



BUILDING FOR SUCCESS

How to Thrive with the Tollway–Project Compliance 101 for Small Business Prime Contractors



**Presented by Illinois Tollway Technical Assistance Provider
Illinois Hispanic Chamber of Commerce (IHCC)**

June 22, 2026



Please remain muted for the duration of the webinar

Questions can be submitted via the chat box and will be answered during the Q&A portion



HOUSEKEEPING RULES

Presented on June 22, 2026

WELCOME AND INTRODUCTIONS

How to Thrive with the Tollway–Project Compliance 101 for Small Business Prime Contractors

**Presented by Technical Assistance Program Provider
Dana Toscano-Harder from the Illinois Hispanic Chamber of
Commerce.**

Presented on June 22, 2026



TECHNICAL ASSISTANCE

POWERED BY THE ILLINOIS TOLLWAY

Equipping Businesses for Success

Administered by



Compliance 101 for Small Business

Prime Contractors

Presented by Dana Toscano-Harder

June 22, 2026



WELCOME AND INTRODUCTIONS



Compliance 101 for Small Business Projects

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Program Manager
Illinois Hispanic
Chamber of Commerce

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Lead Specialty Coach
On behalf of the
Illinois Hispanic
Chamber of Commerce

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Objectives



Webinar Objectives:

- **Navigating:**
 - Project Lifecycle
 - Trimble
 - Project Start Up
 - Project Execution
 - Project Closeout

Project Lifecycle



AFTER BIDS ARE READ ALOUD

- **APPARENT LOW**
 - Bids are read aloud and the apparent low bidder is determined based on award criteria only
- **REVIEW FOR COMPLIANCE AND RESPONSIVENESS**
 - During this review period compliance provides concurrence of responsiveness and seeks recommendations for approval from internal Tollway departments
- **BOARD APPROVAL:**
 - An internal Tollway Department will present the award recommendation for the Tollway Board's consideration, so they may vote for approval or denial

Project Lifecycle



AFTER THE BOARD APPROVES BID AWARD

- **NOTICE OF AWARD:**

- Formal notice of award is when the agency will request the contractor's insurance documentation, executed contract documentation, and performance and payment bond (note cure time)

- **CONSTRUCTION MANAGER INTRODUCTION (CM):**

- There will be a Tollway Project Manager and a Resident Engineer & Team that works on behalf of the agency as the Construction Manager for the project

- **NOTICE TO PROCEED:**

- Upon receipt of the appropriate documentation, the agency will issue the formal Notice to Proceed (NTP) as noted in the contract documents



Project Lifecycle



IN ADVANCE OF OR FOLLOWING NOTICE TO PROCEED ISSUANCE

- **Project Start Up**
 - Pre-Construction Meeting
 - Advance MOT Meetings
 - Trimble Training
 - Subcontractor Approval Submission
 - ROCIP enrollment for Prime & Subcontractors (if applicable)
 - Project Baseline Schedule submission
 - Quality Control Plan Submission
 - Submittals & Permits

Project Lifecycle



Insights:

- Prepare IN ADVANCE
 - Prepare list of submittals for review with Construction Management Team
 - Sign up for 2 part Trimble Training
 - Prepare your Baseline Schedule (Baseline Schedule + Narrative) criteria
 - Prepare subcontractor approvals
 - Prepare Quality Control Plan
 - Familiarize yourself with MOBILIZATION requirements

Trimble Training



Training Request

To get authorized for training, contact the Tollway's WBPM (Web Based Program Management) support desk:

- **Email:** wbpm@getipass.com
- **Phone:** (630) 241-6800, ext. 6160
- They can send you a request for authorization form
- You will need to send the request to wbpm@getipass.com and cc the Tollway Project Manager for review / approval

Trimble Training



Training Approval

Upon receipt of your request and approval from the Tollway Project Manager, the Trimble team will sign you up for a two part training explaining how to navigate the system

Once training is complete, you may now begin using Trimble

Project Startup



IN BETWEEN TRIMBLE TRAINING COMPLETION BEYOND NOTICE TO PROCEED

- **Project Start Up**
 - Pre-Construction Meeting
 - One meeting that should be scheduled in advance of NTP
 - Advance MOT Meeting
 - (2) mandatory meetings
 - Subcontractor Approval Submission
 - A15 form composition (needs Subcontractor name, address, IDOT subcontractor approval number, contract value and FEIN)

Project Startup



IN BETWEEN TRIMBLE TRAINING COMPLETION BEYOND NOTICE TO PROCEED

- **ROCIP (PRIOR to NTP)**
 - ROCIP enrollment for Prime & Subcontractors (if applicable)
 - Enrollment must be completed electronically through the [Illinois Tollway Diversity Program System](#)
- **Schedule**
 - Project Baseline Schedule submission
 - Consider requesting waiver for P6 scheduling software
 - Compose schedule based on activities, durations, and sequencing
 - Include milestones in the contract as well as any impacts to the contract following initial approval

Project Startup



IN BETWEEN TRIMBLE TRAINING COMPLETION BEYOND NOTICE TO PROCEED

- **Quality Control**

- Quality Control Plan Submission
- Tollway template / format
- QC Manager must be qualified and fully INDEPENDENT of production / project execution
- Must include organizational structure of personnel, resumes and qualifications
- Concrete and asphalt QCP must be submitted separately (mix designs and approved sources)

Project Startup



IN BETWEEN TRIMBLE TRAINING COMPLETION BEYOND NOTICE TO PROCEED

- **Quality Control continued**
 - Once approved, subcontract QCP acknowledgements must be obtained and uploaded to Trimble
 - While onsite, the Prime Contractor must execute the agency's A1B Daily Report form and upload to Trimble

Project Startup



IN BETWEEN TRIMBLE TRAINING COMPLETION BEYOND NOTICE TO PROCEED

Common Submittals

- Quality Control Plan (QCP)
- Concrete Quality Control Plan (CQP)
- Asphalt Quality Control Plan
- Dust Control Plan
- Erosion Control Plan
- Earthwork Pan
- Material
- Aggregate
- Sealants
- Sewer & Water Structures
- Structural Calculations
- Shop Drawings
- Erection Plans
- Specialty Items
- Landscaping & Planting

Project Startup



IN BETWEEN TRIMBLE TRAINING COMPLETION BEYOND NOTICE TO PROCEED

- **PERMITS**
 - ND PES permit
 - IDOT permit
 - Storm Water Pollution Prevention Plan
 - Railroad Right of Entry & Flagger agreement
 - Traffic Control and Lane Closure Authorization
 - Utility and Crossing Permits

Project Startup



IN BETWEEN TRIMBLE TRAINING COMPLETION BEYOND NOTICE TO PROCEED

- **MOBILIZATION**

- 1st payment - After your baseline schedule is submitted, you can be paid 75% of Mobilization (but no more than 4.5% of the total Contract Award Amount) UNLESS the special provisions deem otherwise
- 2nd payment - When 10% or more of the Contract Award Amount has been earned and submitted on a partial pay estimate, an additional 25% of the mobilization item (but no more than 1.5% of the Contract Award Amount) will be paid

Project Execution



FOLLOWING NOTICE TO PROCEED

- **MEASURED WORK IN PLACE & PAY ESTIMATES**
 - Actual, completed quantity of a construction item physically installed and verified at a tollway project site
 - Work in place as defined by line items and plan quantities in the contract documents for inclusion in the pay estimate
 - No default frequency of pay estimates
 - Material certification must be submitted at the time of work put in place or payment will be held back

Project Execution



FOLLOWING NOTICE TO PROCEED

- **CHANGE MANAGEMENT**
 - **FORCE ACCOUNT**
 - **A force account** is a payment and tracking method used to pay for unforeseen or extra work by means of reimbursement for the actual costs of labor, equipment, and materials, plus a markup for overhead and profit
 - Work must be tracked on the Agency's A7 form
 - Time, equipment and material tracking is ***IDEALLY AGREED TO WHILE THE WORK IS BEING PERFORMED***

Project Execution



FOLLOWING NOTICE TO PROCEED

- **CHANGE MANAGEMENT**
 - **Lump Sum Proposal**
 - A fixed-price submitted by the prime to the Agency that outlines a specific scope of work and guarantees the scope will be completed for a set, non-negotiable price.
 - **Agreed Unit Price (AUP)**
 - New unit price for scopes of work in dedicated units of measure for items NOT included in the original schedule of values / proposal pages

Project Closeout



FOLLOWING SUBSTANTIAL COMPLETION

- Punchlist
- Material certification deficiency list
- Final quantity agreement
- Force account final value agreement
- Warranties
- Retention guidelines (Trimble process)
 - 10% for first half of the project
 - 5% at 50% completion
 - 1 to 2% following substantial completion

DIVERSITY AND STRATEGIC DEVELOPMENT

PROGRAMS

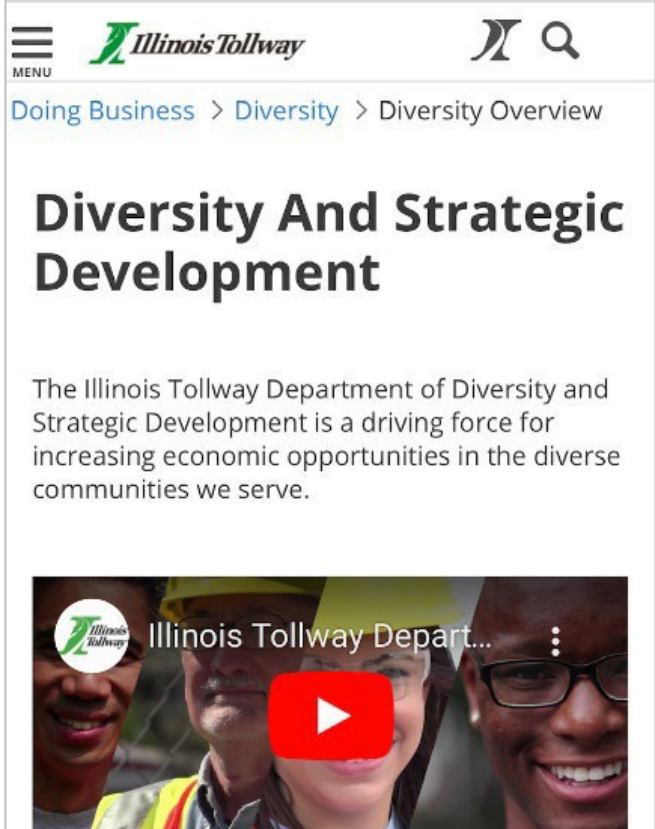
- Business assistance
- Mentoring and training
- Construction industry training and hiring opportunities

INITIATIVES

- Virtual outreach sessions
- Training webinars
- Contracting opportunity emails

REGISTER FOR TOLLWAY DIVERSITY ALERTS!

lperez@getipass.com



The screenshot shows the Illinois Tollway website's Diversity and Strategic Development page. At the top, there is a navigation bar with the Illinois Tollway logo, a menu icon, and a search icon. Below the navigation bar, the breadcrumb trail reads "Doing Business > Diversity > Diversity Overview". The main heading is "Diversity And Strategic Development". Below the heading, there is a paragraph of text: "The Illinois Tollway Department of Diversity and Strategic Development is a driving force for increasing economic opportunities in the diverse communities we serve." At the bottom of the screenshot, there is a video player showing a group of diverse people smiling, with a red play button overlay. The video title is "Illinois Tollway Depart...".



QUESTIONS



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SOCIAL MEDIA



THANK YOU

