



## Change Order Report

### Fourth Quarter, FY 24

Pursuant to Public Act 102-0721, CDB submits its Change Order Report for the fourth 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 2-5 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 fourth quarter of FY2024, CDB approved 282 cost-related change orders. CDB processed 95.7% of the approved RFPs received in the fourth quarter of FY2024 within the 45 day required timeframe. Twelve of the approved RFPs were not processed within 45 days. These RFPs experienced internal processing delays due to required additional review time and/or documentation provided from the project team to allow the RFP's to be processed. This additional time/documentation was required to ensure all aspects of the RFP were being met and/or documented properly. Additionally, there are 96 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 4

Cost Related Change Orders* (Approved April 1 through June 30, 2024)	Change Orders with Approval Dates Over 45 Days** (Date received by Estimating to Approval)	%
282	12	4.3%

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	Estimating to Approval
102-312-053	22058981	G-04	C	5	\$ 76,266.09	The AE & Using Agency agree that the new proposed product will match better.	05/07/24	06/02/24	26	06/24/24	22	48
250-000-022	22056181	G-89	C	94	\$ 11,296.57	Provide a new guardrail at the South retaining wall at the Loading dock.	04/10/24	04/11/24	1	06/05/24	55	56
250-000-022	22056181	G-58	C	102	\$ 21,502.76	Provide additional preparation work at columns that have remnants from welding.	04/25/24	06/11/24	47	06/17/24	6	53
291-101-012	22059381	G-28	C	22	\$ 10,692.11	The Using Agency has requested asscess control at selected opening.	04/07/24	05/21/24	44	05/23/24	2	46
630-314-008	24EM1681	G-002	C	2	\$ 500,000.00	Increase Not To Exceed Dollar threshold.	05/21/24	05/21/24	0	07/08/24	48	48
822-010-127	22DB0181	G-04	C	5	\$ 144,623.48	Includes the installation of (2) lower mud drum meating coils.	04/05/24	05/16/24	41	06/05/24	20	61
822-010-127	22DB0181	G-03	C	4	\$ 103,888.51	Furnish and install (2) boiler stack dampers and provide controls.	04/05/24	05/16/24	41	05/30/24	14	55
822-010-133	23048381	G-9	C	12	\$ 92,208.00	Provide shoring at southwest corner of the building prior to any demolition.	05/10/24	05/16/24	6	07/02/24	47	53
830-010-346	22051881SS	G-004	C	2	\$ 27,947.41	Rebuild each chimney at the west gables roof (chimneys 69 & 104).	01/02/24	01/02/24	0	04/05/24	94	94
830-010-346	22051881SS	G-010	C	1	\$ 49,713.67	Provide a remobilization for crane and associated labor.	01/17/24	01/19/24	2	04/05/24	77	79
830-010-346	22051881SS	G-011B	C	3	\$ 125,696.59	South chimney - demo of this chimney was included in G10.	02/06/24	02/16/24	10	04/05/24	49	59
830-030-162	21058241	G-55	C	117	\$ 62,804.98	Add visual devices to bathroom stalls, pull station at FACP panel.	04/17/24	05/29/24	42	06/13/24	15	57

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

\*\*Change Orders that were processed and approved in 45 Days or over (starting from the Fourth Quarter of FY2024 to 6/30/2024).

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