



Change Order Report

Third Quarter, FY 24

Pursuant to Public Act 102-0721, CDB submits its Change Order Report for the third quarter of FY24. Public Act 102-0721 amends the Procurement Code, adding Section 30-60 (30 ILCS 500/30-60). This new Section of the Procurement Code requires CDB to prepare a quarterly report “on the status of change order requests concerning price that have been received by the Board . . . and that have not been acted upon within 45 days.”

The basis of this report identifies the overall volume of change orders that were received and approved over the past quarter. Page 1 of the report extrapolates the change orders that exceeded 45 days for review and execution. Pages 2-4 represents all of the approved change orders processed during the last quarter. In addition, the data provides when CDB received the change order from the contractor (in the form of a request for proposal or RFP), the number of days reviewed and approved by estimating, in addition to the number of days the change order took to be executed and obligated to the respective contracts. The total number of days is a combination of these two timeframes. From this data, a percentage is established to represent how many requests for proposals (RFPs) for a change order exceed the 45-day criteria against the total number of change orders received and processed within the last quarter.

The Change Order Report indicates that in the third quarter of FY2024, CDB approved 227 cost-related change orders. The average processing time for the 227 change orders was 14 Days. CDB processed 96.5% of the approved RFPs received in the third quarter of FY2024 within the 45 day required timeframe. Eight of the approved RFPs were not processed within 45 days. These RFPs experienced delays due to requests for additional required documentation and additional review from the project team. Additionally, there are 114 change orders submitted which are under review for this time period.

CDB is reviewing how to further educate contractors on what information is needed to process an RFP timely and is addressing internal training and limited staffing internally.

Capital Development Board

Change Order Report
FY2024 Quarter 3

Cost Related Change Orders* <small>(Approved January 1 through March 31, 2024)</small>	Change Orders with Approval Dates Over 45 Days** <small>(Date received by Estimating to Approval)</small>	%
227	8	3.5%

Project Number	Contract Number	RFP Number	RFP Type	Obligation Number	Obligation Amount	RFP Description	RFP in Estimating	RFP out Estimating	Days in Estimating	RFP Approval Date	Out of Estimating to Approval	From Estimating to Approval
250-042-006	23044981	G-17	Change Order	12	\$ 37,571.95	Per RFI-094 at receptacle added for monitoring equipment, test voltage	01/11/24	01/12/24	1	03/15/24	63	64
814-010-083	22053482	P-10	Change Order	5	\$ 77,111.22	Per Excavation Observation Inspector Report dated 10/18/23, the area outlined	01/16/24	01/16/24	0	03/14/24	58	58
104-600-018	23043081	G-14	Change Order	21	\$ 24,018.05	See bulletin 2 for additional information & clarification.	01/05/24	01/08/24	3	02/26/24	49	52
810-062-028	23049181	G-013	Change Order	12	\$ 27,502.74	A detail for the "Access Opening at Snow Melt System Manifold" was added	01/24/24	01/24/24	0	03/13/24	49	49
830-030-162	21058241	G-74	Change Order	99	\$ (1,411.81)	In weight room 012, reroute conduit highlighted in photo to make room	01/17/24	01/18/24	1	03/05/24	47	48
102-779-019	23043281	G-16	Change Order	15	\$ 4,671.08	Add floor framing and deck at the North end of the West exit stairs	02/01/24	02/01/24	0	03/19/24	47	47
810-062-028	23049181	G-014	Change Order	11	\$ 988.56	Provide rock landscaping and film (rip rap) on slope below new north drive	01/25/24	01/25/24	0	03/11/24	46	46
810-096-033	22056081	G-4	Change Order	6	\$ 23,095.97	Existing septic tank was discovered during site preparation work for new road	01/02/24	01/17/24	15	02/16/24	30	45

* Report includes all approved cost related Change Orders that were processed by Professional Services in the Third Quarter of FY2024.

**Change Orders that were processed and approved in 45 Days or over (starting from the Third Quarter of FY2024 to 3/31/2024).

*** Change Orders for projects managed by the Office of the Architect are not presented.

Project Number	Contract Number	RFP Number	RFP Type	Obligation Number	Obligation Amount	RFP in Estimating	RFP out Estimating	OB Reason Code Description	Days in Estimating	Creation date	RFP Approval Date	Out of Estimating to Approval	From Estimating to Approval
810-066-019	23051741	G-010	Change Order	7	\$ 1,117.14	03/07/24	03/07/24	Final Review	0	03/07/24	03/25/24	18	18
810-066-019	23051741	G-005	Change Order	6	\$ 6,398.77	03/07/24	03/07/24	NRO A/E Error	0	03/07/24	03/21/24	14	14
810-066-019	23051741	G-007	Change Order	5	\$ 78,157.43	02/01/24	02/02/24	Final Review	1	02/01/24	02/13/24	11	12
810-073-001	23048281	G-5	Change Order	5	\$ (16,963.35)	02/06/24	02/28/24	NRO Credit Change	22	02/06/24	03/12/24	13	35
810-073-001	23048281	G-6	Change Order	4	\$ (37,874.74)	03/04/24	03/04/24	NRO Credit Change	0	03/04/24	03/11/24	7	7
810-096-033	22056081	G-4	Change Order	6	\$ 23,095.97	01/02/24	01/17/24	Final Review	15	01/02/24	02/16/24	30	45
814-010-073	14062681	G-20	Change Order	19	\$ 15,604.87	03/15/24	03/19/24	Final Review	4	03/15/24	03/25/24	6	10
814-010-073	14062681	G-21	Change Order	18	\$ 19,041.36	03/19/24	03/20/24	NRO Undiscovered Conditions	1	03/19/24	03/21/24	1	2
814-010-081	21052581	G-8	Change Order	6	\$ 5,167.84	01/18/24	02/27/24	NRO Undiscovered Conditions	40	01/18/24	02/29/24	2	42
814-010-081	21052581	G-13	Change Order	4	\$ (8,823.93)	02/02/24	02/05/24	NRO A/E Error	3	02/02/24	02/13/24	8	11
814-010-081	21052581	G-3	Change Order	5	\$ (24,390.57)	02/05/24	02/05/24	NRO A/E Error	0	02/05/24	02/13/24	8	8
814-010-083	22053181	G-10.17	Change Order	22	\$ 272,172.49	01/29/24	01/29/24	NRO Undiscovered Conditions	0	01/29/24	02/16/24	18	18
814-010-083	22053482	P-10	Change Order	5	\$ 77,111.22	01/16/24	01/16/24	NRO Undiscovered Conditions	0	01/16/24	03/14/24	58	58
814-010-083	22053482	P-03	Change Order	4	\$ 41,966.78	02/23/24	02/26/24	NRO Undiscovered Conditions	3	02/23/24	03/10/24	13	16
815-010-083	23054881	G-3	Change Order	4	\$ 4,250.86	02/08/24	02/08/24	SRO User Requested	0	02/08/24	02/16/24	8	8
815-010-083	23054881	G-1	Change Order	2	\$ 3,752.23	01/17/24	01/18/24	SRO A/E Ommission	1	01/17/24	01/24/24	6	7
815-010-083	23054881	G-6	Change Order	5	\$ 4,130.64	03/14/24	03/15/24	SRO A/E Ommission	1	03/06/24	03/20/24	5	6
815-010-083	23054881	G-2	Change Order	1	\$ 867.86	01/16/24	01/16/24	SRO User Requested	0	01/16/24	01/17/24	1	1
817-010-079	22046385	E-04	Change Order	3	\$ 27,085.96	03/05/24	03/05/24	NRO Undiscovered Conditions	0	02/29/24	03/11/24	6	6
817-010-081	23041181	G-002	Change Order	9	\$ 100,845.30	01/31/24	02/13/24	NRO Undiscovered Conditions	13	01/17/24	02/20/24	7	20
817-010-081	23041181	G-006R	Change Order	10	\$ 2,377.60	03/06/24	03/06/24	NRO Undiscovered Conditions	0	03/06/24	03/11/24	5	5
818-010-096	23041741	G-054	Change Order	23	\$ 10,932.39	03/19/24	03/19/24	SRO A/E Error	0	03/19/24	03/22/24	3	3
818-010-096	23041741	G-048	Change Order	18	\$ 6,575.30	01/10/24	01/10/24	SRO A/E Ommission	0	01/10/24	01/11/24	1	1
818-010-105	23041283	G-021	Change Order	17	\$ (29,498.19)	03/01/24	03/04/24	SRO User Requested	3	03/01/24	03/07/24	3	6
818-010-105	23041283	G-020	Change Order	18	\$ 28,972.71	03/04/24	03/04/24	SRO User Requested	0	03/04/24	03/07/24	3	3
818-010-105	23041283	G-024	Change Order	19	\$ 2,578.42	03/07/24	03/07/24	SRO User Requested	0	03/07/24	03/07/24	0	0
822-010-129	23049681	G-002	Change Order	8	\$ 30,756.22	02/21/24	02/27/24	NRO Undiscovered Conditions	6	01/29/24	03/04/24	6	12
822-010-129	23049681	G-013	Change Order	9	\$ (79,724.10)	03/04/24	03/04/24	NRO Credit Change	0	03/04/24	03/13/24	9	9
822-010-129	23049681	G-009	Change Order	7	\$ 20,816.99	01/29/24	01/29/24	NRO A/E Ommission	0	01/29/24	02/02/24	4	4
822-010-133	23048381	G-12	Change Order	8	\$ 5,154.78	03/04/24	03/04/24	NRO Undiscovered Conditions	0	03/04/24	03/11/24	7	7
825-030-073	23042882	P-8	Change Order	5	\$ 8,667.35	03/12/24	03/13/24	SRO Used Funded	1	03/12/24	03/20/24	7	8
825-030-073	23042882	P-7	Change Order	4	\$ 10,867.86	01/16/24	01/16/24	SRO A/E Ommission	0	01/16/24	01/17/24	1	1
830-010-349	23045081	G-006R1	Change Order	10	\$ 63,313.96	01/19/24	02/08/24	SRO A/E Error	20	01/19/24	02/16/24	8	28
830-010-349	23045081	G-003	Change Order	9	\$ 95,119.66	01/16/24	01/17/24	SRO Undiscovered Conditions	1	01/16/24	01/23/24	6	7
830-010-349	23045081	G-012	Change Order	11	\$ 39,951.39	03/05/24	03/06/24	SRO Undiscovered Conditions	1	03/05/24	03/12/24	6	7
830-010-349	23045081	G-011	Change Order	8	\$ 11,273.71	01/16/24	01/17/24	SRO Undiscovered Conditions	1	01/16/24	01/19/24	2	3
830-010-349	23045081	G-009	Change Order	6	\$ 1,471.06	01/03/24	01/03/24	SRO Undiscovered Conditions	0	01/03/24	01/04/24	1	1
830-030-162	21058241	G-74	Change Order	99	\$ (1,411.81)	01/17/24	01/18/24	NRO User Requested	1	01/17/24	03/05/24	47	48
830-030-162	21058241	G-78	Change Order	100	\$ 33,522.25	02/13/24	02/14/24	NRO A/E Ommission	1	02/13/24	03/12/24	27	28
830-030-162	21058241	G-89	Change Order	92	\$ 11,039.96	01/10/24	01/30/24	NRO User Requested	20	01/10/24	02/02/24	3	23
830-030-162	21058241	G-81	Change Order	91	\$ 86,710.49	01/09/24	01/09/24	NRO Code Change	0	01/09/24	01/23/24	14	14
830-030-162	21058241	G-100	Change Order	101	\$ 22,049.64	03/15/24	03/15/24	Final Review	0	03/15/24	03/25/24	10	10
830-030-162	21058241	G-89.1	Change Order	103	\$ 1,579.10	03/22/24	03/25/24	Final Review	3	03/22/24	04/01/24	7	10
830-030-162	21058241	G-08.9	Change Order	94	\$ 74,562.83	01/29/24	01/29/24	NRO Soil Conditions	0	01/29/24	02/05/24	7	7
830-030-162	21058241	G-95	Change Order	97	\$ 8,910.10	02/13/24	02/15/24	NRO A/E Ommission	2	02/13/24	02/20/24	5	7
830-030-162	21058241	G-08.8	Change Order	96	\$ 29,193.02	02/13/24	02/14/24	NRO Soil Conditions	1	02/13/24	02/20/24	6	7
830-030-162	21058241	G-56.1	Change Order	95	\$ 1,424.50	02/13/24	02/14/24	NRO Phased Construction	1	02/13/24	02/16/24	2	3
830-030-162	21058241	G-97	Change Order	90	\$ 9,170.44	01/17/24	01/17/24	NRO Undiscovered Conditions	0	01/17/24	01/19/24	2	2
830-030-162	21058241	G-68	Change Order	93	\$ 4,968.37	01/31/24	01/31/24	NRO Undiscovered Conditions	0	01/31/24	02/02/24	2	2

8	Over 45 Days
227	Total Approved Records