

A photograph of two construction workers at a site. The worker in the foreground is wearing a grey hard hat with an orange chin strap, an orange t-shirt, and a high-visibility yellow safety vest. He is using a red power tool on a concrete slab. The worker in the background is wearing a red hard hat, a grey t-shirt, and a high-visibility yellow safety vest. The site includes orange and white traffic barrels, a red pickup truck, and a utility pole with a transformer. The background is slightly blurred.

# WEBINAR SERIES #31

Small Business Initiative Contract Administration

Presented by: Illinois Tollway Engineering Department

May 3, 2021



Illinois Tollway  
**DIVERSITY**

*Driving Economic Opportunities*

# BUILDING FOR SUCCESS

# WEBINAR SERIES

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## 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**



# WEBINAR SERIES

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## 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



**BUILDING FOR SUCCESS**

# WEBINAR SERIES

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## **TODAY'S TOPIC:**

*Small Business Initiative Contract Administration*



# Illinois Tollway **DIVERSITY**

*Driving Economic Opportunities*

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**Tollway Construction Contract Administration – Engineering**

*Marlene Vick, General Manager of Diversity*

*Laura Thompson, P.E. Senior Project Engineer*

May 3, 2021



# SMALL BUSINESS INITIATIVE

## Overview



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



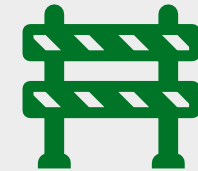
Structural



Landscaping



Grading/drainage



General roadway construction

# SMALL BUSINESS INITIATIVE

## Requirements

- ✓ 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

#### Tier 1

\$1 million  
or less

#### Tier 2

\$1-3 million

#### Tier 3

\$3-5 million



# 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



# PRE-CONSTRUCTION MEETING

- ✓ 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



# PROJECT SCHEDULE

- ✓ 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



# PAY ESTIMATES

- ✓ 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





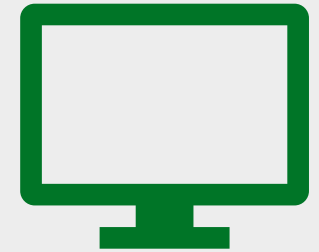
# RETAINAGE

- ✓ Tollway required to hold 10 percent Contract Retainage
- ✓ No additional retainage after 50 percent project completion



# ELECTRONIC DOCUMENTATION

- ✓ **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



# WEBINAR SERIES

## IllinoisTollway.com

**Ultimate resource for doing business with the Tollway**

**Doing Business**

**Construction and Engineering**

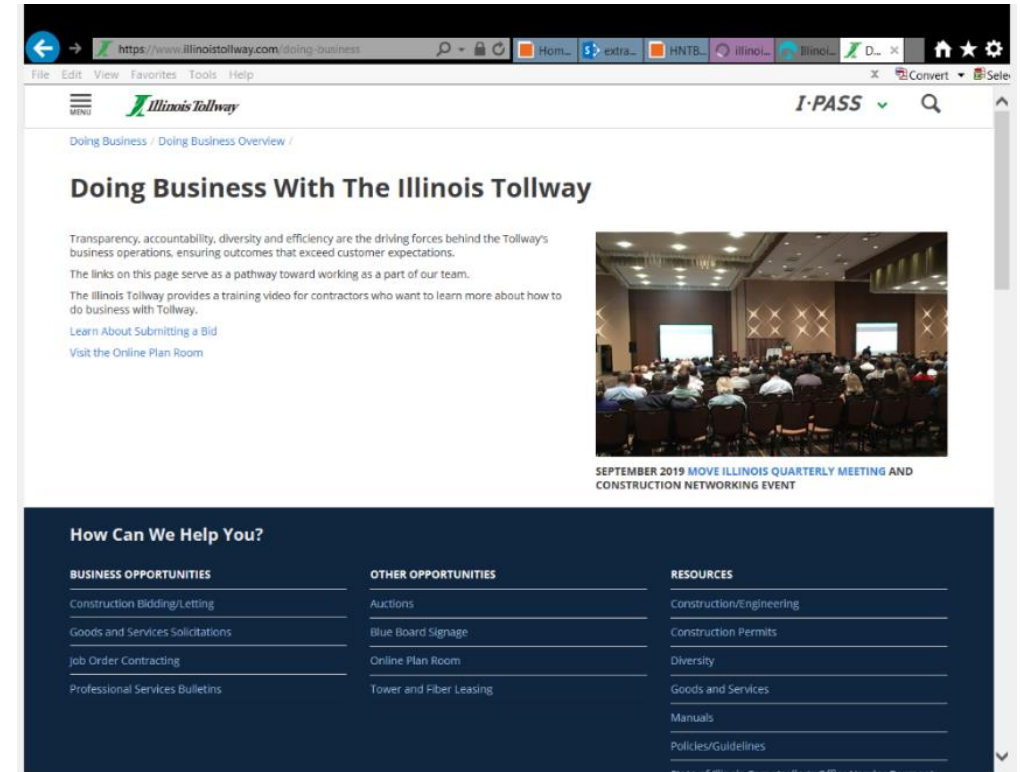
- Contractor and consultant resources

**Goods and Services**

- Current goods and services bidding information

**Diversity Programs**

- Outreach and networking events



# BUILDING FOR SUCCESS





THANK YOU!



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