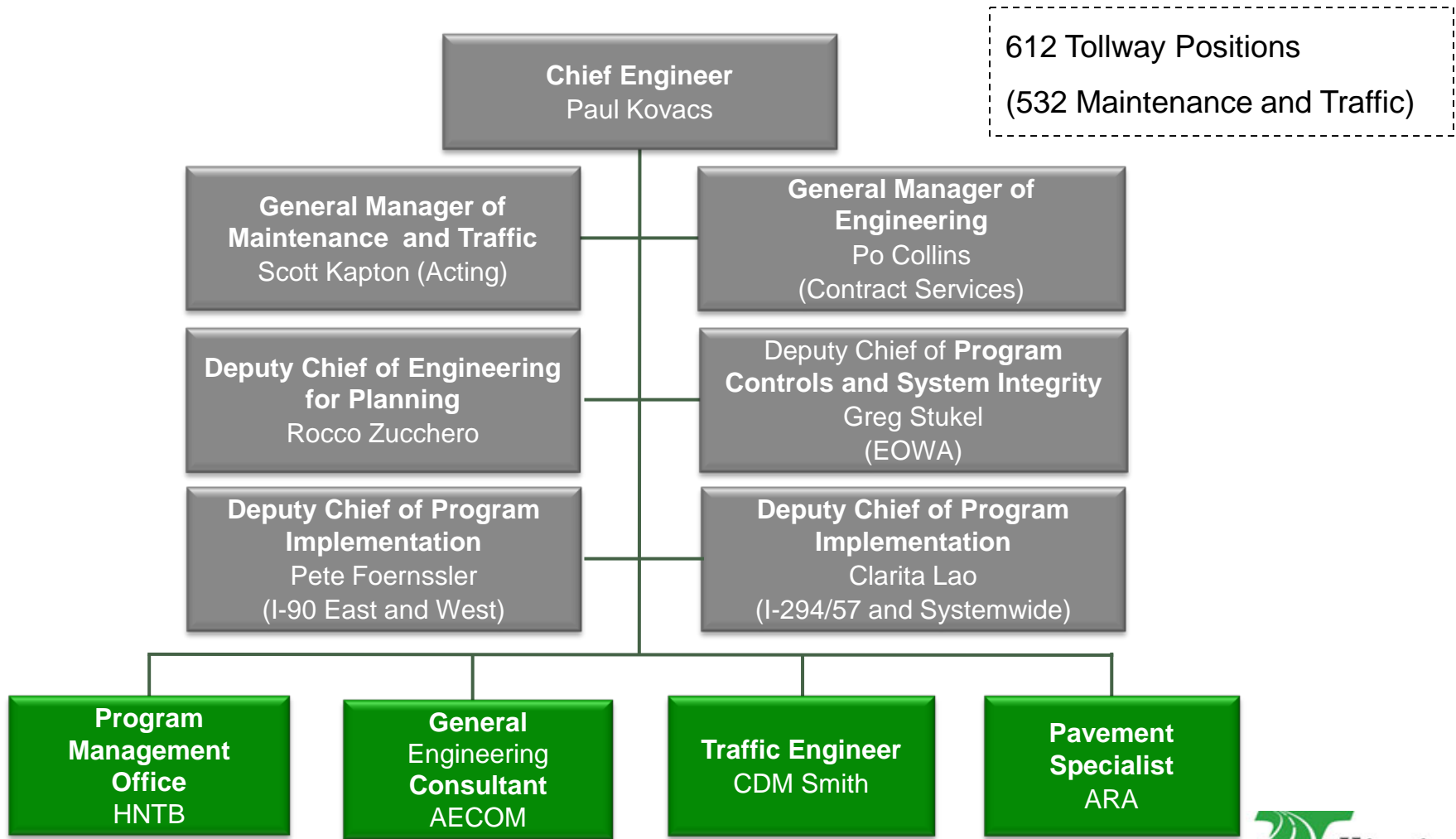




Engineering Board Items

May 28, 2015

Engineering Department Organization



Engineering Board Agenda Items

- **Construction contract awards**
- **Professional services contract awards**
- **Professional services contract supplements and renewals**
- **Construction authorizations to proceed for construction change orders/extra work orders in excess of \$200,000**
- **Partial and final releases of retainage on construction contracts**
- **Land management and acquisition (DiBenedetto items)**



Construction Contracts

- Construction work is performed by private contractors and requires pre-qualification by the Illinois Department of Transportation (IDOT)*

- Subject to the requirements of the Procurement Code relating to competitive bids

- Lowest responsive and responsible bidder being awarded the contract

| Steps in the Process | Information/Assistance Available |
|---|--|
| <ul style="list-style-type: none"> • Identify upcoming projects • Seek plans | Bid-letting schedule Online Plan Room |
| <ul style="list-style-type: none"> • Compile bid • Submit bid (to prime or Tollway) | Construction Contracts 101 Webinar |
| <ul style="list-style-type: none"> • Bid opening/apparent low bidder • Review paperwork | Public bid opening (webcast) |
| <ul style="list-style-type: none"> • Tollway Board approval • Receive Notice to Proceed | |

**Specialized work does not require IDOT pre-qualification, such as small-business set-aside contracts and vertical construction*



Professional Services Contracts

- Firms provide planning, design, survey and construction management services and must be IDOT pre-qualified
- Professional Services Bulletin (PSB) advertises opportunities available
- PSB available on the Tollway's website, published in a news release and sent via the state's procurement site
- **Qualifications-based selection**
 - Selection based on qualifications, skills and expertise, as opposed to a low bid
 - Negotiation of a fair and reasonable fee for services with selected firm
- **Comprehensive selection process**
 - Interested firms submit a statement of interest
 - Formal process internally
 - Tier one: scoring process by Engineering
 - Tier two: executive engineering review
 - Tier three: selection committee review and decision
- **Chief Engineer provides award recommendation to Board**



Professional Services Supplements/Renewals

- **May be recommended during the design or construction phase**
- **Due to changes in scope requiring additional effort from the consulting firm such as**
 - Construction contract extensions
 - Necessary design updates
- **Detailed documentation in a staff summary sheet is approved by Engineering and the Executive Director**
- **Renewals of a contract can be exercised if necessary (typically 1 to 2 years in length)**



Change Orders/Extra Work Orders

- **Change is common in a large and complex program**
- **Robust process for identifying, evaluating and approving changes**
 - Contractors and construction managers define the change and why its needed
 - Change orders – changes to the contract
 - Extra work orders – additional work added to a contract
 - Submit an Authorization to Proceed (ATP) to the Tollway
 - Reviewed by the Contract Cost Change Controls Committee (C5)
 - Change order/extra work order is presented to the Board if greater than \$200,000

| Authorization Limit | Approving Authority |
|----------------------------|---------------------|
| Credits | Project Manager |
| Up to \$30,000 | Project Manager |
| Up to \$100,000 | Chief Engineer |
| Up to \$150,000 | Executive Director |
| Up to \$200,000 | Chair of the Board |
| More than \$200,000 | Board of Directors |



Releases of Retainage

- 10 percent of each construction contract is to be retained (per the Tollway's Trust Indenture and contract specifications)
- When 50 percent of the work is complete, retainage can be reduced to 5 percent; Board approval is required for a partial release of retainage below 5 percent
- When all work is complete, final release of retainage is recommended
- DBE paperwork may lag behind releases of retainage, but status is reported on a quarterly basis



Land Acquisition Items

Item details are discussed during executive session

- Tollway required to identify and reasonably describe parcels that may need to be acquired by condemnation in order to comply with Illinois State Toll Highway Authority (ISTHA) v. DiBenedetto via Board approved resolutions
- May also require Board approval of an administrative settlement in order to acquire a specific parcel

Getting Information

Visit www.illinoistollway.com

■ Procurement opportunities

- View construction bid-letting schedule (updated bi-weekly)
- Visit the Online Plan Room
- View the Professional Services Bulletins (PSBs)

■ Resources such as webinars and tutorials

■ Board of Directors minutes and resolutions

The screenshot shows the Illinois Tollway website's navigation menu with the following items: About the Tollway, News Room, Doing Business (highlighted with a red circle), Tolls and I-PASS, and Construction/Planning. Below the navigation is a banner image of a toll plaza. The main content area is titled 'Doing Business with the Illinois Tollway' and includes a sub-section 'Doing Business' with a list of links: Construction and Engineering, Goods and Services, Diversity Programs, Tower and Fiber Leasing, Towing and Vehicle Recover, Auctions and Real Estate, and Blue Board Program. Below this is a paragraph about transparency and a link to a webinar. At the bottom, there are three columns of links: Bids (Goods and Services, Construction and Engineering, Professional Services Bulletin), Construction (Manuals, Guidelines, Permits, Diversity Programs, Access to Plans), and Information (Towing and Blue Board, Tower and Contact Pr). The footer contains icons for Board Information, Manage Account, and Move Illinois, along with a 'Tollway News' section listing recent updates.



THANK YOU