



Change Order Report

Third Quarter, FY 25

Pursuant to 30 ILCS 500/30-60 of the Procurement Code, CDB submits its Change Order Report for the Third quarter of FY25. CDB is required 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 consists of narrative information regarding the report and Page 2 represents the change orders that exceeded 45 days for review and execution. 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 FY2025, CDB approved 228 cost-related change orders. CDB processed 95.2% of the approved RFPs received in the third quarter of FY2025 within the 45-day required timeframe. Eleven of the approved RFPs were not processed within 45 days. These RFPs experienced processing delays due to required additional review time and/or documentation provided from the project team to allow the RFP’s to be processed, while two required additional review from another office within the Illinois State Government. This additional time/documentation was required to ensure all aspects of the RFP were being met and/or documented properly. Six of these RFPs were also subject to delayed responses from, and additional negotiation with, contractors external to the agency. Additionally, there are 170 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 3

Cost Related Change Orders* (Approved January 1 through March 31, 2024)	Change Orders with Approval Dates Over 45 Days** (Date received by Estimating to Approval)	%
228	11	4.8%

Project Number	Contract Number	RFP Number	Obligation Number	Obligation Amount	RFP Description	RFP in Estimating	RFP out Estimating	Days in Estimating	RFP Approval Date	Out Estimating to Approval	Estimating to Approval
630-036-009	24053641	G-007	2	\$ 81,276	General contractor shall provide credit for asphalt work, and shall provide re	01/07/25	02/27/25	51	03/25/25	26	77
825-030-075	23DB0141	G-12	13	\$ (8,652)	Adjustments will be made to the Sidewalks and Fire Hose Access Locations. Draw	01/15/25	03/04/25	48	03/25/25	21	69
546-020-002	24057441	G-002	2	\$ 28,163	Undiscovered conditions	01/27/25	01/28/25	1	03/31/25	62	63
825-030-075	23DB0141	G-11	11	\$ 28,578	Add concrete at the exterior amphitheater seating area. User cannot maintain	01/15/25	02/27/25	43	03/19/25	20	63
805-030-020	24055281	G-3R	5	\$ 38,800	Provide ductwork per attached sketches 01, 02, 03, & 04 and patch wall to infi	01/15/25	02/26/25	42	03/18/25	20	62
750-000-009	23042781	G-53	68	\$ 48,728	Contractor to provide additional filters and labor for change out of 14 filter	01/06/25	01/06/25	0	03/07/25	60	60
825-030-075	23DB0141	G-14	10	\$ 125,643	Add 12" Fire Main on North side of Building B and tie into two Fire Hydrants	01/13/25	02/05/25	23	03/12/25	35	58
810-066-019	23051741	G-049	38	\$ 13,036	Per request by the Using Agency, the swing gate on south side of the bottle en	01/07/25	01/29/25	22	03/05/25	35	57
810-064-023	24051681	G-03	3	\$ 1,269	1) Remove the removal of carpet from the C243A, C243B, and C243C rooms (see	02/04/25	02/24/25	20	03/28/25	32	52
630-036-009	24053945	E-003	2	\$ 8,346	Electric Contractor is to provide additional wiring to accommodate 3-phase mot	01/29/25	01/30/25	1	03/21/25	50	51
630-036-009	24053945	E-002	1	\$ 20,707	Electric Contractor is to provide electrical feeder cables from the pole mount	01/29/25	01/30/25	1	03/18/25	47	48

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

** Change Orders that were processed and approved in 45 Days or over (starting from the Third Quarter of FY2025, 1/01/2025 to 3/31/2025).

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