WEBINAR SERIES #31
Small Business Initiative Contract Administration
Presented by: Illinois Tollway Engineering Department
May 3, 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:
Small Business Initiative Contract Administration
Identifies select construction contracts, only small businesses can perform as primes or subcontractors

Establishes diversity goals for select construction contracts, up to 40% self performance goals
PROJECTS SCOPES

Expected Scopes of Work

Demolition
Electrical
Vertical

Structural
Landscaping
Grading/drainage
General roadway construction

Presented on May 3, 2021
All primes and subs must be registered Illinois small businesses

Firms must have annual gross revenues of $14 million or less

Primes and subs must also complete Tollway application and be registered in the Tollway SBI to bid on SBI contracts

Small Business Contract Tiers

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<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
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<td>$1 million or less</td>
<td>$1-3 million</td>
<td>$3-5 million</td>
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BEFORE CONTRACT WORK BEGINS

- Tollway sends Notice of Intent to Award
- Contractor submits contract documents
- Tollway issues Notice to Proceed
KEY PERSONNEL

- Engineering Project Manager
- Construction Manager
- Corridor Construction Manager
Introduce contractor to contract administrators
Review contract details, coordination and project restrictions
Highlight required contract submittals
Provide Diversity programs overview
Review web-based project management software
SUBCONTRACTOR APPROVAL

- Approval required prior to subcontractor work onsite
- Submitted via e-Builder
- Financial Disclosures for subcontractors earning more than $50,000
- Typically, cannot subcontract more than 65% of the contract
- Any Small Business Exceptions* must be approved prior to onsite work
  - Requested if SBSP/SBI-registered subcontractors cannot be found
Baseline schedule required 14 days following NTP
Primavera required – alternate software can be requested
Monthly Updates – record/review schedule changes
2-week look-ahead schedule – reviewed at re-occurring progress meetings
Construction Pay Estimates are processed quickly (bi-weekly/monthly)
Mobilization paid after baseline schedule submittal (up to 4.5 percent)
Allowance Items may be included
Contractor Quality Plan required within 14 days of NTP
Materials In Storage
Tollway required to hold 10 percent Contract Retainage

No additional retainage after 50 percent project completion
e-builder – tracks construction processes. Prime contractors have access to E-builder with assistance from the CM

IMIRS – system to submit concrete, asphalt and aggregate testing

B2GNow – tracks payments to subcontractors. Prime and subcontractors have access to review, confirm and track payments.

Capture – tracks EEO participation
THANK YOU
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
THANK YOU!

Illinois Tollway
DIVERSITY
Driving Economic Opportunities

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