



BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: PAT ROLLINS, CHIEF OF POLICE

SUBJECT: RESOLUTION: CHANGE ORDER FOR PD CONSTRUCTION HVAC

AGENDA: 7/7/2026

DATE: 6/30/2026

ISSUE

Should the Village Board use police department building contingency funding to address a concern discovered after the HVAC installation in a secure area of the newly constructed facility by authorizing a change order to spend funds to correct the concern.

DISCUSSION

The Sugar Grove Police Department building is undergoing renovation with an addition. Contingency funding is intended to address items identified in the field during the build-out.

A security concern was observed after the HVAC ductwork was installed in a secure area of the facility. Staff seeks to use project contingency funds to address the concern. In addition, the ventilation system occupies the required space and will limit the department's ability to use it, unless a correction or change order is authorized.

The amount exceeds the PD Building Committee's authority, as any amount over \$25,000 requires the Village Board's approval. The item is not a code requirement, and it is not considered best practice for securing items in this space. The International Association for Property and Evidence (IAPE) provides guidelines outlining best practices for securing a property room, including installing a stainless-steel security mesh inside the duct runs to block unauthorized crawl-through access. Due to the ductwork's large size, the space it occupies in the room limits storage capacity, even if a steel security mesh is installed inside the duct run.

There are two options available from the Board to select from:
Option 1 (staff's preferred option) is to rerun the ventilation system from outside the secure area into the attic space and back into a room outside the secure area. This will elevate the

security concern and regain the space needed in this room for property storage. The cost of this change order (\$ 28,836) would be deducted from the contingency budget. Long-term liability and chain-of-custody issues will be alleviated by selecting option 1.

Option 2: placing security bars inside the ductwork at a cost of \$ 8, 900, but it does not address the loss of storage space in the secure room caused by the existing ductwork, which runs just above the room's door jamb height.

The progress of the building construction in this area has been on hold until the Village Board addresses additional work in these and adjacent areas. Running the ventilation through the attic space will delay the project somewhat.

At the time of this report, the PD construction contingency began at \$ 325, 000. Currently, \$226,226,609 is available in the fund to address the security concern, leaving a good balance to cover other unknown change orders and known change orders on the horizon.

COST

This will reduce the contingency building fund balance by \$28,836 or \$8,900, depending on the village board's direction.

ATTACHMENTS

Documents from Cordogan Clark on the pricing for both options.

RECOMMENDATION

That the Village Board select and approve Option 1 by authorizing the change order to rerun the ductwork in the attic and utilize contingency funding in the amount of \$28,836.



**VILLAGE OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

RESOLUTION NO.: 070726-PD2

**A RESOLUTION AUTHORIZING THE EXECUTION OF A CHANGE ORDER FOR THE PD
CONSTRUCTION PROJECT RELATED TO THE HVAC SYSTEM DUCT WORK**

WHEREAS, the Village of Sugar Grove is an Illinois non-home rule Municipal Corporation with the powers and authority granted to it pursuant to the provisions of the Village Code of Ordinances, the Illinois Constitution of 1970, and the Illinois Municipal Code, 65 ILCS 5/1-1-1, et seq., and

WHEREAS, the Corporate Authorities previously approved a contract/agreement with Cordogan Clark Architects for the Construction/remodeling of the Police Department project, and

WHEREAS, Cordogan Clark Architects created the construction plans for the police department remodel and addition project, and

WHEREAS, the Village of Sugar Grove approved Bids that were vetted through Cordogan Clark Architects for various trades that are part of this project, and

WHEREAS, the installed HVAC ductwork in a secure area of the PD was placed in a location that raises concerns for security and chain of custody best practices for evidentiary purposes, and

WHEREAS, the installed ductwork limits the room's ability to house items and restricts the full use of the space due to the size of the ductwork, and

WHEREAS, it is necessary and desirable to authorize a Change Order to correct the concerns, increasing the price to fix the issue in the amount of \$28,836, and

WHEREAS, the Corporate Authorities of the Municipality have reviewed the requested changes and determined that they are in the best interest of the Municipality and the public.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows:

SECTION 1: RECITALS. The recitals set forth above are incorporated into and made a part of this Resolution as though fully set forth herein.

SECTION 2; APPROVAL OF CHANGE ORDER. The Board of Trustees approves the HVAC Change Order to the Original Contract/bid from the various vendors performing work to fix the ductwork system and other trades affected by the change order in the amount of \$28,836.

SECTION 3: AUTHORIZATION TO EXECUTE. The Village President is hereby authorized and directed to execute, and the Village Clerk is hereby authorized to attest and seal the executed Change Order on behalf of the Municipality.

PASSED AND APPROVED by the President and the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, on this **7th** day of **July 2026**.

Sue Stillwell, Village President

Tracey R. Conti, Village Clerk

BOARD VOTE:

	Aye	Nay	Absent	Abstain	Recuse
Trustee Heidi Lendi	_____	_____	_____	_____	_____
Trustee Matthew Bonnie	_____	_____	_____	_____	_____
Trustee Sean Michels	_____	_____	_____	_____	_____
Trustee Anthony Speciale	_____	_____	_____	_____	_____
Trustee Nora London	_____	_____	_____	_____	_____
Trustee Michael Roskopf	_____	_____	_____	_____	_____

Cordogan Clark
 515 Redwood Dr
 Aurora, Illinois 60506
 Phone: (630) 896-4678

Project: 241037 - Sugar Grove Police Department Renovation / Addition
 10 S. Municipal Drive
 Sugar Grove, Illinois 60554

Prime Contract Change Order #020: CE #021 - PR 014 - Remove/Replace HVAC Duct to Attic at Evidence Storage Room

TO:	Village of Sugar Grove 160 S Municipal Dr. Sugar Grove, 60544	FROM:	Cordogan Clark - Aurora 515 Redwood Drive Aurora, Illinois 60506
DATE CREATED:	6/30/2026	CREATED BY:	John Cotton (Cordogan Clark - Aurora)
CONTRACT STATUS:	Pending - In Review	REVISION:	0
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	
INVOICED DATE:		PAID DATE:	
SCHEDULE IMPACT:	30 days	EXECUTED:	No
REVISED SUBSTANTIAL COMPLETION DATE:		SIGNED CHANGE ORDER RECEIVED DATE:	
CONTRACT FOR:	1:Prime Contract	TOTAL AMOUNT:	\$0.00

DESCRIPTION:
 CE #021 - PR 014 - Remove/Replace HVAC Duct to Attic at Evidence Storage Room
 PR 014 - Option 2 - Removes the existing HVAC duct work from the Evidence Storage Room and replaces it with new HVAC duct work placed in the attic space. New duct work is to be insulated and lined and requires the addition of fire dampers at ceiling level penetrations and patching of walls where current duct work exists.

Lite Construction
 - Drywall patching = **\$692**
 - LCI markup = **\$104**

subtotal = \$796

Quality Mechanical
 - Labor - 128hrs @ \$150/hr = **\$19,200**
 - 5 Fire Dampers = **\$1,950**
 - 70 LF new Ductwork = **\$2,016**
 - Mounting Materials = **\$290**
 - Insulation = **\$4,584**

subtotal = \$28,040

Total - \$28,836

ATTACHMENTS:
[Lite - sg-lci-CO 16 pr 14.pdf](#), [Quality - Change-Order-Request-COR-007_06-16-2026.pdf](#), [PR 014 SECURITY BARS IN VENTILATION - Combined Revised.pdf](#)

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
020	CE #021 - PR 014 - Remove/Replace HVAC Duct to Attic at Evidence Storage Room	30 days	\$0.00
Total:			\$0.00

PROPOSAL REQUEST (PR)

Project: Sugar Grove Police Department Renovation/ Addition
 (Name, Address) 10 S Municipal Drive Sugar Grove, IL 60554

Owner: Village of Sugar Grove, Police Department
 (Name, Address) 10 S Municipal Drive Sugar Grove, IL 60554

Contract Information: General Construction
 (Contract For, Date) 08/21/2025

Architect: Cordogan Clark & Associates, Inc
 (Name, Address) 515 Redwood Drive Aurora, IL 60506

PR Information: PR 014
 (Number, Date) ~~06/03/26~~ 06/04/26

Contractor: Cordogan Clark Consulting Services, Inc
 (Name, Address) 515 Redwood Drive Aurora, IL 60506

Description:

Per Owner request to increase the security of the ventilation ducts through the evidence area. Contractor to provide 2 options for pricing review:

- 1) Ductwork to remain. Bars to be included as indicated within sketch. Contractor to include additional fasteners along all duct seems throughout the Evidence Area. Each length of duct seem to receive a minimum of 4 security screws.
- 2) Ductwork to be relocated to attic. See M2.1. Contractor to ensure all exposed ductwork runs in unconditioned spaces to be provided with insulation as indicated within Documents. No bars or dampers to be provided for relocated ductwork.

The Owner requests an itemized proposal for changes to the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. The Contractor shall submit this proposal within Seven (7) days or notify the Architect in writing of the anticipated date of submission.

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

Reference Documents:	See sketch on M2.1 and product data sheet.
Attached Documents:	M2.1 and M2.2.

Architect: Nathaniel Cox, Associate Architect

Issued By: Cordogan Clark & Associates



PROPOSAL REQUEST (PR)

515 Redwood Drive Aurora, Il 60506

Issue Date: ~~06/03/26~~ 06/04/26

KEYNOTES
 1 PROVIDE ROOF CAPS FOR ALL ROOF PENETRATIONS. FOR DUCTS 8" AND LARGER, PROVIDE BROAN MODEL 437. FOR DUCTS 6" AND SMALLER, PROVIDE BROAN MODEL 634.

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CC JOB NUMBER 241037

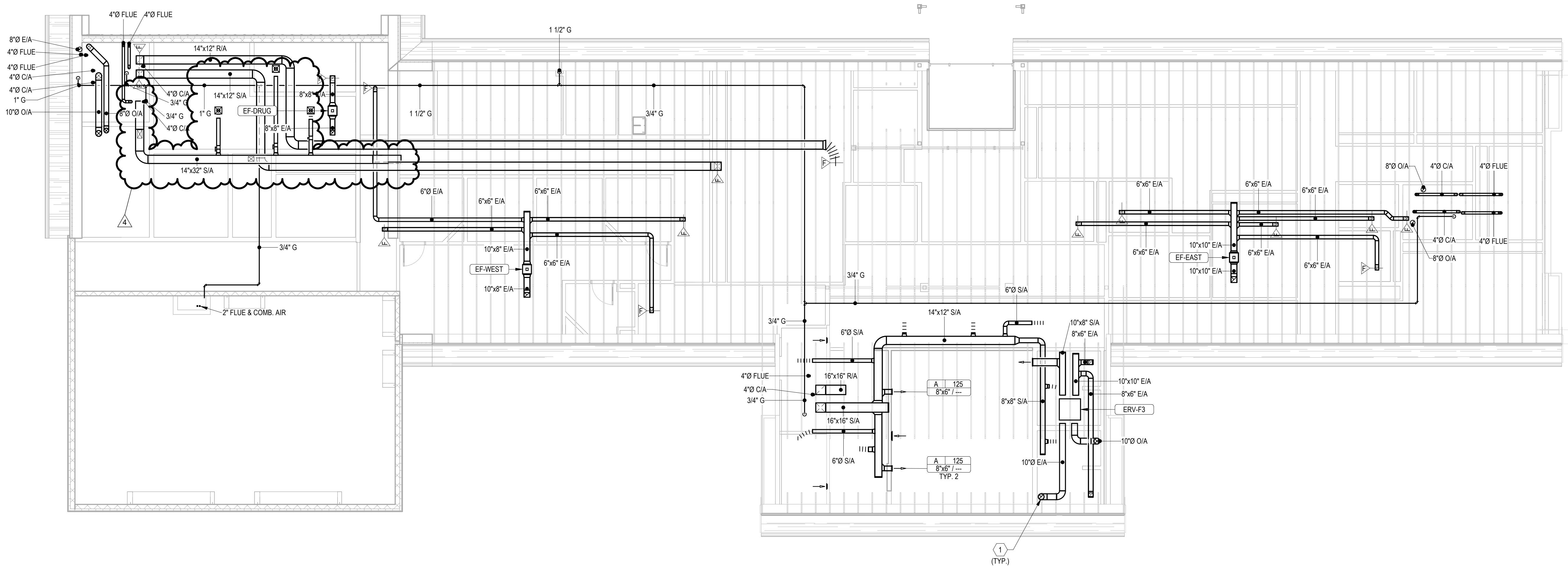
DATE 07.10.2025

REVISIONS:

#	Description	Date
4	PR #14	06.01.2025

DRAWING TITLE:
 SECOND FLOOR MECHANICAL PLAN

M2.2



1 SECOND FLOOR MECHANICAL PLAN
 1/8" = 1'-0"

LITE CONSTRUCTION

711 South Lake Street
 P.O. Box 135
 MONTGOMERY, IL 60538

(630) 896-7220
 Fax (630) 896-1304

TO Cordogan Clark
 515 Redwood Dr.
 Aurora, IL 60560

CHANGE ORDER

Number 16

PHONE	875/26
JOB NAME/LOCATION SG Police Department Renovation	
JOB NUMBER	041037
EXISTING CONTRACT NO.	DATE OF EXISTING CONTRACT


We hereby agree to make the change(s) specified below:

PR 0014 patch drywall due to duct work

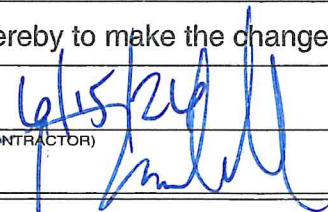
LCI Patch Drywall	\$692.00
LCI markup	\$104.00
Total	\$796.00

NOTE: This Change Order becomes part of and in conformance with the existing contract.

WE AGREE hereby to make the change(s) specified above at this price

\$ 796 

DATE



AUTHORIZED SIGNATURE (CONTRACTOR)

PREVIOUS CONTRACT AMOUNT

\$

REVISED CONTRACT TOTAL

\$

ACCEPTED — The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Date of acceptance _____

Signature _____ (OWNER)

PROPOSAL REQUEST (PR)

Project: (Name, Address) Sugar Grove Police Department Renovation/ Addition
10 S Municipal Drive Sugar Grove, IL 60554

Owner: (Name, Address) Village of Sugar Grove, Police Department
10 S Municipal Drive Sugar Grove, IL 60554

Contract Information: (Contract For, Date) General Construction
08/21/2025

Architect: (Name, Address) Cordogan Clark & Associates, Inc
515 Redwood Drive Aurora, IL 60506

PR Information: (Number, Date) PR 014
06/03/26 06/04/26

Contractor: (Name, Address) Cordogan Clark Consulting Services, Inc
515 Redwood Drive Aurora, IL 60506

Revised
AVAC

Description:

Per Owner request to increase the security of the ventilation ducts through the evidence area. Contractor to provide 2 options for pricing review:

- 1) Ductwork to remain. Bars to be included as indicated within sketch. Contractor to include additional fasteners along all duct seems throughout the Evidence Area. Each length of duct seem to receive a minimum of 4 security screws.
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Reference Documents:	See sketch on M2.1 and product data sheet.
Attached Documents:	M2.1 and M2.2.

Architect: Nathaniel Cox, Associate Architect

Issued By: Cordogan Clark & Associates



16221 Clinton St,
Harvey, IL, 60426
708-877-7036

Change Order Request P-4701 - COR-007

Jun 16, 2026

PROJECT NAME PROJECT NUMBER PROJECT ADDRESS
P-4701 Sugar Grove PD Addition HVAC P-4701 10 Municipal Dr, Sugar Grove, IL, 60554

To		From	
NAME	EMAIL	NAME	EMAIL
Adriana Colareta	acolareta@cordoganclark.com	-	-
COMPANY	ADDRESS	COMPANY	ADDRESS
CORDOGAN CLARK & ASSOCIATES	960 RIDGEWAY AVE, AURORA, IL, 60506	-	-

Subject

Move ductwork to Attic

DAYS VALID SCHEDULE EXTENSION REQUESTED
30 Days 30 Days

SCOPE OF WORK

Remove existing ductwork as noted in drawings in PR014, and provide new ductwork in attic space. New ductwork in attic to be insulated and lined to match other ductwork in attic. Pricing includes 5 new fire dampers for penetrations into lower level space.

Labor

Description	Taxable	Qty	Sell Price	Extension
Sheet Metal Labor to install	No	128	\$150.00	\$19,200.00
				\$19,200.00

Parts & Materials

Description	Taxable	Qty	Sell Price	Extension
5 New Fire Dampers of Various sizes	No	1	\$1,950.00	\$1,950.00
Aprox 70 LF of new Ductwork	No	1	\$2,016.00	\$2,016.00
Mounting Materials	No	1	\$290.00	\$290.00
				\$4,256.00

Subcontractor

Description	Taxable	Qty	Sell Price	Extension
Insulation Subcontractor	No	1	\$4,584.00	\$4,584.00
				\$4,584.00

Subtotal	\$28,040.00
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Labor	\$19,200.00
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Parts & Materials	\$4,256.00
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Subcontractor	\$4,584.00
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Total	\$28,040.00
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Cordogan Clark
 515 Redwood Dr
 Aurora, Illinois 60506
 Phone: (630) 896-4678

Project: 241037 - Sugar Grove Police Department Renovation / Addition
 10 S. Municipal Drive
 Sugar Grove, Illinois 60554

Prime Contract Change Order #019: CE #020 - PR 014 - Security Bars in HVAC at Evidence Storage

TO:	Village of Sugar Grove 160 S Municipal Dr. Sugar Grove, 60544	FROM:	Cordogan Clark - Aurora 515 Redwood Drive Aurora, Illinois 60506
DATE CREATED:	6/30/2026	CREATED BY:	John Cotton (Cordogan Clark - Aurora)
CONTRACT STATUS:	Pending - In Review	REVISION:	0
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	
INVOICED DATE:		PAID DATE:	
SCHEDULE IMPACT:	0 days	EXECUTED:	No
REVISED SUBSTANTIAL COMPLETION DATE:		SIGNED CHANGE ORDER RECEIVED DATE:	
CONTRACT FOR:	1:Prime Contract	TOTAL AMOUNT:	\$0.00

DESCRIPTION:
 CE #020 - PR 014 - Security Bars in HVAC at Evidence Storage
 PR 014 - Adds 5 separate security bars with 8" wide heavy sleeves at existing HVAC ingress locations at the Evidence Storage Room.

Quality Mechanical Inc
 - Labor - 42 hrs @ \$150/hr = **\$6,300**
 - 5 Sets of Security Bars = **\$2,310**
 - Installation Hardware = **\$290**

Total - \$8,900

ATTACHMENTS:
[PR 014 SECURITY BARS IN VENTILATION - Combined Revised.pdf](#), [Quality - Change-Order-Request-COR-006_06-16-2026.pdf](#)

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
019	CE #020 - PR 014 - Security Bars in HVAC at Evidence Storage	0 days	\$0.00
Total:			\$0.00

CHANGE ORDER LINE ITEMS:

PCO # 019: CE #020 - PR 014 - Security Bars in HVAC at Evidence Storage

#	Budget Code	Description	Amount
1	15-700.S Mechanical	QMI - Security Bars	\$8,900.00
2	17-10.O Construction Contingency	QMI - Security Bars	\$(8,900.00)
Subtotal:			\$0.00
FEE (3.50%):			\$0.00
Grand Total:			\$0.00

The original (Contract Sum)	\$6,925,419.00
Net change by previously authorized Change Orders	\$0.00
The contract sum prior to this Change Order was	\$6,925,419.00
The contract sum would be changed by this Change Order in the amount of	\$0.00
The new contract sum including this Change Order will be	\$6,925,419.00
The contract time will not be changed by this Change Order.	

Village of Sugar Grove
160 S Municipal Dr.
Sugar Grove, 60544

Cordogan Clark - Aurora
515 Redwood Drive
Aurora, Illinois 60506

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

PROPOSAL REQUEST (PR)

Project: Sugar Grove Police Department Renovation/ Addition
 (Name, Address) 10 S Municipal Drive Sugar Grove, IL 60554

Owner: Village of Sugar Grove, Police Department
 (Name, Address) 10 S Municipal Drive Sugar Grove, IL 60554

Contract Information: General Construction
 (Contract For, Date) 08/21/2025

Architect: Cordogan Clark & Associates, Inc
 (Name, Address) 515 Redwood Drive Aurora, IL 60506

PR Information: PR 014
 (Number, Date) ~~06/03/26~~ 06/04/26

Contractor: Cordogan Clark Consulting Services, Inc
 (Name, Address) 515 Redwood Drive Aurora, IL 60506

Description:

Per Owner request to increase the security of the ventilation ducts through the evidence area. Contractor to provide 2 options for pricing review:

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Reference Documents:	See sketch on M2.1 and product data sheet.
Attached Documents:	M2.1 and M2.2.

Architect: Nathaniel Cox, Associate Architect

Issued By: Cordogan Clark & Associates



PROPOSAL REQUEST (PR)

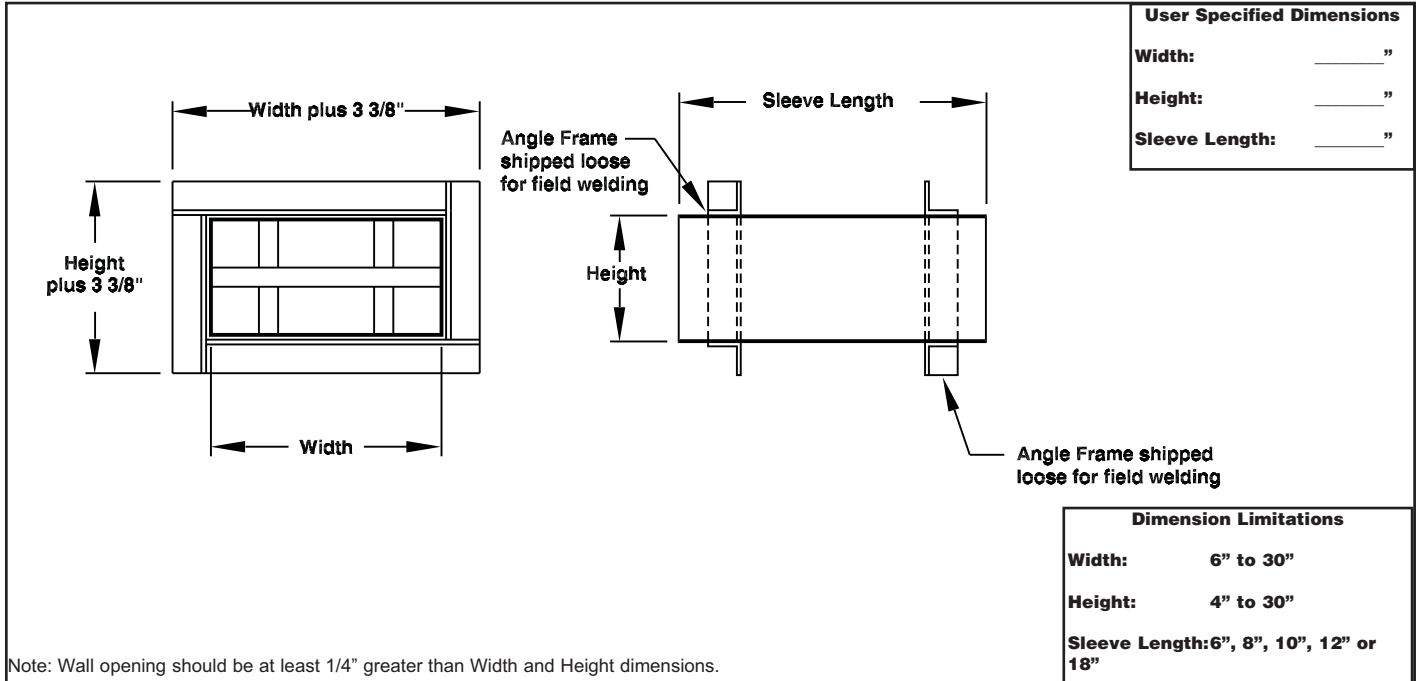
515 Redwood Drive Aurora, Il 60506

Issue Date: ~~06/03/26~~ 06/04/26

Security Barrier Grilles

Model: SG-BG-SLV • Steel

General Construction



Options and Accessories

#04 Mill Finish

General Description

The TITUS model SG-BG-SLV is a barrier mounted inside a 3/16" thick sleeve for installation in a wall or other opening as a completed unit. This unit effectively maintains security between secure and non-secure areas. Duct connections can be quickly made at both ends. This makes the SG-BG-SLV an ideal installation in security walls.

Standard Construction Details

- **Sleeve Barrier Grille**
Constructed of 3/4" diameter steel bars with maximum opening of 6 inches.
- **Sleeve**
3/16" steel.
- **Angle Frames Shipped Loose for Field Welding**
Two frames constructed of 1 1/2" x 1 1/2" x 3/16" steel angle iron welded together for field installation. Frames are mill finish.
- **Finish**
#26 White.
- **All Welded Construction.**



16221 Clinton St,
Harvey, IL, 60426
708-877-7036

Change Order Request P-4701 - COR-006

Jun 4, 2026

PROJECT NAME PROJECT NUMBER PROJECT ADDRESS
P-4701 Sugar Grove PD Addition HVAC P-4701 10 Municipal Dr, Sugar Grove, IL, 60554

To		From	
NAME	EMAIL	NAME	EMAIL
Adriana Colareta	acolareta@cordoganclark.com	Bryan Baier	bryan@qmihvac.com
COMPANY	ADDRESS	COMPANY	ADDRESS
CORDOGAN CLARK & ASSOCIATES	960 RIDGEWAY AVE, AURORA, IL, 60506	Quality Mechanical Inc.	16221 Clinton St, Harvey, IL, 60426

Subject

Security Bars in Ventilation per PR-14

DAYS VALID SCHEDULE EXTENSION REQUESTED
30 Days 30 Days

SCOPE OF WORK

Provide security bars inside existing ductwork as noted in drawings in PR014. 5 separate security bars with 8" wide heavy sleeves.

Labor

Description	Taxable	Qty	Sell Price	Extension
Sheet Metal Labor to install	No	42	\$150.00	\$6,300.00
				\$6,300.00

Parts & Materials

Description	Taxable	Qty	Sell Price	Extension
5 Sets of Security Bars	No	1	\$2,310.00	\$2,310.00
Installation Hardware	No	1	\$290.00	\$290.00
				\$2,600.00

Subtotal	\$8,900.00
Labor	\$6,300.00
Parts & Materials	\$2,600.00

Total

\$8,900.00
