



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

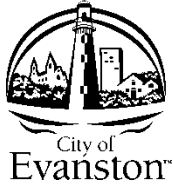
**Wednesday, April 19, 2017 6:30 P.M.  
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Aldermanic Library**

**AGENDA**

- 1. CALL TO ORDER / DECLARATION OF QUORUM**
- 2. APPROVAL OF MEETING MINUTES of March 15, 2017**
- 3. UNFINISHED BUSINESS**
  - a. Procurement 101 April 21, 2017 update**
  - b. NU/ LEP Meeting Report**
- 4. STAFF REPORTS**
  - a. Economic Development - Small Business Initiative**
  - b. M/W/EBE and LEP Tracking Report**
  - c. LEP Summary - 2017 Capital Planning Projects - Tentative Schedule**
- 5. NEW BUSINESS**
  - a. Assist Agencies Certification process - Ordinance**
- 6. ADJOURNMENT**
- 7. NEXT MEETING: Wednesday, May 17, 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](http://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, March 15, 2017

6:30 P.M.

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

**MEMBERS PRESENT:** Ald. Peter Braithwaite, Joshua Gutstein, , Jean Murphy, Jessica Oldani, Bob Reece, and Robin Simmons

**MEMBERS ABSENT:** Ald. Brian Miller, Yves Lassere and Kenneth Rodgers

**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:** Senior Committee Member R. Simmons and Ald. Braithwaite

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1. Declaration of a Quorum

With a quorum present, Senior Committee Member R. Simmons called the meeting to order at 6:43 pm.

2. Approval of Meeting Minutes

Motion to approve February 15, 2017 by Dr. Jean Murphy and seconded by Bob Reese. **Vote called and taken. Motion passed unanimously.**

3. New Business - None

4. Unfinished Business

a. Procurement 101 Workshop

- The Procurement 101 Workshop scheduled on April 21, 2017 from 8am-12pm. J. Oldani provided a revised flyer to the Committee. Discussion to approach additional businesses and extend an invitation to participate as workshop presenters; if there is an interest if they cannot this year possibly next year.

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

- Meeting was held Thursday, February 16, 2017 at the Civic Center. Mr. Anderson from Northwestern University reaffirmed their commitment to the LEP program and partnering with the city. Ms. Johnson will provide a full report from Northwestern University at the next meeting.

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

- Meeting was held Thursday, March 9, 2017 at the Levy Center. M. Lyons reported the meeting was a huge success and that the seminar will help re-populate the LEP list with qualified individuals.
- Sharon Johnson reported (7) seven major union shops participated; approximately 80 – 85 attendees; excellent feedback from attendees (received great information). Working on follow up with union reps to get there feedback on what worked/ what didn't work.
- Also in attendance were (2) two of NU major contractors (W. B. Olson and Bulley Andrews) and Construction Industry Service Corporation (CISCO) were also on hand. CISCO primarily works to strengthen unionize the construction industry in the Chicagoland area; they are a one stop shop for all unions and possibly could provide assistance with planning Evanston union meeting in the future.

## 5. Staff Reports

### a. Economic Development

- Small Business Initiative – Economic Development Specialist Cindy Plante presented Entrepreneurship Support Program Development Update memo and revised Application Instruction & Guidelines draft. The memo included a summary of changes that were incorporated into the document and feedback from the last meeting into the current draft program guidelines and application.
- The Committee requested staff move the Application Instruction & Guidelines in its present form with additional minor edits to the application discussed to Council April 17th meeting. Staff to add possible concerns that were discussed in meeting to memo.

### b. MWEBE Tracking Report

- Ms. Johnson reported activity on LEP eligible project \$5.8 million for Fountain Square Renovation with Copenhaver Construction; awaiting pre-construction meeting to be held at this time. Currently we are at 30.8% of the MWEBE goal (exceed by a little over 5% of city goal).
- Request to add LEP Penalty updates as a standing report; Ms. Johnson reported 2016 amount of \$9,200 collected and YTD penalties total of \$74,279.

### c. LEP Tracking Report included in above report.

### 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

- No updates at this time.

## 6. Adjournment

Motion to adjourn made by Jessica Oldani and seconded by Robin Simmons. **Vote called and taken. Motion passed unanimously.** Meeting adjourned at 7:54 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.                          |      |      |      |      |                     |
|                      |           |           |  |               |                                   | 41.5%        | Dust Em Clean                                       | X    |      |      |      | \$50,103.00         |
| PWA                  | 1/9/2017  | RFP 16-73 | Emerson Street Traffic Signals Moderization        | \$86,100.00   | -                                 |              | Terra Engineering Ltd.                              |      |      |      |      |                     |
|                      |           |           |  |               |                                   | 89.5%        | Terra Engineering                                   |      | X    |      |      | \$77,100.00         |
| PWA                  | 1/9/2017  | RFP 16-47 | Main Street Corridor Improvement Project (Revised) | \$77,800.84   | -                                 |              | Stanley Consultants                                 |      |      |      |      |                     |
|                      |           |           |  |               |                                   | 5.5%         | Vested Strategies                                   |      |      | X    |      | \$13,425.00         |
|                      |           |           |  |               |                                   | 19.4%        | Environmental Design                                | X    |      |      |      | \$47,613.84         |
|                      |           |           |  |               |                                   | 2.3%         | AES Services  | X    |      |      |      | \$5,584.00          |
|                      |           |           |  |               |                                   | 4.6%         | Rubino Engineering                                  |      | X    |      |      | \$11,178.00         |
| PWA                  | 1/23/2017 | RFQ 16-61 | Robert Crown Community Center Ice Complex          | \$497,500.00  | -                                 |              | Woodhouse Tinucci Architects (RFQ not LEP eligible) |      |      |      |      |                     |
|                      |           |           |  |               |                                   | 5%           | Stearn-Joglekar                                     | X    |      |      |      | \$25,000.00         |
|                      |           |           |  |               |                                   | 1.6%         | CCIM  | X    |      |      |      | \$8,000.00          |
|                      |           |           |  |               |                                   | 5.6%         | Terra Engineering                                   |      | X    |      |      | \$28,000.00         |
|                      |           |           |  |               |                                   | 1%           | Grumman/Butkus                                      |      |      | X    |      | \$5,000.00          |
|                      |           |           |  |               |                                   | 1%           | Ann Kustner Lighting                                |      |      | X    |      | \$5,000.00          |
| <b>January Total</b> |           |           |  | \$781,976.84  |                                   |              |   |      |      |      |      | \$276,003.84        |
| <b>Total to Date</b> |           |           |  | \$781,976.84  |                                   | <b>35.2%</b> |   | 5    | 3    | 3    | 0    | <b>\$276,003.84</b> |
| PWA                  | 2/13/2017 | RFP 16-74 | Robert Crown Community Center Ice Complex          | \$123,212.00  | -                                 |              | Stanley Consultants                                 |      |      |      |      |                     |

| 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    |
|-----------------------|-----------|-----------|---|----------------|-----------------------------------|--------------|--|------|------|------|------|-----------------------|
|                       |           |           |   |                |                                   | 25%          | Milhouse Engineering Constr                          | X    |      |      |      | \$30,803.00           |
| <b>PWA</b>            | 2/27/2017 | RFP 17-02 | Material Testing Services               | \$150,000.00   | -                                 |              | Interra Engineering Services                         |      |      |      |      |                       |
|                       |           |           |   |                |                                   | 95%          | Interra Engineering Services                         | X    |      |      |      | \$142,500.00          |
| <b>February Total</b> |           |           |   | \$273,212.00   |                                   |              |  |      |      |      |      | \$173,303.00          |
| <b>Total to Date</b>  |           |           |   | \$1,055,188.84 |                                   | <b>42.5%</b> |  | 6    | 3    | 3    | 0    | <b>\$449,306.84</b>   |
| <b>PWA</b>            | 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           |
| <b>PWA</b>            | 3/13/2017 | Bid 17-05 | Fountain Square Renovation              | \$5,847,266.70 | \$2,700,000 / \$405,000           |              | Copenhaver Construction (LEP Eligible)               |      |      |      |      |                       |
|                       |           |           |   |                |                                   | 27.2%        | Alas Trucking  | X    |      |      |      | \$1,595,444.00        |
| <b>PWA</b>            | 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           |
| <b>PWA</b>            | 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           |
| <b>PWA</b>            | 3/27/2017 | RFP 17-08 | Chandler- Newberger Community Center    | \$80,965.00    | -                                 |              | Clark Dietz, Inc.                                    |      |      |      |      |                       |
|                       |           |           |   |                |                                   | 16.4%        | Delta Engineering Group                              | X    |      |      |      | \$13,300.00           |
|                       |           |           |   |                |                                   | 8.6%         | Elliot Dudnik & Associates                           |      |      | X    |      | \$7,000.00            |
| <b>March Total</b>    |           |           |   | \$6,577,407.40 |                                   |              |  |      |      |      |      | \$1,900,419.00        |
| <b>Total to Date</b>  |           |           |   | \$7,632,596.24 |                                   | <b>30.7%</b> |  | 9    | 8    | 5    | 0    | <b>\$2,349,725.84</b> |

| 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                  | 4/10/2017 | Bid 17-03 | 2017 Water Main Improvements & Street Resurfacing Project | \$2,659,267.00  | \$200,000 / \$30,000              |            | Joel Kennedy Constructing Corporation (LEP Eligible)   |      |      |      |      |                       |
|                      |           |           |   |                 |                                   | 7%         | Ozinga Ready Mix                                       |      |      | X    |      | \$190,000.00          |
|                      |           |           |   |                 |                                   | 1.8%       | E. King Construction                                   |      | X    |      |      | \$50,000.00           |
|                      |           |           |   |                 |                                   | 2%         | Menini Cartage, Inc.                                   |      | X    |      |      | \$55,000.00           |
|                      |           |           |   |                 |                                   | 2.2%       | Orient Express Service                                 | X    |      |      |      | \$60,000.00           |
|                      |           |           |   |                 |                                   | 3.5%       | Chicagoland Truckin' Company                           | X    |      |      |      | \$92,000.00           |
|                      |           |           |   |                 |                                   | .3%        | Midwest Rem Enterprises                                | X    |      |      |      | \$10,000.00           |
|                      |           |           |   |                 |                                   | .8%        | Roughneck Concrete Drilling                            |      | X    |      |      | \$23,769.00           |
|                      |           |           |   |                 |                                   | 6%         | Barrera Construction Inc.                              | X    |      |      |      | \$160,000.00          |
| PWA                  | 4/17/2017 | Bid 17-04 | 2017 Motor Fuel Tax Street Resurfacing Project            | \$977,779.00    |                                   |            | J.A. Johnson (not LEP Eligible - MFT federally funded) |      |      |      |      |                       |
|                      |           |           |   |                 |                                   | 9.8%       | Ozinga Ready Mix                                       |      |      | X    |      | \$96,750.00           |
|                      |           |           |   |                 |                                   | .7%        | D2K Traffic Equipment                                  | X    |      |      |      | \$7,141.78            |
|                      |           |           |   |                 |                                   | 7.5%       | Galaxy Underground, Inc                                |      | X    |      |      | \$73,950.00           |
|                      |           |           |   |                 |                                   | .8%        | Highway Safety Group                                   | X    |      |      |      | \$8,000.00            |
| <b>April Total</b>   |           |           |   | \$3,637,046.00  |                                   |            |  |      |      |      |      | \$826,610.78          |
| <b>Total to Date</b> |           |           |   | \$11,269,642.24 |                                   | <b>28%</b> |  | 15   | 12   | 7    |      | <b>\$3,176,336.62</b> |

| LEP Penalty Total 2013-2015 | Year to Date 2016 | Total       |
|-----------------------------|-------------------|-------------|
| \$61,631.45                 | \$10,443.00       | \$72,074.45 |

| M/W/EBE Tacking Report Legend |
|-------------------------------|
| - PWA Public Works Agency     |
| - ADM Administration          |
| - HLT Health                  |
| - IT Information Technology   |
| - CED Com Econ Dev            |
| - LIB Library                 |

## 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 |
|       |           | <b>January</b>     | <b>\$30,000.00</b>    |  |   |  |
|       |           | <b>To Date</b>     | <b>\$30,000.00</b>    |  |   |  |
| PWK   | 2/13/2017 | No Bid #           | \$354,947.00          | Fog Houses Roof Improvements           | DBS /Garland (Cleveland, OH)              | Precludes Subcontracting Opportunities |
|       |           | <b>February</b>    | <b>\$354,947.00</b>   |  |   |  |
|       |           | <b>To Date</b>     | <b>\$384,947.00</b>   |  |   |  |
| PWK   | 3/13/2017 | Bid 17-15          | \$210,078.00          | 2017 CIPP Sewer Rehab Contract A       | Hoerr Construction (Peoria, IL)           | Precludes Subcontracting Opportunities |
| PWK   | 3/27/2017 | Skokie# 2017-01-07 | \$23,900.00           | Mowing Services                        | Cleanslate Chicago (Chicago, IL)          | Precludes Subcontracting Opportunities |
|       |           | <b>March</b>       | <b>\$233,978.00</b>   |  |   |  |
|       |           | <b>To Date</b>     | <b>\$618,925.00</b>   |  |   |  |
| PWK   | 4/17/2017 | Bid 17-25          | \$693,079.80          | Dutch Elm Disease Control Program      | Robert Kinnucan Tree Experts (Lake Bluff) | Precludes Subcontracting Opportunities |
|       |           | <b>April</b>       | <b>\$693,079.80</b>   |  |   |  |
|       |           | <b>To Date</b>     | <b>\$1,312,004.80</b> |  |   |  |

**Procurement Workshop Agenda (subject to change):**

Agenda for April 21, 2017

**\*\*Workshop Presenters – Please arrive by 8:15am**

Attendees' Registration & Light Continental Breakfast - **8:00am to 8:30am**

Welcome and Introductions - **8:35am to 8:55am**

**MWEBE Committee Chair, Alderman Peter Braithwaite**

**Mayor Elizabeth Tisdahl**

**Presenters:**

**City of Evanston  
Evanston Chamber  
District 202  
District 65  
Northwestern University  
Rotary International**

Workshop Success Story - **Jessica Jolly** **8:55am to 9:00am**

Workshop Round-Table Discussions - **9:00am to 11:00am**

WBE/MBW Certification - **Karen Goldner and Freida Curry**  
**Women's Business Development Center** **11:00am to 11:20am**

Questions & Answers - **11:20am to 11:30am**

Networking - **11:30am to 12:00pm**



# You are invited

If your business might benefit from selling to these purchasers, come join us for **Evanston Procurement 101**

**Friday, April 21, 2017**

**Registration 8–8:30am;  
Workshop 8:30–Noon,  
Parasol Room, 4th Floor  
Lorraine H. Morton Civic Center  
2100 Ridge Ave., Evanston**

**Hosted:**

by the City of Evanston and Minority, Women and Evanston-based Business (M/W/EBE) Committee



Learn how the largest Evanston purchasers procure their goods and engage service providers. Meet in an intimate roundtable setting with representatives from each of these organizations. Establish relationships, ask questions, and learn whom to contact and how to make your sales. Additionally, learn how your business can benefit from being certified from top WBE/MBE certified agencies. You will not want to miss this invaluable opportunity.

**We look forward to seeing you at the event!**

**RSVP: Call/Text 847-448-4311 or visit [cityofevanston.org/procurement101](http://cityofevanston.org/procurement101)**

