



**To: The Village President and Board of Trustees**  
**From: Chris Dopkins, P.E., Village Engineer**  
**Re: Public Works Building – Proposed Change Order #2**  
**Date: February 15, 2024**

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We are pleased to advise that the construction of the new Public Works Building is coming along well, and that staff may be able to occupy the building by early March (more on that later in the memorandum). In other good news, change orders to date have been minimal. In fact, there is only one change order which was to add interior painting of the IMP, and to modify the solids removal chamber (i.e., the “triple trap”) to better fit the site plumbing. However, we are now at a point where it is necessary to execute a second change order for a number of items which are as follows:

- We have hit our first material delay which is the “tub” for the DP-1 electrical panel. These pieces of equipment have been and continue to be in short supply (and I will advise that we ran into a similar delay for a project in the Village of Machesney Park) and the supplier is estimating that the tub will ship on April 1<sup>st</sup>. It is therefore necessary to modify the Substantial Completion Date to April 19<sup>th</sup>. Panel DP-1 powers an essential piece of equipment that must be in operation for the Village to occupy the building, which is the make-up air unit. The electrician has offered to temporarily wire the unit to another panel at no cost to the Village so that the Village will be able to occupy the building while we await the arrival of the tub.
- There is a hot water pressure washer for the shop, and the manufacturer is recommending using schedule 80 welded pipe for the high-pressure side of the washer and we concur.
- One light fixture ended up in conflict with the make-up air unit. Rather than omit the light, we modified it such that it fit neatly under the unit.
- At some point in the future, the Village will add a back up generator to the building. Gas piping and a sleeve should be added as they will save considerable dollars when connecting the generator to the natural gas supply.
- The building was designed with a document storage area and therefore the room was not finished with a ceiling nor was electrical/data supplied to the room. It became apparent that the document storage area should be converted to an office, and therefore staff would like to add an acoustical tile ceiling, change the light fixture, and add electrical/data outlets to the room while it’s easy to do so. The sprinkler head in the room also needs to be modified to be located below the ceiling.
- As you will recall, a four-post vehicle lift to the project during bidding. The lift supplier has advised that the lift requires compressed air for the emergency brake system. Compressed air piping/compressor was not included in the design of the building. The compressor/dryer will be purchased directly by the Village to avoid contractor mark up.

While the Village President is authorized to execute change orders to facilitate the construction of the building as designed, there are practical limits to that authority. For example, it would be improper for staff to propose, and the Village President to sign a change order to add a salt storage building to the contract. In our opinion, such a change would require the consent of the Board as the construction of a salt storage building was not included in the design of the building. There are two items included in the proposed change order that, in the opinion of staff, go slightly beyond the original design scope which are the modifications to the storage room (such that it can be used as an office), and the addition of the compressed air piping. Staff certainly recommends approval of the changes, and further recommends approval of the attached Resolution. Please feel free to contact me at (815) 636-9590, or DPW Howe with any questions or concerns.

**RESOLUTION 2024-05**

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE RESOLVING TO  
AUTHORIZE CHANGE ORDER #2 FOR THE CONSTRUCTION OF THE PUBLIC  
WORKS BUILDING**

**WHEREAS**, the Village of Poplar Grove, Illinois (“Village”) has awarded a construction contract to construct a new Public Works Building (PWB); and

**WHEREAS**, a number of changes are necessary to facilitate the construction of the PWB which are outlined in the attached Change Order #2; and

**WHEREAS**, staff requests approval of Change Order #2 by the President and Board of Trustees as staff is of the opinion that two (2) items on the change order are additions to the scope of the project; and

**WHEREAS**, the Village has determined that it is in the best interest of its citizens to approve the changes set forth herein and complete the work as herein described.

**NOW THEREFORE BE IT RESOLVED**, by the President and Board of Trustees of the Village of Poplar Grove, Boone County, Illinois that by the adoption of this Resolution:

1. The above recitals are incorporated herein and made part hereof.
2. The Village hereby approves Change Order #2, and the Village President is Authorized to sign said Change Order.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2024.

PASSED UPON MOTION BY \_\_\_\_\_

SECONDED BY \_\_\_\_\_

BY ROLL CALL VOTE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024

AS FOLLOWS:

VOTING “AYE”: \_\_\_\_\_  
\_\_\_\_\_

VOTING "NAY": \_\_\_\_\_  
\_\_\_\_\_

ABSENT, ABSTAIN, OTHER \_\_\_\_\_  
\_\_\_\_\_

APPROVED \_\_\_\_\_, 2024

\_\_\_\_\_  
VILLAGE PRESIDENT

ATTEST:  
  
\_\_\_\_\_  
VILLAGE CLERK



McMAHON Associates, Inc.  
 1700 Hutchins Road  
 Machesney Park, IL 61115  
 (815)636-9590 - Telephone  
 (815)636-9591 - Fax

# CHANGE ORDER

Larson and Larson Builders, Inc.  
 5612 Industrial Avenue  
 Loves Park, IL 61111

Contract No. P0013-07-22-00241  
 Project File No. P0013-07-22-00241  
 Change Order No. 2  
 Issue Date: February 14, 2024  
 Project: Village of Poplar Grove New Public Works Building

**You Are Directed To Make The Changes Noted Below In The Subject Contract:**

1	Revise Substantial Completion Date to April 19, 2024 due to delay in manufacture of Electrical Panel DP-1	N/A
2	Change High Pressure Discharge Piping for Hot Water Pressure Washer to Schedule 80 Welded pipe per Manufacturer's recommendation.	\$3,759.34
3	Modify light fixture under make up air unit to fit under unit.	\$275.00
4	Modify natural gas piping to provide feed for future generator.	\$4,116.56
5	Change garage door switch enclosure to weatherproof enclosure in wash bay.	\$374.00
6	Village desires to convert Room 103 from Document Storage for use as an office. Future office requires Drop Ceiling (\$715.00), Changes to lighting (\$275.00) Electrical Rough-In (\$577.50) and modification to the Sprinkler Head to locate Sprinkler beneath Drop Ceiling (\$550.00). Total for all modifications is \$2,117.50.	\$2,117.50
7	Four Post Vehicle Lift requires compressed air lines for emergency braking system. Add compressed air piping, two (2) air drops w/ 100' hose reels/hoses and connection to Four Post Vehicle Lift. Owner to supply air compressor and dryer.	\$18,218.37
<b>TOTAL</b>		<b>\$28,860.77</b>

**The Changes Result In The Following Adjustments:**

	CONTRACT PRICE	TIME
Prior To This Change Order	<u>\$2,364,363.80</u>	<u>-</u> days
Adjustments Per This Change Order	<u>\$28,860.77</u>	<u>See Above</u> days
Current Contract Status	<u>\$2,393,224.57</u>	<u>See Above</u> days

Recommended:  
**McMAHON ASSOCIATES, INC.**  
 Machesney Park, Illinois

Accepted:  
**CONTRACTOR**

Authorized:  
**OWNER**

By: \_\_\_\_\_  
 Date: \_\_\_\_\_

By: \_\_\_\_\_  
 Date: \_\_\_\_\_

By: \_\_\_\_\_  
 Date: \_\_\_\_\_