.00

Contract Type: Professional Services

Contractors Name: Baker Tilly Advisory Group Parent LP

Status of Ownership: N/A

Status of Sub: N/A

Certification: Attached ☐

Self-Certifying ☐

Did not disclose ☒

Contract Description: Service Delivery Review Request for Proposals

1. 20250508 Change Order #1 - request to increase contract amount by \$6,800.00 to expand the survey scope to include all organizational titles, increasing the total number of positions surveyed from approximately 125 to 175.

2. Addendum A - modify Scope of work, compensation and contract documents.



ORLAND PARK

REQUEST FOR CHANGE ORDER # 1

Purchase Order/ Contract #: 20250508

Change Order Request Date: 4/28/2026

Company Name: BAKER TILLY ADVISORY GROUP

Contract Title: SERVICE DELIVERY REVIEW

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)	\$ 216,700.00
B	Total amount of previous change orders for contract (not contingency)	
C	Total current contract amount (A + B)	\$ 216,700.00
D	Amount of this change order for contract (+ or -)	\$ 6,800.00
E	Revised contract amount (C + D)	\$ 223,500.00
F	Percent of current contract amount this change order represents (D/C)	3.14%
G	Cumulative percent of all change orders (B + D)/A	3.14%
H	Original contract termination date	12/9/26
I	Revised contract termination date	
J	Total amount of contingency	\$ 0.00
K	Amount of this contingency funds request	
L	Amount of previous contingency funds approved	\$ 0.00
M	Contingency funds remaining	\$ 0.00

Brief description of services provided under the contract:

SERVICE DELIVERY REVIEW

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 increase contract amount by \$6,800.00 to expand the survey scope to include all organizational titles, increasing the total number of positions surveyed from approximately 125 to 175.

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: Baker Tilly Advisory Group, Parent, LP

Signature: Jada Kent Digitally signed by Jada Kent
Date: 2026.04.28 16:02:06 -05'00'

Printed Name: Jada Kent

Title: Director

Date: 4/28/2026

Village of Orland Park

Signature:

Printed Name: George Koczvara

Title: Village Manager

Date: 5/12/2026



Baker Tilly Advisory Group, LP
205 N. Michigan Ave
Suite 2800
Chicago, IL 60601
+1 (312) 729 8000
bakertilly.com

April 28, 2026

Brandi Watson
Purchasing/Contract Administrator
Village of Orland Park
14700 Ravinia Avenue
Orland Park, IL 60462

RE: Addendum to Classification and Compensation Study

As part of the current contract scope for the market phase of the compensation study, Baker Tilly will be conducting a custom market survey distributed to approximately 12 public peer organizations. This survey was designed to collect base pay information on approximately 125 benchmark positions. In addition, the analysis includes published market data from Payfactors, CompAnalyst, and the Economic Research Institute to provide relevant private sector benchmarks.

At the request of the Village's project team, we have evaluated an expansion of the survey scope to include all organizational titles, increasing the total number of positions surveyed from approximately 125 to 175. This enhancement will allow for a more comprehensive and inclusive analysis, ensuring that all roles are directly represented in the market data collection process.

Expanding the survey in this manner requires additional time and resources, including survey development, job matching, data validation, and analysis. **The proposed fee to complete this expanded scope of work is \$6,800.**

Upon approval, we will incorporate the additional positions into the survey process and proceed accordingly to maintain project timelines as efficiently as possible.

Please let us know if you have any questions or require further detail. We appreciate the opportunity to continue supporting your organization in this important work.

Sincerely,

A handwritten signature in black ink that reads "Jada Kent". The signature is fluid and cursive, with the first name "Jada" being more prominent than the last name "Kent".

Jada Kent, CCP, CLRP
Managing Director
Baker Tilly Advisory Group, LP



**ADDENDUM A TO SERVICE DELIVERY REVIEW, DATED NOVEMBER 3, 2025,
BETWEEN
THE VILLAGE OF ORLAND PARK AND BAKER TILLY ADVISORY GROUP, PARENT, LP**

WHEREAS, on November 3, 2025, a certain Agreement between the VILLAGE OF ORLAND PARK (hereinafter referred to as "Village") and Baker Tilly Advisory Group, Parent, LP (hereinafter referred to as "Consultant") for the performance of certain professional services for the Village in connection with Service Delivery Review (hereinafter referred to as the "Project", the "Work", or the "Services") was executed (hereinafter referred to as the "Agreement"); and,

WHEREAS, the Village wishes to modify SCOPE OF WORK, COMPENSATION, AND CONTRACT DOCUMENTS

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 A shall control.
2. **SECTION 1: SCOPE OF THE WORK** of said Agreement shall be amended to include the "Scope of Work" as set forth in Consultant's Proposal, dated April 28, 2026, to expand the survey scope to include all organizational titles, increasing the total number of positions surveyed from approximately 125 to 175.
3. **SECTION 2A: COMPENSATION** in said Agreement shall be amended to strike the "total not-to-exceed amount of \$216,700.00" and replace with a new "total not-to-exceed amount of \$223,500.00". Contract price was increased by \$6,800.00.
4. **SECTION 3: THE CONTRACT DOCUMENTS** of said Agreement shall be amended to include Addendum A, dated May 4, 2026: and "Proposal for Work, dated April 28, 2026."
5. 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.
6. This Addendum A may be executed in two or more counterparts, each of which taken together, shall constitute one and the same instrument.

This Addendum A, made and entered into effective the **4th day of May, 2026**, shall be attached to and form a part of the Agreement dated the 3rd day of November, 2025, and shall take effect upon signature below by duly authorized agents of both parties.

IN WITNESS WHEREOF, the parties have caused this Addendum A to be executed by their duly authorized officer in quadruplicate counterparts, each of which shall be considered as an original.

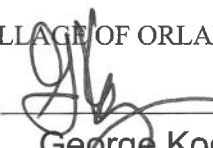
BAKER TILLY ADVISORY GROUP, PARENT, LP

By: **Jada Kent** Digitally signed by Jada Kent
Date: 2026.04.28 16:01:12 -05'00'

Name: **Jada Kent**

Its **Director** and Authorized Agent

VILLAGE OF ORLAND PARK

By: 

Name: **George Koczvara**

Title: **Village Manager**

ATTEST: _____