



Change Order Report

First Quarter, FY 25

Pursuant to Public Act 102-0721, CDB submits its Change Order Report for the first quarter of FY25. 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 first quarter of FY2025, CDB approved 273 cost-related change orders. CDB processed 97.1% of the approved RFPs received in the first quarter of FY2025 within the 45-day required timeframe. Eight of the approved RFPs were not processed within 45 days. Five of 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. Three of these RFPs were subject to delayed correction responses from contractors external to the agency. Additionally, there are 148 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

FY2025 Quarter 1

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)	%
273	8	2.9%

Project Number	Contract Number	RFP Number	RFP Type	Obligation Number	Obligation Amount	RFP Description	RFP in Estimating	RFP out Estimating
250-042-006	23044981	G-28	C	25	\$ 114,812.97	Provide pricing for additional limestone replacement: North Facade: limestone	07/09/24	07/17/24
830-030-162	21058241	G-64R	C	142	\$ 11,353.97	Demolish risers associated with demolished fin tubes and install caps in exist	07/10/24	08/29/24
250-042-006	23044981	G-27	C	22	\$ 413.03	Provide credit for deletion of PCC at basement loading dock. Provide pricing	07/11/24	07/18/24
250-042-006	23044981	G-25	C	23	\$ 86,054.33	Adjust paving details to accomodate snow melt system and drainage measures.	07/09/24	07/17/24
039-150-195	24043981	G-12	C	5	\$ 3,946.57	Existing duct bank to be removed n ochange to drawings	07/24/24	07/26/24
830-030-157	20046181	G-07	C	3	\$ 6,837.11	Building 911, At the window opening 460 EFG, provide the following: (1) One ne	07/31/24	09/13/24
830-010-349	23045081	G-016	C	15	\$ 5,594.93	Provide all labor, equipment, and materials for the beam to be removed and rep	08/09/24	09/23/24
321-015-098	22060841	G-17	C	23	\$ 3,932.80	Provide a 4 inch studded drywall wall with concealed wiring on the outside wal	08/02/24	08/05/24

* Report includes all approved cost related Change Orders that were processed by Professional Services in the First Quarter of FY2025.

**Change Orders that were processed and approved in 45 Days or over (starting from the First Quarter of FY2025, 7/01/2024 to 9/30/2024).

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

Days in Estimating	RFP Approval Date	Out Estimating to Approval	Estimating to Approval
8	09/11/24	56	64
50	09/09/24	11	61
7	09/10/24	54	61
8	08/27/24	41	49
2	09/10/24	46	48
44	09/17/24	4	48
45	09/25/24	2	47
3	09/17/24	43	46