

THE ILLINOIS STATE TOLL HIGHWAY AUTHORITY

December 21, 2020

CONSTRUCTION BULLETIN No. 20-04

SUBJECT: Revised Contract Compliance Reporting Instructions

In June of 2020, contractors and construction managers were directed to utilize the Illinois Tollway's Diversity compliance software, B2GNow, to report Diversity Payments. Similarly, contractors and construction managers were advised the Capture system was eliminated and replaced with the LCPTracker system.

There are no changes to the B2GNow system. The purpose of this Construction Bulletin is to clarify the procedure for filing certified payrolls with the Illinois Department of Labor (IDOL) to remain in compliance with the Illinois Prevailing Wage Act.

For the Illinois Tollway, contractors will no longer submit certified payroll in LCPTracker but will resume the use of the Capture system where EEO hours will again be required to be recorded by the prime contractor. Along with that entry, a PDF of the certified payroll transcript filed with IDOL must also be uploaded to the Illinois Tollway's B2GNow system no later than the 25th of the month for the prior month's submission (i.e., payroll filed for the entire month of December is due to the Illinois Tollway by the 25th of January). This date will be aligned with B2GNow reporting date requirements for contracts. This will enable the Illinois Tollway to continue to track and ensure the EEO requirements are met on contracts. Construction managers will no longer be responsible for collecting certified payrolls for diversity record requirements but may still request certified payrolls for force account.

The above noted changes have been updated in the Illinois Tollway Construction Manual Sections 1.3, 4.6.1 and 5.3, which are attached for your information.

Questions and any compliance related challenges should be sent to the contractcompliance@getipass.com email and include the contract number. Individual team members have been identified by contract.

The attached documents in order:

- Illinois Tollway Construction Manual Section 1.3
- Illinois Tollway Construction Manual Section 4.6.1
- Illinois Tollway Construction Manual Section 5.3



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Chief Engineering Officer

12/23/2020

Date



[Angela Arrington-Jones \(Dec 29, 2020 09:38 CST\)](#)

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Chief of Contract Compliance

12/29/2020

Date

1.1 Definitions

The definitions provided are in addition to the definitions listed in the Definition of Terms, Illinois Tollway Supplemental Specifications Article 101 latest edition as referenced by the contract documents. Whenever this manual uses the following terms, their intent and meaning shall be as follows:

Aggregates Certification Program: The Illinois Tollway's system for evaluating aggregate sources and materials that are not reviewed and approved in the IDOT Aggregate Gradation Control System.

Authorization to Proceed (ATP): Approved document/process to proceed with additional and/or changed contract work PRIOR to the processing of the corresponding Change Order/Extra Work Order.

B2GNow: Is a vendor payment management program in which the Illinois Tollway's Diversity Department uses to monitor status of payments to DBEs.

Capital Program Processes and Procedures: ISO format document procedures determined by the Illinois Tollway to be followed in each project. Earlier versions were called Project Management Procedures and Congestion Relief Plan.

Capture: EEO stand-alone software application available on the Illinois Tollway website allowing the contractor to electronically complete EEO. EEO are submitted through the Capture system.

CENTRALSYS: The only Illinois Tollway administered database application for tracking pay estimates, Change Orders (CO), and Extra Work Orders (EWO) for all Illinois Tollway projects. FieldSys supplements CENTRALSYS with a specific project's payment documentations.

Checklist, Construction Inspector's: The lists derived from the Illinois Tollway Special Provisions and Supplemental Specifications. IDOT Standard Specifications are used to verify essential items of the work to meet contractual requirements. The checklists are in no way intended to serve as a substitute or waiver of any provisions of the contract. They may be modified by the contractor to meet project requirements.

Checklist: Documented lists used to verify essential items of the work as to meet contractual requirements.

Checklists, CQP: The Contractor or Consultant Quality Program guidelines used to determine if the contractor or consultant is fulfilling the requirements of the Capital Program and Procedures P6000 procedure and their approved CQP plans.

Chief Engineering Officer: The individual responsible for the Engineering Division of the Illinois Tollway.

Chicago Region Environmental and Transportation Efficiency Program (CREATE): Public-private partnership to address freight, commuter, and intercity passenger rail congestion in the Chicago area.

JOC (Job Order Contracting): Job Order Contracting is a unique indefinite quantity type of contract that enables facility owners to accomplish a large number of repairs, maintenance, and

construction projects with a single, competitively bid contract. It eliminates the time and expense of completing the normal design-bid-construct cycle for each project. Contractors competitively bid an adjustment factor to be applied to a catalog of construction tasks with pre-set unit prices. The overall contract amount (the sum of the individual projects that may be performed) is expressed as a range in dollar volume for example from \$50,000 to \$1,000,000. The contractor will be asked to perform a series of projects one after the other. The price for each project will be the pre-set unit prices multiplied by the quantity multiplied by the competitively bid adjustment factor.

LPCtracker: The Illinois Tollways inactive software application for reporting all EEO and State of Illinois prevailing wage requirements. This system has been retired.

Materials Coordinator(s): The member of CM staff responsible for the management of QC/QA functions as well as any soil, aggregate, concrete, asphalt and manufactured materials to determine whether or not it is being produced and constructed in compliance with the Contract.

Method of Material Acceptance: Means of determining whether material supplied is in conformance with specifications. See the materials acceptance list in Appendix C.

Is a process that is managed through the WBPM system. It is the contractor responsibility to initiate this process.

National Pollutant Discharge Elimination System (NPDES): A provision of the Clean Water Act that prohibits discharge of pollutants into the waters of the United States unless a special permit is issued by the Environmental Protection Agency (EPA), a state or other designated regional agency.

Non-Compliance: Failure to comply with written contract documents, directives, standard requirements, or government rules and regulations.

Non-Conformance: A failure to fulfill contractual requirements, which renders the quality of a process or work product unacceptable or indeterminate in regard to meeting all relevant contract requirements.

Non-Conformance Report (NCR): Process developed in the WBPM system to document non-conforming actions, non-conforming work, and acceptable corrective action.

Notice of Award (NOA): A written notice from the Illinois Tollway to the apparent successful bidder that the Illinois Tollway is planning to award the Contract to that bidder. This notice will also establish the times and dates for contract and pre-construction meeting.

Notice of Intent (NOI): Notification to the IEPA of a planned discharge for which coverage under the ILR10 general permit is needed and contains information about the planned discharge. The NOI serves as notice to the IEPA that the Illinois Tollway intends for the discharge to be authorized under the terms and conditions of the general permit and by signing and submitting the NOI, the Illinois Tollway certifies that the discharge meets all of the eligibility conditions specified in the general permit and indicates the intent to follow the terms and conditions of the permit.

the WBPM system using the Illinois Tollway Documentation Matrix for Construction. The CM verifies all materials incorporated into the contract work were in conformity with the approved plans and specifications. The project material certification must be submitted with any references to non-conforming materials to be documented.

4.5.10.2 Project Materials Certification Review

When an Illinois Tollway project is finalized, a review of the project records of materials and inspection will be conducted by the Illinois Tollway representatives and the CM.

Project Records of Material Inspection must be reviewed to verify conformance to the applicable specifications including aggregate gradations; HMA and PCC plant and field-testing; and all other applicable QC/QA reports in I-MIRS to support the project materials certification. Non-conforming materials shall be identified based on the following evidence:

Project test records or project files indicate one of the conditions for initial approval was not met.

Project test records suggest that a significant portion of the mixture was not in substantial conformance with the specifications. This will require a review of all test data utilizing the HMA and PCC Reports. If a significant number or percentage of tests does not meet the specification requirements, the material should be listed as a non-conforming material and be accompanied by an explanation/documentation provided for its use on the project.

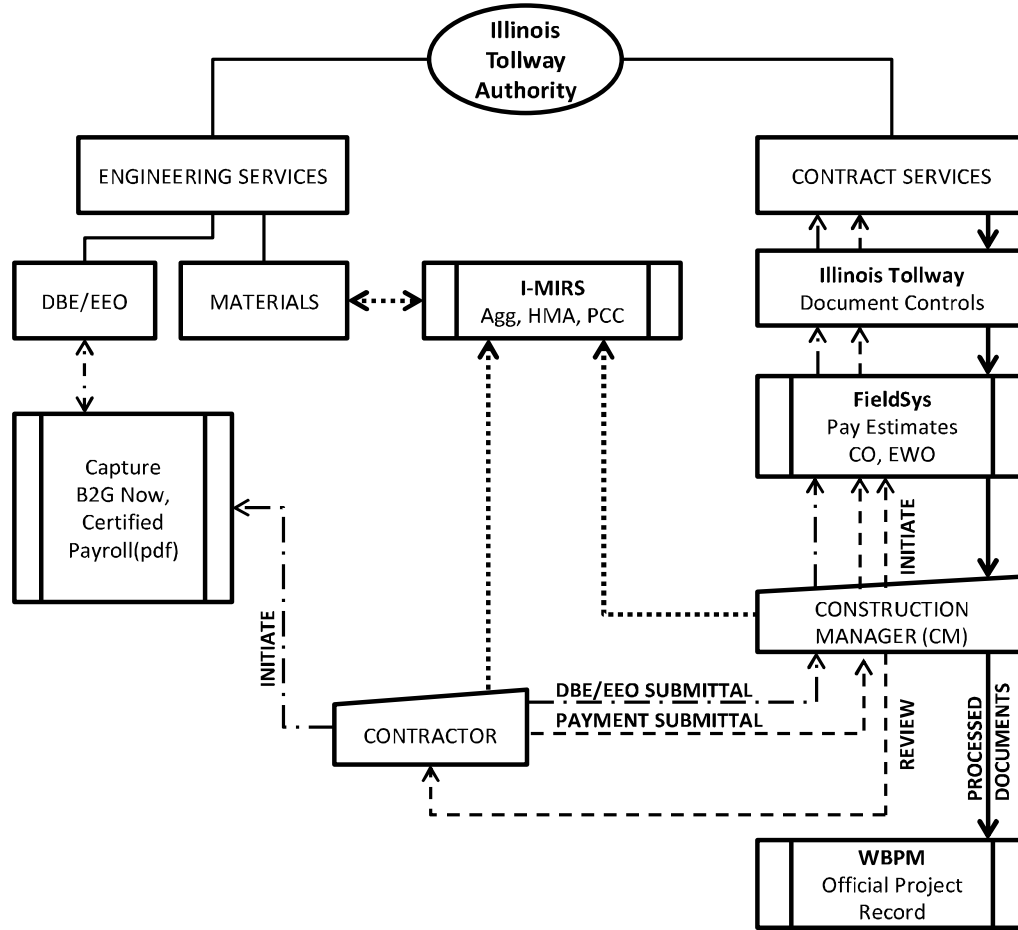
All mixture reports shall become a permanent part of the project test records, as well as supporting documents covering non-conforming materials. All information shall be included in the WBPM system.

4.6 Diversity Program

4.6.1 Construction Manager's Roles and Responsibilities

The Contract Compliance team will perform unannounced Site Visits to the Illinois Tollway's construction projects. The construction manager, the prime contractors and their subcontractors shall support and cooperate with Contract Compliance staff during these visits.

5.3 Exhibit 3: Coordination of Illinois Tollway Software Applications



Line Legend	
•DBE / EEOC	— · — · —
•Materials	- - - - -
•Contractor Services
•Processed Documents	—————