WEBINAR SERIES #27

Doing Business with the Tollway: Construction

Presented by: Illinois Tollway Procurement and Compliance Departments

April 5, 2021

BUILDING FOR SUCCESS
WEBINAR SERIES

Housekeeping

All attendees will be muted

Please submit questions via the “chat box” function
  • Please provide name & company along with question

Today’s presentation will be recorded and posted online at later date

Please fill out survey following the presentation
Commitment to Diversity

Tollway’s Diversity Department is a driving force for increasing economic opportunities in the diverse communities we serve

• Tollway programs and initiatives provide small, diverse and veteran businesses and individuals with opportunities to grow and succeed

Tollway Diversity’s renewed focus

• Increased training and education opportunities
• PSB review process
• Outreach to broader small/DBE/veteran companies
• Recruiting new firms
• Innovative ideas to create new contracting and employment opportunities
TODAY’S TOPIC:
Doing Business with the Tollway: Construction
CONTRACT SERVICES OVERVIEW

Construction and Professional Services

300+ OPEN CONTRACTS VALUED AT MORE THAN $5.1 BILLION

Construction – Invitation for Bids (IFB)

Professional Services Bulletin (PSB)
Includes the following:

• General Engineering Consultant, Traffic Engineering Consultant and Program Management Office
• Design contracts
• Construction management
• Other specialty services such as surveying, geotechnical engineering, environmental studies, etc.

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• Using Invitation for Bid procurement approach
• All the bids are posting to the **State of Illinois eProcurement System-BidBuy**
• Including Small Business Set-Aside Program Contract and Small Business Initiative Contract
• The user department is Engineering Department
TYPES OF CONSTRUCTION CONTRACTS

- General Construction
- Small Business Set-Aside Program
- Small Business Initiative Program
- Small Business Initiative Program with ROCIP*
- Small Business Set-Aside Program with ROCIP*
  and etc.

*ROCIP - Rolling Owner Controlled Insurance Program
BID LETTING SCHEDULE

The Tollway Bid Letting schedule includes all Tollway Construction bids.

Bid letting schedule provides you with the following:

• Type of Work
• Project Description
• Advertise Date
• Bid Opening Date
• Estimated Board Date
• Estimated Contract Completion Date

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SUBMITTAL OVERVIEW

• Bid Bond
• P-Pages
• Compliance Packages
• Certificates
• Financial Disclosures
• Tollway Standard Terms and Conditions
• Plant and Equipment Questionnaire and Current Contractual Obligations
• Responsible Bidder Affidavit
• Preferences, Contacts and Affidavit
• Non-Collusion Affidavit
NON CURABLE ITEMS EXAMPLES:

- Disclosures not submitted (Forms A & Forms B)
- DBE 2026
- VOSB 2026
- EEO 1256
- Bid Bond
- Blank pay item
- Small Business Set Aside Registration
- Not IDOT or CDB prequalified (if required on A-1 page)
- Late Submittals
AVAILABLE PROGRAMS AND RESOURCES
How does the program work?

• Over 600 product and service categories at any dollar amount
• Procurements less than $101,800 – most products or services qualify
• Any other procurement the Chief Procurement Office deems appropriate to set aside

What is a “Small Business”?

• One that is independently owned and operated, headquartered in Illinois, and meets the required size status and the following sales limitations:
  • No WHOLESALE business can exceed $13 million in annual sales
  • No RETAIL business can exceed $8 million in annual sales and receipts
  • No CONSTRUCTION business can exceed $14 million in annual sales and receipts
  • No MANUFACTURING business can employ more than 250 persons

Firms are listed in the small business database on the IPG

• Annual registration along with submittal of the company’s annual report is required
SMALL BUSINESS INITIATIVE (SBI)

Puts small businesses in a position to succeed and grow by:

• Identifying select construction contracts, generally with values of approximately $5 million or less, specifically for small businesses to perform as prime and subcontractors
• Establishing small business diversity goals for select construction contracts on a project-by-project basis
• Requiring up to 40% self-performance goal for all prime contractors
• Meet specifications that may include prequalification with either the Illinois Department of Transportation or Illinois Capital Development Board, determined on a project-by-project basis
• Centralized repository for standard submittal forms (also known as Forms B):
  • Financial Disclosure and Conflict of Interest Forms
  • Standard Certification Forms, i.e. vendor certifies that it is a legal entity, certifies it is not barred from having a contract, etc.
• Minimizes risk of vendor disqualification for administrative errors at the time of bid opening
• Creates an electronic company record that may be updated at any time
• Vendor must have an approved registration at the time of bid
• Even with approved registration, Forms B must still be completed and submitted with each bid or proposal
• Registration interfaces to BidBuy registration - one way

www.ipg.vendorreg.com
State of Illinois eProcurement System - www.bidbuy.illinois.gov

Tollway is required to utilize BidBuy for all procurements

Procurement opportunities and awards are listed for all State agencies
Correct NIGP codes must be selected so that proper notification of solicitations is provided

Contact information must stay current

Good practice to have more than one individual registered
Illinoistollway.com/doing-business/construction-engineering
CONSTRUCTION AND PROFESSIONAL SERVICES

CONTRACT TRACKER

https://www.illinoistollway.com/doing-business/construction-engineering/pay-estimates

Contract Tracker

Tollway Construction And Professional Services

The Contract Tracker provides public access to current contract records and information about project status. Information includes construction pay estimates and professional services invoices processed for work completed by prime contractors, and prime and sub consultants for the Illinois Tollway. 

The pay order dates reflect the date that the Tollway transmits the pay request to the Illinois Office of the Comptroller. Typically, the Comptroller releases those payments within 3-5 days. Payment information is updated weekly. To view pay estimate and invoice history for a contract, click on the contract type below and follow the menu for additional details.
TOLLWAY ONLINE PLANROOM

https://www.illinoistollwaybidding.com/
The Tollway’s Contract Compliance Team is responsible for monitoring all compliance requirements applicable to the following programs:

- Disadvantaged Business Enterprise (DBE)
- Veteran Business Enterprise (VBE)
- Equal Employment Opportunity (EEO) Program
- State of Illinois Prevailing Wage requirements
**DBE Certifications**

- **DBE**
  - IL UCP (Including IDOT, CTA, Metra, Pace and City of Chicago)

- **MBE/WBE**
  - City of Chicago
    - [https://chicago.mwdbce.com/?TN=chicago](https://chicago.mwdbce.com/?TN=chicago)
  - Cook County
    - [https://www.cookcountyil.gov/service/search-certified-vendors](https://www.cookcountyil.gov/service/search-certified-vendors)

- **SBA 8(a)**
  - Small Business Administration
VOSB Certifications

- **VOSB/SDVOSB**
  - State of Illinois Department of Central Management Services
    - [https://cms.diversitycompliance.com/](https://cms.diversitycompliance.com/)
PRE-AWARD

- **Diversity Goal Setting**
  - DBE, VOSB, and EEO goals

- **Pre-Bid Meetings**

- **Responsiveness Check/U-Plan Review – (IFB)**
  - 1256, 2026, 2025, and 2023 Forms

- **Pre-Construction Meetings**
Compliance Monitoring Systems
  • B2Gnow – DBE/VBE payment monitoring & payroll report upload
    • [https://iltollway.diversitysoftware.com/](https://iltollway.diversitysoftware.com/)
  • Capture – EEO work hours reporting & monitoring

Pay estimate review

Site Visits – to construction project sites

Vendor training on compliance systems & requirements

Change Order/Extra Work Order review

Review waivers of lien/sworn statements – as part of pay estimate submittals
QUESTIONS?
WEBINAR SERIES

Illinois Tollway Webinar Series

Previous Building for Success Webinar Series topics include:

• Navigating BidBuy
• Illinois Tollway Small Business Initiative
• State’s Small Business Set-Aside Program
• Rolling Owner-Controlled Insurance Program
• IDOT Prime Contractor Prequalification and Subcontractor Registration in Construction
WEBINAR SERIES

IllinoisTollway.com

Ultimate resource for doing business with the Tollway

Doing Business

Construction and Engineering

• Contractor and consultant resources

Goods and Services

• Current goods and services bidding information

Diversity Programs

• Outreach and networking events