



Change Order Report

Second Quarter, FY 25

Pursuant to 30 ILCS 500/30-60 of the Procurement Code, CDB submits its Change Order Report for the Second 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 second quarter of FY2025, CDB approved 213 cost-related change orders. CDB processed 97.2% of the approved RFPs received in the second quarter of FY2025 within the 45-day required timeframe. Six of the approved RFPs were not processed within 45 days. Four 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, while one 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. Three of these RFPs were also subject to delayed responses from contractors external to the agency. Additionally, there are 140 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 2

Cost Related Change Orders* (Approved October 1 through December 31, 2024)	Change Orders with Approval Dates Over 45 Days** (Date received by Estimating to Approval)	%
213	6	2.8%

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
750-000-009	23042781	G-63	63	\$ 5,108.94	See attached P0 63-1 sketch that shows the extent of plaster removal and also	10/08/24	10/08/24	0	12/06/24	59	59
825-030-075	23DB0141	G-15	5	\$ 31,016.12	SIUE requested upgraded plumbing fixtures to match the campus standard.	10/09/24	11/13/24	35	12/04/24	21	56
120-201-006	22043182	P-3	4	\$ 20,464.05	1. Plumbing contractor to provide 2-1/2" connection to existing fire hydrant n	11/06/24	11/21/24	15	12/31/24	40	55
104-600-018	23043081	G-43	34	\$ 64,419.93	Add fire alarm devices at the (4) tunnels (currently none exist). Remove exist	10/24/24	12/05/24	42	12/17/24	12	54
630-442-053	19045281	G-55	66	\$ 254.22	At north and south vestibule, place a 5/16 thick steel plate over the vent op	10/02/24	10/02/24	0	11/20/24	49	49
830-010-346	22051881SS	G-016	7	\$ 7,041.41	GC shall provide copper downspout to match existing. All seams and laps shall	10/02/24	10/21/24	19	11/19/24	29	48

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

**Change Orders that were processed and approved in 45 Days or over (starting from the Second Quarter of FY2025, 10/01/2024 to 12/31/2024).

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