



**MINORITY, WOMEN & EVANSTON BUSINESS ENTERPRISE
DEVELOPMENT COMMITTEE**

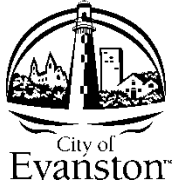
**Wednesday, March 15, 2017 6:30 P.M.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Aldermanic Library**

AGENDA

- 1. CALL TO ORDER / DECLARATION OF QUORUM**
- 2. APPROVAL OF MEETING MINUTES of February 15, 2017**
- 3. NEW BUSINESS**
- 4. UNFINISHED BUSINESS**
 - a. Procurement 101 April 21, 2017 - Planning**
 - b. LEP Participants Meeting, February 16, 2017 - debriefing**
 - c. Union and Workforce Development Meeting, March 9, 2017 - debriefing**
- 5. STAFF REPORTS**
 - a. Economic Development - Small Business Initiative**
 - b. M/W/EBE Tracking Report**
 - c. LEP Tracking Report**
 - d. LEP Summary - 2017 Capital Planning Projects - Tentative Schedule**
 - e. Workforce Collaborative with NU Update**
- 6. ADJOURNMENT**
- 7. NEXT MEETING: Wednesday, April 19, 2017**

Order & Agenda Items are subject to change. Information about the Minority, Women & Evanston Business Enterprise Development Committee (M/W/EBE) is available at: www.cityofevanston.org/mwebecommittee. Questions can be directed to Tammi Nunez at 847-866-2935.

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**MINORITY, WOMEN & EVANSTON BUSINESS ENTERPRISE (M/W/EBE)
DEVELOPMENT COMMITTEE**

Wednesday, February 15, 2017

6:30 P.M.

Lorraine H. Morton Civic Center, 2100 Ridge Ave, Aldermanic Library

MEMBERS PRESENT: Ald. Peter Braithwaite, Joshua Gutstein, Yves Lassere, Jean Murphy, Jessica Oldani, Kenneth Rodgers and Robin Simmons

MEMBERS ABSENT: Ald. Brian Miller and Bob Reece

STAFF PRESENT: Assistant City Manager Martin Lyons, Purchasing Manager Tammi Nunez, Business Workforce Development Coordinator Sharon Johnson, and Economic Development Specialist Cindy Plante

PRESIDING MEMBER: Ald. Braithwaite

1. Declaration of a Quorum

With a quorum present, Chair Braithwaite called the meeting to order at 6:35 pm.

2. Approval of Meeting Minutes

Motion to approve January 18, 2017 minutes with following corrections noted Le Tour de Noir "Entreprise" Evanston and Yves Lassere with amend changes was made by Joshua Gutstein and seconded by Yves Lassere. **Vote called and taken. Motion passed unanimously.**

3. New Business

4. Unfinished Business

a. Procurement 101 Workshop

- The Procurement 101 Workshop is scheduled on April 21, 2017 from 8am-12pm. Sub-Committee met and drafted "Did You Know" flyer. Ms. Olddani reviewed the flyer with Committee; additional changes and suggestions were discussed. The sub-committee will bring another a second draft to the March 15, 2017 meeting.

b. LEP Participants Update Meeting (union card carrying members)

- Participants meeting will be held Thursday, February 16, 2017 at the Civic Center. Sharon Johnson gave a brief update for meeting. The meeting will be moved from Parasol Room on the 4th floor to either 2402 or 2404. Allen Anderson from Northwestern will also speak at meeting in addition to the City followed by question and answers from participants.

c. Union Update with Workforce Development Meeting (non-union)

- Union meeting will be held Thursday, March 9, 2017 at the Levy Center. Sharon Johnson gave a brief update for meeting currently still collecting the unions to participate at the fair. The flyer for this meeting will be forth coming. Ms. Johnson reached out to eleven unions. Potential participants include the following unions: Electricians, Carpenters, Glaziers, Tuck-Pointing, Labors, Drywall, Pipe Fitting and Sheet Metal.

5. Staff Reports

a. Economic Development

- Small Business Initiative – Economic Development Specialist Cindy Plante shared the work of Sub-committee (Sub-Committee members: J. O Oldani, R. Simmons; City staff M. Lyons and C. Plante). Ms. Plante walked the Committee through the draft Entrepreneurship Support Program (revised name) – Application Instructions & Guidelines, February 2017; focusing on the program purpose and overview; funding source; eligibility criteria and services. Committee members gave additional information that would be helpful.
- Ms. Simmons will send the group a sample business plan to review for use (after tweaks) with application.
- Possible rollout of program and application will take place after ED final review approval (ED Committee, ED and Health Department Directors) then City Council review and approval.

b. MWEBE Tracking Report

- MWEBE tracking report was presented by Business Workforce Development Coordinator S. Johnson.

c. LEP Tracking Report

- Ms. Johnson stated the tracking report included one new LEP eligible project, Robert Crown Community Center Ice Complex with Woodhouse Tinucci Architects; Mr. Lyons explained the contractor will hire less MWEBE's during the first phase of the project (design and outreach); will see more MWEBE hiring by Woodhouse Tinucci Architects during the second phase of the project (construction drawings, site supervision and ect.) overall the project will have over 30% MWEBE participation.
- LEP Penalty Update Ms. Johnson walked the Committee through 2013 – 2015 funds total of penalties collected for three years minus training and events held during this period; Total LEP funds to date collected is \$65,078.45.

d. Capital Planning Projects and LEP Summary

- The LEP Capital February report was presented to the committee by M. Lyons.

e. Workforce Collaborative with Northwestern update

- Meeting was held with Northwestern, Oakton and City staff to address lack of skilled labor in the city. Oakton will take the lead with Northwestern working closely with them. Oakton will prepare a proposal to developing curriculum to address the issue.

6. Adjournment

Motion to adjourn made by Dr. Jean Murphy and seconded by Kenneth Rodgers. **Vote called and taken. Motion passed unanimously.** Meeting adjourned at 7:52 pm.

Respectfully Submitted,
Tammi Nunez, Purchasing Manager

2017 MWEBE Goal Compliant

| Dept. | Date | RFP/Bid | Project Title | Total Bid Amt | Total Labor Cost / LEP Labor Cost | % MWEBE | Name of MWEBE | M BE | W BE | E BE | D BE | Subcontract Amount |
|----------------------|-----------|-----------|--|---------------|-----------------------------------|---|----------------------|----------|----------|----------|----------|---------------------|
| FAC | 1/9/2017 | RFP 16-72 | 2017-19 Multi Year Janitorial Services | \$120,576.00 | - | Eco Clean Maintenance Inc. | | | | | | \$50,103.00 |
| | | | | | | 41.5% | Dust Em Clean | X | | | | |
| PWA | 1/9/2017 | RFP 16-73 | Emerson Street Traffic Signals Moderization | \$86,100.00 | - | Terra Engineering Ltd. | | | | | | \$77,100.00 |
| | | | | | | 89.5% | Terra Engineering | | X | | | |
| PWA | 1/9/2017 | RFP 16-47 | Main Street Corridor Improvement Project (Revised) | \$77,800.84 | - | Stanley Consultants | | | | | | \$13,425.00 |
| | | | | | | 5.5% | Vested Strategies | | | X | | |
| | | | | | | 19.4% | Environmental Design | X | | | | |
| | | | | | | 2.3% | AES Services | X | | | | |
| | | | | | | 4.6% | Rubino Engineering | | X | | | |
| PWA | 1/23/2017 | RFQ 16-61 | Robert Crown Community Center Ice Complex | \$497,500.00 | - | Woodhouse Tinucci Architects (RFQ not LEP eligible) | | | | | | \$25,000.00 |
| | | | | | | 5% | Stearn-Joglekar | X | | | | |
| | | | | | | 1.6% | CCIM | X | | | | |
| | | | | | | 5.6% | Terra Engineering | | X | | | |
| | | | | | | 1% | Grumman/Butkus | | | X | | |
| | | | | | | 1% | Ann Kustner Lighting | | | X | | |
| January Total | | | | \$781,976.84 | | | | | | | | \$276,003.84 |
| Total to Date | | | | \$781,976.84 | | 35.2% | | 5 | 3 | 3 | 0 | \$276,003.84 |

| Dept. | Date | RFP/Bid | Project Title | Total Bid Amt | Total Labor Cost / LEP Labor Cost | % MWEBE | Name of MWEBE | M BE | W BE | E BE | D BE | Subcontract Amount |
|-----------------------|-----------|-----------|---|----------------|-----------------------------------|--------------|--|------|------|------|------|-----------------------|
| PWA | 2/13/2017 | RFP 16-74 | Robert Crown Community Center Ice Complex | \$123,212.00 | - | | Stanley Consultants | | | | | |
| | | | | | | 25% | Milhouse Engineering Constr | X | | | | \$30,803.00 |
| PWA | 2/27/2017 | RFP 17-02 | Material Testing Services | \$150,000.00 | - | | Interra Engineering Services | | | | | |
| | | | | | | 95% | Interra Engineering Services | X | | | | \$142,500.00 |
| February Total | | | | \$273,212.00 | | | | | | | | \$173,303.00 |
| Total to Date | | | | \$1,055,188.84 | | 42.5% | | 6 | 3 | 3 | 0 | \$449,306.84 |
| PWA | 3/13/2017 | RFQ 16-75 | Howard Street Corridor Improvement Proj | \$289,820.70 | - | | Christopher Burke Engineering (RFQ not LEP eligible) | | | | | |
| | | | | | | 8.6% | Altamanu Inc. | | X | | | \$25,000.00 |
| | | | | | | 1.8% | Fish Transportation | | X | | | \$5,000.00 |
| | | | | | | 8.9% | GSG Consultants | X | | | | \$26,075.00 |
| | | | | | | 16.2% | Metro Strategies | | X | | | \$46,990.00 |
| PWA | 3/13/2017 | Bid 17-05 | Fountain Square Renovation | \$5,847,266.70 | - | | Copenhaver Construction (LEP Eligible) | | | | | |
| | | | | | | 27.2% | Alas Trucking | X | | | | \$1,595,444.00 |
| PWA | 3/13/2017 | Bid 17-12 | 50/50 Sidewalk Replacement Project | \$208,900.00 | - | | Schroeder & Schroeder Inc. | | | | | |
| | | | | | | 27.8% | Ozinga Ready Mix | | | X | | \$58,000.00 |
| PWA | 3/13/2017 | RFP 17-07 | Howard Street Theater | \$150,455.00 | - | | Ross Barney Architects | | | | | |
| | | | | | | 47% | Ross Barney Architects | | X | | | \$70,810.00 |
| | | | | | | 35% | Primera Engineering | | X | | | \$52,800.00 |
| March Total | | | | \$6,496,442.40 | | | | | | | | \$1,880,119.00 |
| Total to Date | | | | \$7,551,631.24 | | 30.8% | | 8 | 8 | 4 | 0 | \$2,329,425.84 |

2017 MWEBE Goal Waived

| Dept. | Date | RFP/Bid # | Base Bid Amount | Project Title | Company | Reason Waived |
|-------|-----------|-----------------|---------------------|--|-------------------------------------|--|
| HLT | 1/23/2017 | RFP 16-70 | \$30,000.00 | Agreement for City Wide Rodent Control | Smithereen Pest Control (Niles, IL) | Precludes Subcontracting Opportunities |
| | | January | \$30,000.00 | | | |
| | | To Date | \$30,000.00 | | | |
| PWK | 2/13/2017 | No Bid # | \$354,947.00 | Fog Houses Roof Improvements | DBS /Garland (Cleveland, OH) | Precludes Subcontracting Opportunities |
| | | February | \$354,947.00 | | | |
| | | To Date | \$384,947.00 | | | |
| PWK | 3/13/2017 | Bid 17-15 | \$210,078.00 | 2017 CIPP Sewer Rehab Contract A | Hoerr Construction Peoria, IL | Precludes Subcontracting Opportunities |
| | | March | \$210,078.00 | | | |
| | | To Date | \$595,025.00 | | | |

M/W/EBE Tacking Report Legend

- PWA Public Works Agency
- ADM Administration
- HLT Health
- IT Information Technology
- CED Com Econ Dev
- LIB Library

LEP SUMMARY - 2017 CAPITAL PLANNING PROJECTS

| Project Name | 2017 Budget (see note 1) | Contract Award | Quarter for Advert. / Contract Award | LEP Eligible? | Comments | Is General Contractor an MWEBE? |
|--|-----------------------------|----------------------|---|------------------|-------------------------------|--|
| LEP ELIGIBLE | | | | | | |
| Fountain Square Renovation | \$ 4,740,000 | \$ 5,900,267 | 3/13/2017 | Yes | | No |
| 2017 Water Main and Street Resurfacing | \$ 3,330,000 | | 2017 1Q | Yes | | |
| Main Library - Interior Renovations | \$ 2,500,000 | | TBD | Yes | | |
| 2017 Parking Lot Rehabilitation | \$ 1,775,000 | | 2017 2Q | Yes | | |
| Fleetwood HVAC/Elec Upgrades | \$ 1,700,000 | | 2017 1Q | Yes | | |
| Howard Street Theater - Construction | \$ 1,500,000 | | 2017 4Q | Yes | | |
| Distribution System - Retail Water Meter Replacement | \$ 1,220,000 | | 2017 1Q | Yes | | |
| James Park - North Fields | \$ 1,000,000 | | 2017 2Q | Yes | | |
| 2017 Alley Paving | \$ 816,000 | | 2017 2Q | Yes | | |
| Church St Harbor South Pier Reconstruction | \$ 580,000 | | 2017 2Q | Yes | | |
| Parking Garage Coating Rehab - Sherman Ave and Maple Ave | \$ 500,000 | | 2017 4Q | Yes | | |
| Gibbs Morrison Site Improvements | \$ 403,000 | | 2017 3Q | Yes | | |
| Chandler Electrical Upgrades | \$ 400,000 | | 2017 4Q | Yes | | |
| Fog House Roof and Masonry Repairs | \$ 400,000 | \$ 354,947 | 2/13/2017 | Yes | | No |
| South Standpipe - MCC and Storage Bldg Repair | \$ 335,000 | | 2017 4Q | Yes | | |
| Garnet Place, CTA Viaduct to East, Resurfacing | \$ 300,000 | | 2017 2Q | Yes | | |
| 2017 CIPP Sewer Rehabilitation Contract B | \$ 275,000 | | 2017 2Q | Yes | | |
| Main Library - Weatherproofing - Ph 2 and 3 | \$ 250,000 | | TBD | Yes | | |
| Main Library - Parking Garage Renovations | \$ 250,000 | | TBD | Yes | | |
| Civic Center Security Improvements | \$ 175,000 | | 2017 4Q | Yes | Multi-year budget >\$175,000 | |
| | | | | | | |
| TOTAL LEP ELIGIBLE | \$ 22,449,000 | \$ 6,255,214 | | | | |
| LEP INELIGIBLE PROJECTS - BY FUNDING RESTRICTIONS | | | | | | |
| Sheridan Road/Chicago Avenue Improvements | \$ 8,804,800 | \$ 10,731,044 | 2/8/2017 | No | ITEP funding; awarded by IDOT | |
| Treated Water Storage Replacement | \$ 3,000,000 | | 2017 3Q | No | IEPA SRF program funding | |
| 2017 MFT Street Resurfacing | \$ 1,391,000 | | 2017 2Q | No | MFT funding | |
| Lining Small Dia Water Main on Private Easement | \$ 1,300,000 | | 2017 2Q | No | IEPA SRF program funding | |
| Large Dia Sewer Rehab - Mulford St Extension | \$ 600,000 | | 2017 2Q | No | IEPA SRF program funding | |
| 2017 CDBG Street and Alley Resurfacing | \$ 210,000 | | 2017 2Q | No | CDBG funding | |
| | | | | | | |
| TOTAL LEP INELIGIBLE BY FUNDING SOURCE | \$ 15,305,800 | \$ 10,731,044 | | | | |

LEP SUMMARY - 2017 CAPITAL PLANNING PROJECTS

| Project Name | 2017 Budget (see note 1) | Contract Award | Quarter for Advert. / Contract Award | LEP Eligible? | Comments | Is General Contractor an MWEBE? |
|---|-----------------------------|---------------------|---|------------------|-------------------------------|--|
| LEP INELIGIBLE PROJECTS - BY PROJECT TYPE | | | | | | |
| Crown Center Consulting Services | \$ 1,500,000 | \$ 625,500 | 1/23/2017 | No | Architect + Fundraising | No |
| Cameras - Security | \$ 825,000 | | 2017 2Q | No | Commodity purchase | |
| Inspection of Large Dia Water Main | \$ 650,000 | | 2017 2Q | No | Professional services | |
| 2017 Street Patching Program | \$ 600,000 | \$ 600,000 | 3/13/2017 | No | Govt Joint Purchasing Program | No |
| Sheridan Road/Chicago Avenue - Constr Engr | \$ 500,000 | | 2017 1Q | No | Engineering services | |
| 30" Downtown Feeder Main Rehab - Engr Svcs | \$ 400,000 | | 2017 2Q | No | Engineering services | |
| Howard Street Corridor, Dodge to Custer - Engr | \$ 300,000 | \$ 289,821 | 3/13/2017 | No | Engineering services | No |
| Water Treatment Plant - SCADA System Upgrades | \$ 260,000 | | 2017 4Q | No | Engineering services | |
| Fountain Square Construction Engineering | \$ 180,000 | \$ 345,634 | 3/13/2017 | No | Engineering services | No |
| Main Street Commons/Corridor - Design Engr | \$ 175,000 | \$ 170,868 | 1/9/2017 | No | Engineering services | No |
| CMMS Software Implementation | \$ 170,000 | | TBD | No | Engineering services | |
| Main St, Maple to Hinman - Design Engr | \$ 150,000 | | 2017 2Q | No | Engineering services | |
| Streetlight Master Plan Study | \$ 150,000 | | 2017 1Q | No | Engineering services | |
| Traffic Signals - Emerson@ Maple/Elgin/Bensen/ Dodge - Engr | \$ 150,000 | \$ 86,100 | 1/9/2017 | No | Engineering services | Yes |
| Network Switch Reliability | \$ 125,000 | | 2017 2Q | No | Commodity purchase | |
| Howard Street Theater - Arch Svcs | \$ 100,000 | \$ 150,455 | 3/13/2017 | No | Architect services | Yes |
| Streetlight Purchase | \$ 100,000 | | 2017 2Q | No | Commodity purchase | |
| Civic Center Boiler Replacement - Engr Svcs | \$ 100,000 | | 2017 2Q | No | Engineering services | |
| Water Treatment Plant - Lab HVAC - Engr Svcs | \$ 90,000 | | 2017 4Q | No | Engineering services | |
| Chandler HVAC/Elec Improvements - Engr Svcs | \$ 75,000 | | 2017 1Q | No | Engineering services | |
| Generator Study | \$ 70,000 | | 2017 1Q | No | Engineering services | |
| Chicago Ave Corridor Impr, Howard to Main - Survey | \$ 50,000 | | 2017 2Q | No | Engineering services | |
| Ecology Center Crawspace - Engr Svcs | \$ 50,000 | | 2017 3Q | No | Engineering services | |
| Parking Garage Coaling Rehab - Sherman Ave and Maple Ave - Arch Svcs | \$ 50,000 | | 2017 2Q | No | Architect services | |
| Data Center Study | \$ 50,000 | | 2017 2Q | No | Engineering services | |
| Water Treatment Plant - Security Equipment | \$ 50,000 | | 2017 2Q | No | Commodity purchase | |
| South Standpipe - MCC and Storage Bldg Repair - Engr Svcs | \$ 40,000 | \$ 123,212 | 2/13/2017 | No | Engineering services | No |
| Water Treatment Plant - Upgrade Flushing Water | \$ 40,000 | | 2017 4Q | No | Commodity purchase | |
| Bridge Inspection | \$ 30,000 | | 2017 2Q | No | Engineering services | |
| Water Treatment Plant - Turbidimeter Replacement | \$ 25,000 | | 2017 2Q | No | Commodity purchase | |
| Distribution System - In-house water meters | \$ 20,000 | | 2017 2Q | No | Commodity purchase | |
| Distribution System - Pressure Gauges | \$ 20,000 | | 2017 1Q | No | Commodity purchase | |
| Water Treatment Plant - Door Impr - Arch Svcs | \$ 15,000 | | 2017 1Q | No | Architect Services | |
| | | | | | | |
| TOTAL LEP INELIGIBLE BY PROJECT TYPE | \$ 7,110,000 | \$ 2,391,590 | | | | |

LEP SUMMARY - 2017 CAPITAL PLANNING PROJECTS

| Project Name | 2017 Budget (see note 1) | Contract Award | Quarter for Advert. / Contract Award | LEP Eligible? | Comments | Is General Contractor an MWEBE? |
|--|-----------------------------|-------------------|---|------------------|------------|--|
| LEP INELIGIBLE PROJECTS <\$250,000 IN VALUE | | | | | | |
| North Branch Library - Exterior Improvements | \$ 249,500 | | TBD | No | <\$250,000 | |
| 2017 CIPP Sewer Rehabilitation Contract A | \$ 225,000 | \$ 210,088 | 3/13/2017 | No | <\$250,000 | No |
| Chandler - Exterior Waterproofing | \$ 200,000 | | 2017 3Q | No | <\$250,000 | |
| Dempster Beach House Renovations | \$ 200,000 | | 2017 2Q | No | <\$250,000 | |
| Sewer Drainage Structure Lining | \$ 155,000 | | 2017 2Q | No | <\$250,000 | |
| Comprehensive Signage | \$ 150,000 | | 2017 3Q | No | <\$250,000 | |
| Fleetwood Restroom Improvements | \$ 150,000 | | 2017 2Q | No | <\$250,000 | |
| Neighborhood Public Art | \$ 150,000 | | TBD | No | <\$250,000 | |
| North Branch Library - 2022 Central St Impr | \$ 150,000 | | TBD | No | <\$250,000 | |
| North Branch Library - Roof and Gutter Replacement | \$ 150,000 | | TBD | No | <\$250,000 | |
| Sidewalk - 50/50 Replacement | \$ 150,000 | \$ 209,000 | 3/13/2017 | No | <\$250,000 | No |
| North Standpipe - Fiber Optic From FS#5 | \$ 120,000 | | TBD | No | <\$250,000 | |
| Water Treatment Plant - Door Improvements | \$ 115,000 | | 2017 4Q | No | <\$250,000 | |
| Loveland Park Pond Rehabilitation | \$ 100,000 | | 2017 2Q | No | <\$250,000 | |
| Levy Center Solar Panel Installation | \$ 100,000 | | 2017 1Q | No | <\$250,000 | |
| 2017 Pavement Marking | \$ 90,000 | | 2017 2Q | No | <\$250,000 | |
| Ecology Center - Roofing/Clerestory/Masonry | \$ 80,000 | | 2017 3Q | No | <\$250,000 | |
| North Branch Library - Asbestos Remediation | \$ 75,000 | | TBD | No | <\$250,000 | |
| Roof Patching - Misc Facilities | \$ 50,000 | | 2017 3Q | No | <\$250,000 | |
| Main Library - Generator | \$ 50,000 | | TBD | No | <\$250,000 | |
| Water Treatment Plant - Crack Repair in Low Lift Suction Tunnels | \$ 50,000 | | 2017 4Q | No | <\$250,000 | |
| Fire Station 1,2,4 - Bunkroom Upgrades | \$ 30,000 | | 2017 2Q | No | <\$250,000 | |
| TOTAL LEP INELIGIBLE PROJECTS <\$250,000 | \$ 2,789,500 | \$ 419,088 | | | | |

Note 1. This is for 2017 funding only. Projects occurring over multiple years may have a larger overall budget than is shown here.