



## Record of Meeting | March 25, 2021

The Illinois State Toll Highway Authority (“Tollway”) held the regularly scheduled Diversity and Inclusion Committee meeting on Thursday, March 25 2021. The meeting was held pursuant to the By-Laws of the Tollway upon call and notice of the meeting executed by Chairman Willard S. Evans, Jr. and posted in accordance with the requirements of the Open Meetings Act, 5 ILCS 120/1, *et seq.*

Due to necessary precautions relating to COVID-19, in accordance with the Gubernatorial Disaster Proclamation and current conditions, and consistent with the Open Meetings Act, it was determined by Chairman Willard S. Evans, Jr. that an in-person meeting of the body was neither practical nor prudent. In compliance with all conditions of Open Meetings Act, 5 ILCS 120/7(e), the Committee meeting was conducted by audio conference. A telephone access number was provided for members of the public to monitor and/or participate in the meeting.

*[Bolded entries indicate issues which may require follow-up to present or report to Directors.]*

## Call to Order / Roll Call

Committee Chair Davis called the Meeting to order at approximately 9:33 a.m., stating that this is the regularly scheduled meeting of the Diversity & Inclusion Committee of the Tollway Board of Directors. He then asked the Board Secretary to call the roll, those Directors present and absent being as follows:

Committee Members Present:
Committee Chair Stephen Davis
Director James Connolly
Director Jacqueline Gomez
Director Karen McConnaughay

Committee Members Not Present:
Director James Sweeney

Other Directors Present:
Director Alice Gallagher
Director Scott Paddock
Director Gary Perinar
Chairman Willard Evans, Jr.



The Board Secretary declared a quorum present.

## Public Comment

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Committee Chair Davis opened the floor for public comment. No public comment was offered.

## Committee Chair's Items

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Committee Chair Davis entertained a motion to approve **Committee Chair's Item 1**, the Minutes of the regular Diversity & Inclusion Committee meeting held on January 28, 2021 as presented. Director Gomez made a motion to approve the minutes, seconded by Director McConnaughay. Committee Chair Davis asked that the roll be called on the motion, the vote of yeas and nays being as follows:

Yeas: Director Gomez, Director McConnaughay, Director Connolly, Committee Chair Davis (4)

Nays: (0)

The motion PASSED.

Having no further items, Committee Chair Davis called on Executive Director José Alvarez.

## Executive Director's Items

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Executive Director Alvarez introduced Terry Miller, Chief of Diversity & Strategic Development, to present to the Committee an update on Tollway Diversity Initiatives. [See attached presentation.](#)

Committee Chair Davis thanked Mr. Miller for his presentation.

Executive Director Alvarez next introduced Dee Brookens, Chief Procurement and Compliance Officer, to present to the Committee a presentation on the Tollway's 2021 Disparity Studies. [See attached presentation.](#)

Committee Chair Davis thanked Ms. Brookens for her presentation.

## Items for Consideration

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### Procurement

Executive Director Alvarez called on Dee Brookens, Chief Procurement and Compliance Officer, to present to the Committee the following items:



*Item 1: Award of Contract 21-0023 to Colette Holt & Associates for the purchase of a Business Enterprise Program (“BEP”) Availability and Disparity Study in an amount not to exceed \$316,152.50 (CMS Joint Purchase).*

*Item 2: Award of Contract 20-0023 to Colette Holt & Associates for the purchase of an Illinois Tollway Availability and Disparity Study in an amount not to exceed \$372,800.00 (Tollway Request for Proposal).*

Director Paddock inquired if there are concerns about receiving only a single bid in response to the request for proposals for these items. Ms. Brookens responded in the affirmative, noting that outreach was performed to get feedback from all vendors that received the solicitation but did not bid. She further stated that the specialized nature of the industry is a factor in the limited number of responses.

Directors and staff discussed whether the Tollway’s disparity program might benefit from more frequent review. **Chairman Evans stated that staff should examine how assessments might occur more frequently to ensure timely analysis of the Tollway’s disparity programming is being performed. He also suggested that staff reach out to academic institutions and other potential vendors to develop relationships which might spur additional competition on bid solicitations for these services.**

Committee Chair Davis noted that the vendor for the proposed contracts will be seeking input from Directors through individual interviews.

Upon conclusion of the presentation and discussion of these items, Committee Chair Davis stated Director Gomez has indicated in advance her wish to recuse herself on Procurement Items 1 and 2.

Committee Chair Davis entertained a motion to approve **Procurement Item 1**, as presented. Director Connolly made a motion to approve this item, seconded by Director McConnaughay. Chair Davis asked that the roll be called on the motion, the vote of yeas and nays being as follows:

Yeas: Director Connolly, Director McConnaughay, Director Davis (3)

Nays: (0)

Recusals: Director Gomez (1)

The motion PASSED.



Minutes of the  
**Diversity & Inclusion Committee Meeting**

Committee Chair Davis entertained a motion to approve **Procurement Item 2**, as presented. Director Connolly made a motion to approve this item, seconded by Director McConnaughay. Chair Davis asked that the roll be called on the motion, the vote of yeas and nays being as follows:

Yeas: Director Connolly, Director McConnaughay, Director Davis (3)

Nays: (0)

Recusals: Director Gomez (1)

The motion PASSED.

**Adjournment**

There being no further business, Committee Chair Davis entertained a motion to adjourn. Director *Christi Regnery* made a motion to adjourn, seconded by Director McConnaughay. Chair Davis asked that the roll be called on the motion, the vote of yeas and nays being as follows:

Yeas: Director Gomez, Director McConnaughay, Director Connolly, Committee Chair Davis (4)

Nays: (0)

The motion PASSED.

The Meeting was adjourned at approximately 10:07 a.m.

Minutes taken by: \_\_\_\_\_

*Christi Regnery*  
Christi Regnery  
Board Secretary  
Illinois State Toll Highway Authority



# Illinois Tollway **DIVERSITY**

*Driving Economic Opportunities*

*Diversity and Inclusion Committee Presentation*  
*Terry Miller, Chief of Diversity and Strategic Development*  
March 25, 2021

# AGENDA

- 1. Small Business Initiative**
- 2. Partnering for Growth Program**
- 3. Outreach**
  - Weekly Webinars
  - Virtual Networking
  - Diversity Advisory Council
  - Move Illinois Quarterly
- 4. Technical Assistance Program**
- 5. Disparity Study**



# SMALL BUSINESS INITIATIVE TARGET PROJECTS

The Illinois Tollway is seeking **registered small businesses** to complete plaza improvements. The work will consist of nine contracts of similar size and scope throughout the system.

Work includes pavement marking removal and installation, sign removal and installation, electrical work, pavement rehabilitation, maintenance of traffic and miscellaneous work.

## INFORMATION ON CONTRACTS

<b>Expected Contract Ranges</b>	\$400,000 – \$2,000,000
<b>Expected Advertisements</b>	February 2021 – March 2021
<b>Anticipated Notice to Proceed</b>	May 2021 – July 2021
<b>Estimated Work Period</b>	May 2021 – November 2021
<b>Insurance Liability Coverage</b>	Tollway-supported (ROCIP)
<b>IDOT Prequalification</b>	Waived



Advertisement dates and bid opening dates are included in the Tollway's Construction Bid Letting Schedule.

**[VIEW THE BID LETTING SCHEDULE](#)**

# SMALL BUSINESS INITIATIVE

## Accomplishments

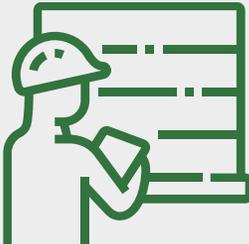
100\*

Contractors  
enrolled



9\*

Contract bid  
openings



35\*

Bids received



# PARTNERING FOR GROWTH PROGRAM

## Accomplishments

170

Total agreements  
to date



30

Protégé firms  
awarded Tollway  
prime contracts



5

New construction  
agreements in  
development



# 2021 OUTREACH

## Weekly Webinars



Weekly Webinar Series has connected with nearly 500 attendees to date in 2021

## Virtual Networking



Sessions have covered Small Business Initiative contracts, Professional Services Bulletin items, Partnering for Growth agreements and Violation Enforcement Program contract

## Diversity Advisory Council



Diversity Advisory Council's February 24 meeting welcomed the Black Contractors Owners & Executives as its newest member

## Move Illinois Quarterly



Breakout sessions helped firms understand how to prepare effective Statements of Interest and Capability Statements

# TECHNICAL ASSISTANCE PROGRAM

## Accomplishments

**750**

Clients assisted  
since 2016

**52**

Unique clients  
awarded Tollway  
contracts

**\$2.3 million**

Bid savings from clients winning  
prime bids in 2020



# DISPARITY STUDY





Illinois Tollway  
**DIVERSITY**

*Driving Economic Opportunities*

# THANK YOU



# ILLINOIS TOLLWAY

2021 Disparity Studies

RFP 20-0023

RFP 21-0023 (Joint CMS Study)

March 25, 2021



# WHAT IS A DISPARITY STUDY?

A disparity study is a comprehensive analysis of the market availability and utilization of businesses owned by historically underrepresented populations used to set diversity goals.

It is required to establish a legal basis for a diversity program that is not race or gender neutral, such as our BEP and DBE programs.



# DISPARITY STUDY GOALS

- **Develop and support programs and services** that will increase access to economic opportunities for historically underrepresented individuals, including minorities, ex-offenders, women, economically disadvantaged individuals and veterans.
- **Determine if the need exists** for such programming through a data-driven examination of market conditions for historically underrepresented businesses.
- **Establish attainable goals** which encompass DBE, MBE, SBA 8(a), and WBE firms for all eligible goods and services, construction and professional and consultant services contracts.
- Leverage resulting study when considering **the incorporation of remedies into existing programs** and when suggesting new programs, such as unbundling, small business set-asides, access to capital, and owner-provided insurance.



# RFP 20-0023

## CONSTRUCTION AND PROFESSIONAL SERVICES

This study will explore **whether disadvantaged, minority-owned and women-owned businesses (D/M/WBEs) have equal access** to Tollway contracts and ensure that Tollway-sponsored DBE programs adhere to legal standards.

### Key Facts

- Published on December 7, 2020 and sent to 1,485 vendors in BidBuy.
- Pre-bid conference on December 11, 2020 attended by three vendors.
- Single RFP response submitted by Colette Holt & Associates on January 6, 2021.
- Seven-person evaluation team comprised of members from the Tollway Compliance, Diversity, Engineering, and Legal Departments
- Collette Holt & Associates (proposed awardee) committed to 35.21% DBE goal.
- The selected vendor shall provide a written report within one (1) year of the Notice to Proceed.



# RFP 21-0023

## GOODS AND SERVICES

This study will determine **availability of ready, willing, able and qualified DBE/BEP for participation in non-construction goods and services** contracts while determining if a disparity exists, and if so, what solutions or remedies could be implemented.

### Key Facts

- Shared cost, CMS led procurement sent to 307 vendors in BidBuy.
- RFP published on October 21, 2020.
- Pre-bid conference on October 29, 2020 attended by a single vendor.
- Single RFP response submitted by Colette Holt & Associates on November 12, 2020.
- Proposal reviewed by a three-person panel comprised of CMS staff.
- Collette Holt & Associates (proposed awardee) committed to 35% BEP goal.
- The selected Vendor shall provide a written report within 12 months, with a total of 36 months afforded for contingencies.



# DISPARITY STUDY PROCESS

## Data Collection and Analysis

- Conduct elements and data collection
- Review case law and perform legal analysis
- Create master D/M/W/DBE Directory
- Review relevant DBE program and policy documents
- Review existing contract data
- Perform availability and utilization analysis
- Perform economy-wide and agency disparity analysis
- Perform Tollway contracts disparity analysis

## Stakeholder Engagement

- Conduct staff interviews
- Develop, update and maintain dedicated study website
- Conduct small group interviews
- Perform community outreach and public engagement
- Conduct business owner electronic survey
- Board Members

# NEXT STEPS

## Next Steps for the Illinois Tollway:





THANK YOU