



**M/W/EBE Development Committee
Wednesday, September 15, 2021
Lorraine H. Morton Civic Center Room 2750 5:00 PM**

AGENDA

Page

1. CALL TO ORDER/DECLARATION OF A QUORUM

As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings, the M/W/EBE Committee members and City staff will be participating in this meeting remotely. Due to public health concerns, residents will not be able to provide public comment in-person at the meeting. Those wishing to make public comments at the MWEBE Committee Meeting may provide public comment as a video participant by going to meet.google.com/dnc-zbmo-qdk or by telephone by dialing + [1 617-675-4444](tel:16176754444) PIN: 703 863 255 4257#

2. APPROVAL OF MINUTES

- A. Approval of the July 21, 2021 Meeting Minutes 3 - 5
[mwebe-minutes-20210721](#)

3. GUEST INTRODUCTIONS

- A. **1815 Ridge Project Update**
Valenti Brothers & Condor Partners Jack Scapin
- B. **Evanston Rehab Warehouse Workforce ARPA Funds** / Aina Gutierrez 6 - 10
[City of Evanston ARPA funding proposal](#)

4. OLD BUSINESS

- A. IL Lead Service Line Replacement & Notification Act

5. STAFF REPORTS

- A. M/W/EBE and LEP Tracking Report 11 - 15
[2021 MWEBE LEP Goal Compliant Waiver Report \(Sep\)](#)

6. NEW BUSINESS

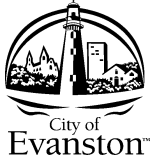
- A. MWEBE Supplier Policy Discussion

7. OTHER BUSINESS

8. ADJOURNMENT

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 Sharon A. Johnson at 847-448-8104.

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact the Facilities Management Office at 847-866-2916 (Voice) or 847-448-8064 (TTY)



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

Wednesday, July 21, 2021
5:00 P.M.
Virtual Meeting

MEMBERS PRESENT: Councilmember Peter Braithwaite, Councilmember Bobby Burns, Councilmember Cicely Fleming, Councilmember Devon Reid, Kemone Hendrick, Michael McLean, Jesus Vega, Angela W. Pennisi, Bonaventure Fandohan and Jared Davis (join the meeting after quorum established)

MEMBERS ABSENT: Nasutsa Mabwa

STAFF PRESENT: CFO / Treasurer Hitesh Desai, Admin. Services Director/CIO Luke Stowe, Purchasing Manager Tammi Nunez, Business Workforce Development Manager Sharon Johnson, and Management Analyst Tasheik Kerr

OTHERS PRESENT: Dave Davis, Evie Kling, Raghav Srinath, Ashley Abraham and Tina Patten

PRESIDING MEMBER: Councilmember Peter Braithwaite

1. Declaration of a Quorum

Councilmember Braithwaite called the meeting to order at 5:06 pm. Councilmember Fleming motioned to suspend the rules to permit members to convene via a virtual meeting. Seconded by Michael McLean and approved 9-0 (roll call taken).

2. Approval of Minutes

Councilmember Braithwaite motioned to approve the Minutes as presented from May 19, 2021. Roll call taken to approve the minutes - passed unanimously 9-0.

3. Guest Introduction:

NU Business Incubator Presenters:

Dave Davis, Executive Director for Community Relations, at Northwestern University (NU), Northwestern Kellogg MBA students Evie Kling, Raghav Srinath, and Ashley Abraham

Introduction of the New Committee Co-chairs:

Councilmembers and Committee member's introductions.

4. Old Business

a. NU Minority Incubator Update:

Dave Davis, Executive Director for Community Relations, at Northwestern University (NU) updated the committee on their progress of the minority business incubator. The planning committee determined early on additional investigating was needed to understand the landscape in Evanston; to determine the best approach and structure for the incubator. The

project study focused on what Evanston minority business owners most persistent and urgent needs are: Researched Evanston's business demographics; Assessed what kind of resources already exist; Interviewed business owners (help determine their needs), Identified needs as human capital and financial support (they missed qualifying for PPP loans and have low awareness of and trust of local resources); Learned opportunity for NU to support minority business owners with building a network to ensure long-term growth by recognizing and addressing barriers minority owners face: funding & capital sources, staffing & time constraints, and access to resources in a timely manner; Utilized Qualtrics software for the survey, results reflects sectors and locations are evenly distributed and 40% of the respondents have not registered as a minority business or don't know how; Many MOBs have received external funding (PPP loans and LEND top two sources) and continue to seeking funds; MOBs seek growth assistance and technology upgrades (few seek educational programming or conference room space); Good feedback from interviews/survey.

What's next? Evanston business owners welcome help with: Grants for Covid Relief, Full-time Consultant, and Instruction (limited time and resources to spend on seeking that out). Team will share survey link to committee to share with businesses within their circles to reach additional businesses. Further explore data received/additional data received from committee contacts, identify additional community partners to help design the program, next steps and long-term hire someone to lead or an executive director to head the program.

b. Local Spend Analysis:

Hitesh Desai summarized the 2019 under \$25K data; Purchases made under twenty-five thousand totals \$4,522,672.10; locally, \$594,635.13 dollars (13%) was spent here in Evanston, \$2,525,802.85 56% other Illinois and \$1,402,234.12 31% out of state; reviewed top 13 payments by commodity and top 20 vendors payments under \$25K. This is a clearer picture of city spend only goods, commodities and services. Mentioned April report to the Council and shared department concerns, Many times, the price is significantly lower and delivery time quicker on goods not in stock/quantities, need for custom supplies, unique; specialty items not available locally, and continue to remind staff to use local vendors first.

Councilmember Braithwaite ask what type of purchases made up the \$3,928,036.97; would like to dig down into department spend (i.e IT 59% other Illinois, 35% out of state, and 6% Evanston); Classification of purchases under \$25K Vendor "Supplies" and "Services" would like an understanding of what is being procured (questions can be covered off-line). Councilmember Fleming asked how often it would be good to look at the data? CFO Desai stated annually, coincide with Year-end.

5. STAFF REPORTS

a. M/W/EBE and LEP Tracking Report:

S. Johnson gave an overview of the report for the new committee members; she reported: Hacienda Landscaping, Robert Crown Playground project/ \$404,044, finishing up at the end of next month, waiting for additional information and will be able to determine if they are LEP compliance; Hacienda Landscaping, McCulloch Park Renovations project/ \$890,636.00, wrapped up audit for them 27% LEP compliant, 1 Evanston resident on the project (almost 30% of their contact and just finished up two weeks ago); Granite Inliner, 2021 CIPP Sewer Rehab Contract B/ \$332,221.00 pre-construction meeting recently held, have not determined their LEP compliance

should have more information at the next meeting; Pan Oceanic Engineering Co, Main Street Water Main Improvements Project/ \$1,589,744.00 more detail on this project to come. MWEBE subcontractors participation at 41.6% compliance, over our 25% goal. Waiver detail and LEP penalty fund current balance is \$57,722.59 (Accounting LEP balance reported as \$73,352, but money was taken out from Econ Dev Business Grant).

6. **New Business**

- a. IL Lead Service Line Replacement & Notification Act – HELD until September meeting

7. **Other Business**

Mike M. Talked about a bid in our local participation in our Parks Recreation, Street Fairs and Farmers Market, activities, was working on this with Nasutsa M. and Jessica O. (no longer on committee, term expired). How can we make sure local business have access to participate events and would love to continue the conversation and if any new members would like to participate, let him know; Kemone H. stated she would be interested in joining the group.

8. **Adjournment**

Councilmember Braithwaite motioned the meeting be adorned. The meeting ended at 6:54 p.m.



The City of Evanston has a unique and exciting opportunity to invest ARPA funds into strengthening the local economy through workforce development and job creation.

The Evanston Rebuilding Warehouse can help. For the last seven years, we have grown a successful workforce training program to train, connect and support people seeking careers in the building trades. (Appendix A - Program's Theory of Change)

Our current program is a 20 week paid training program for those overcoming barriers to employment who need an intensive training experience that includes work-based learning, marketable certifications, readiness services, and career placement.

The current and future labor demand from building trades employers is strong. Over the next decade, billions of dollars will be invested in major public construction and infrastructure projects. These funds have the potential to be a catalyst for greater numbers of Evanston residents to access these careers, as well as encourage the full inclusion of women, people of color, and other underrepresented individuals in the construction workforce. This inclusion and sustainable employment will result in a more prosperous Evanston.

To respond to this need, we need to act quickly. Job training and apprenticeship programs take time to complete to acquire the skills needed to access these careers. We have an ambitious proposal to dramatically increase the number of people trained in the building trades, as well as develop a social enterprise that serves employers' needs.

Big Goal

Our goal is to strengthen the Evanston community through expanded workforce development and job creation in the Building Trades. We have three strategies to accomplish this goal:

Strategy #1: *Provide more Evanston residents with on-the-job training and vocational skill development in the building trades.*

Strategy #2: *Amplify the eligibility of Evanston residents with qualified skills and experience to access building trades apprenticeship programs.*

Strategy #3: *Provide a qualified, skilled pipeline of workers for employers and developers, especially those seeking to meet the City of Evanston hiring requirements.*

Strategies & Activities

Strategy #1: *Provide more Evanston residents with on-the-job training and vocational skill development in the building trades.*

- Recruit an increased number of Evanston residents to participate in our year-round, 20 week intensive workforce training program
- Pilot a summer experiential learning crew for 8 ETHS juniors and seniors and recent graduates in the building trades
- Partner with Evanston Owns It, Evanston Minority Business Consortium of Contractors, ETHS, City of Evanston, and others to recruit participants

Target number of residents served per year: 20

Strategy #2: *Amplify the eligibility of Evanston residents with qualified skills and experience to access building trades apprenticeship programs.*

We will expand our workforce training services and create a pre-apprenticeship building trades program. It will be modeled on building trades programs that reflect researched best practices and meet the State of Illinois Works program requirements and standards. The components would include:

- *Recruitment and Entry* - we would focus on Evanston residents passionate about starting or restarting a building trades career. One place to start would be to partner with the City of Evanston M/W/EBE committee and assume the services provided to residents by the City's Local Employment Program.
- *Industry Recognized Credentials* - we would work with OAI Inc. and the Jane Addams Resource Center so participants would earn:
 - National Center for Construction Education and Research (NCCER) Certificate
 - OSHA 10 Construction
 - First Aid/CPR Certification
- *Work Based Learning* - we would provide opportunities for participants to do work on our deconstruction job sites.
- *Professional and Personal Readiness Services* - we would partner with our network of other social service agencies and the City of Evanston Youth & Young Adult Division to provide career readiness and supportive services. We also have a limited budget to assist with reducing barriers that prevent participants from successfully accessing and staying in building trades careers.

- *Employment Services* - we would Partner with HIRE 360 for those that need additional services for those interested in pursuing union apprenticeship programs. We would also directly connect participants to DOL approved apprenticeship programs and assist with the application and entry processes. We would especially look for apprenticeship programs with the most demand for services, such as the laborers, pipefitters, and plumbers unions.

Target number of residents served per year: 40

Strategy #3: *Provide a qualified, skilled pipeline of workers for employers and developers, especially those who will work on local public infrastructure projects, or seeking to meet the City of Evanston hiring requirements.*

- Partner with MEAC, the City of Evanston Local Employment Program, and Chamber of Commerce to recruit building trades employers
- Provide recruitment and placement services for building trades employers who are hiring for W-2 employment
 - Employers would pay a sliding scale fee to receive services
 - Fees would grow over time to be financially sustainable after 2 years
 - Collaborate and train employers on inclusive hiring practices
 - Provide employers with qualified candidates for open positions
- Support graduates placed with employers to ensure job retention and success

Target number of residents placed in jobs per year:100

Target number of building trades employers and apprenticeship programs served per year:100

Impact

The impact of achieving our program goal has significant economic, social and environmental outcomes.

- Increased wages for low-income families by working in higher paid jobs.
- Growth of the local economy as workers that are able to support themselves and their families will buy goods and services in their communities.
- Reduced recidivism rates (for those justice involved).
- Reduced construction waste and increased building materials diverted and redistributed into the community.
- A growing, high-quality, skilled, local labor pool that meets the hiring needs of local employers.
- Success for developers to meet the City of Evanston’s local hiring requirements.

Budget

\$65,000 Program Coordinator (salary, benefits, taxes)

\$65,000 Employment Coordinator

\$20,000 Program Director (.2 FTE)

\$30,000 Business Development (.5 FTE)

\$20,000 Marketing (.25 FTE)
\$30,000 ETHS Summer Crew (8 participants)
\$20,000 Program Administration (10%)

*Total: \$250,000 a year *2 years = \$500,000 request*

ARPA as a sustainable investment

The Evanston Rebuilding Warehouse is a nonprofit social enterprise. About 75% of our budget is earned revenue through our 2 reuse retail stores (Evanston and Chicago); deconstruction service contracts; educational workshops on reuse and repair; and custom furniture fabrication line.

We are also a SNAP to Success program, in its 2nd year, so receive funding per participant served from the USDA/Illinois Department of Human Services. With ARPA funding we will be able to serve more people and access a greater amount of funding. We would also explore other sources of funding to ensure the project's financial sustainability.

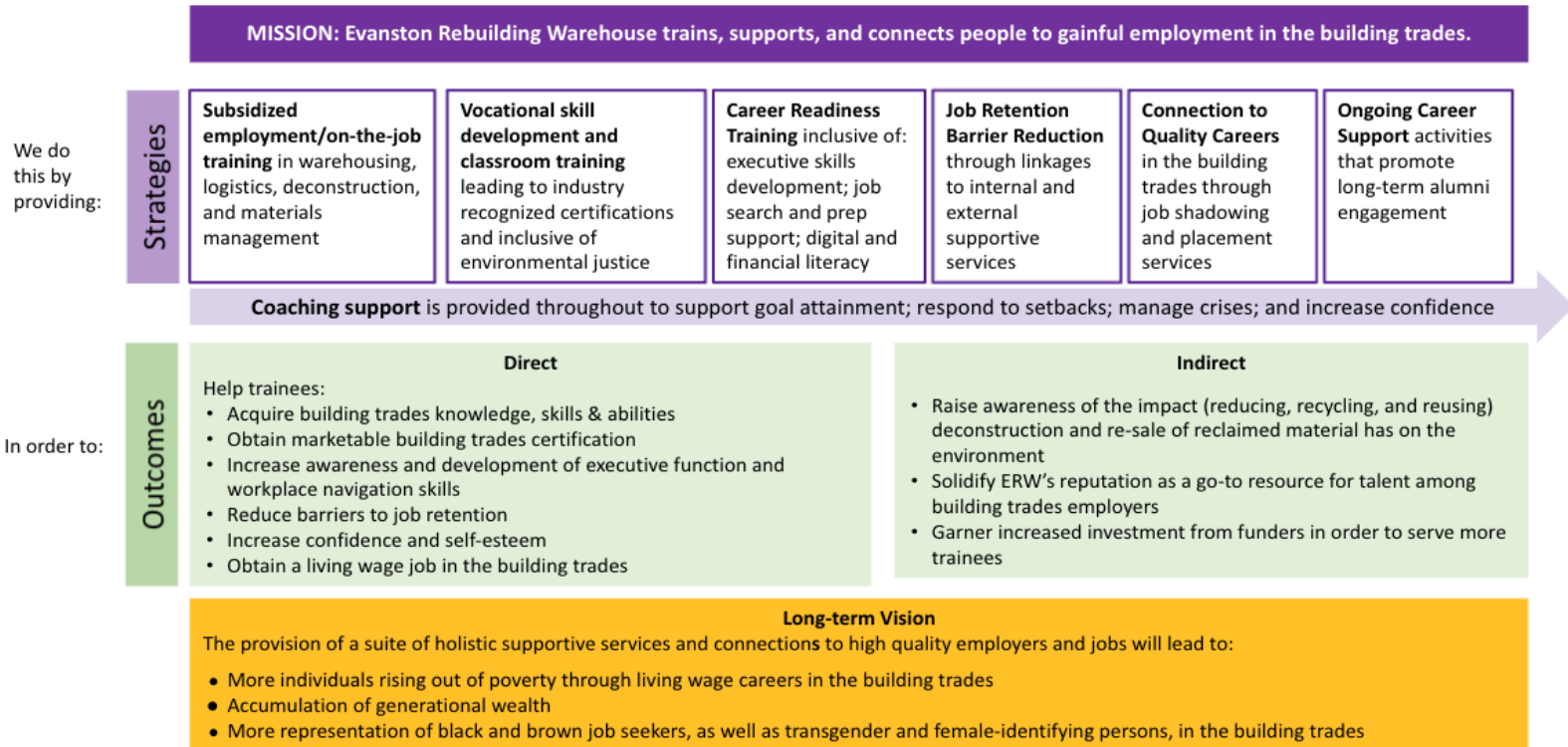
We have more than a decade of experience successfully balancing business and mission, and believe that support from ARPA will allow us to create a financially sustainable staffing agency to connect workers and employers for years to come.

Respectfully submitted,

Aina Gutierrez
Executive Director
aina@evanstonrebuildingwarehouse.org

Theory of Change

Evanston Rebuilding Warehouse: Workforce Training Program



2021 MWEBE Goal Compliant											
Dept.	Date	RFP/Bid	Project Title	Total Bid Amt	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount
PWA	1/11/2021	Bid 20-50	Levy Senior Center - Linden & Locust Rm Rennov	\$248,614.37		Troop Contracting, Inc					
					4%	Salamanca & Meza LLC	X				\$10,000.00
					4%	Marketing Contracting Services	X				\$30,690.00
					12%	Devontry LLC			X		\$30,910.00
	January Total			\$248,614.37							\$71,600.00
	Total to Date			\$248,614.37	29.0%		2	0	1		\$71,600.00
ADM	4/26/2021	RFP 20-51	General Liability & Workers Compensation	\$102,500.00		Cannon Cochran Management Services, Inc.					
					10%	Risk Management Solutions	X				\$10,250.00
PWA	4/12/2021	Bid 21-07	Robert Crown Playground	\$404,044.00		Hacienda Landscaping (LEP Eligible)					
					100%		X				\$404,044.00
PWA	4/12/2021	RFP 20-01	Robert Crown HVAC	\$70,100.00		Anchor Mechanical Facilities Services					
					25%	Aberdeen Group, Inc	X				\$17,525.00
PWA	4/12/2021	Bid 21-10	2021 CIPP Sewer Rehab Contract A	\$173,684.00		Benchmark Construction					
					25%	Smith Maintenance	X				\$43,500.00
PWA	4/12/2021	Bid 21-06	McCulloch Park Renovations	\$890,636.00		Hacienda Landscaping (LEP Eligible)					
					100%		X				\$890,636.00

Dept.	Date	RFP/Bid	Project Title	Total Bid Amt	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount
PWA	4/12/2021	RFP 20-55	Water Utility Continuity - Operation Plan	\$119,906.00		AECOM Technical Services Inc.					
					25%	Clarity Partners LLC	X				\$29,980.00
PWA	4/24/2021	Bid 21-12	MFT Street Resurfacing Project	\$1,083,777.00		J. A. Johnson (Not subject to LEP)					
					7%	Galaxy Underground Inc.		X			\$71,816.00
					.9%	Hawk Enterprise, Inc.		X			\$9,360.00
April Total				\$2,844,647.00							\$1,477,111.00
Total to Date				\$3,093,261.37	50.0%		8	2	1		\$1,548,711.00
PWA	5/24/2021	RFP 21-09	ADA Transition Plan	\$154,850.00		Altura Solutions, LLC					
					10.5%	Avid Consulting, Inc	X				\$16,256.00
					6.2%	McGuire Igleski Assoc			X		\$9,580.00
					9.6%	All Together, LLC		X			\$14,835.00
PWA	5/24/2021	Bid 21-13	50/50 Sidewalk Plan	\$309,860.00		Sumit Construction (LEP Eligible depending on resident participation)					
					100%	Sumit Construction	X				\$309,860.00
PWA	5/24/2021	Bid 21-22	2021 CIPP Sewer Rehab Contract B	\$332,221.00		Granite Inliner (LEP Eligible)					
					10%	Construction Management		X			\$33,037.00
PWA	5/24/2021	Bid 21-08	2021 Water Main Improvements and Str Resurfacing Proj	\$4,056,188.00		Bolder Contractors (Not subject to LEP due to IL Rebuild Funds)					
					4%	Ozinga Concrete			X		\$160,000.00
					13%	RA Seaton Contractor		X			\$525,000.00
					8%	Sonican Trucking	X				\$350,000.00
PWA	5/24/2021	Bid 21-14	Main Street Water Main Improvements Project	\$1,589,744.00		Pan Oceanic Engineering Co (LEP Eligible)					

Dept.	Date	RFP/Bid	Project Title	Total Bid Amt	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount
					65%	Pan Oceanic Engineering Co	X				\$1,046,140.00
	May Total			\$6,442,863.00							\$2,464,708.00
	Total to Date			\$9,536,124.37	42%		12	5	2		\$4,013,419.00
PWA	6/28/2021	No Bid #	Living Quarters Renovations at Fire Station #4	\$104,975.00		Central Rug and Carpet					
					8.5%	Central Rug and Carpet			X		\$8,900.00
PWA	6/28/2021	RFP 21-02	SCADA System Upgrade	\$314,760.00		Concentric Integration (Not subject to LEP)					
						Electro-Kinetics, Inc		X			\$123,600.00
	June Total			\$419,735.00							\$132,500.00
	Total to Date			\$9,955,859.37	41.6%		12	6	2		\$4,145,919.00
PWA	7/26/2021	Bid 21-18	2021 Parking Lot Improvement Project	\$196,071.46		J.A. Johnson Paving Company					
					37%	Sincere Landscaping	X				\$73,167.00
	July Total			\$196,071.46							\$73,167.00
	Total to Date			\$10,151,930.83			13	6	2		\$4,219,086.00
PWA	8/9/2021	Bid 21-16	2021 Alley Improvement Project	\$699,851.60		Capital Cement Company (LEP Eligible)					
					12%	Ozinga Ready Mix Concrete			X		\$82,889.00
					6%	L&B Trucking Inc		X			\$40,000.00
					1%	ALF Cartase Inc		X			\$9,407.87
					2%	Petromex Inc	X				\$10,800.00
					4%	CR Schmidt Inc		X			\$25,155.00
					1%	Smith Maintenance	X				\$6,900.00
	August Total			\$699,851.60							\$175,151.87
	Total to Date			\$10,851,782.43	40.0%		15	9	3		\$4,394,237.87

2021 MWEBE Goal Waived						
Dept.	Date	RFP/Bid #	Base Bid Amount	Project Title	Company	Reason Waived
PWA	2/22/2021	Bid 20-54	\$821,669.00	54 Inch Intake Heater Cable	Lake Erie Diving, Inc. (Painesville, OH)	Precludes Subcontracting Opportunities
PWA	4/12/2021	Bid 21-11	\$97,240.00	2021 Citywide Tree Removal Program	Landscape Concepts Mgmt (Grayslake, IL)	Precludes Subcontracting Opportunities
PWA	6/28/2021	RFP 21-02	\$100,000.00	SCADA System Upgrade On-Demand Support Services	Concentric Integration (Crystal Lake, IL)	Precludes Subcontracting Opportunities
PWA	7/12/2021	Bid 21-25	\$700,000.00	2021 CIPP Sewer Rehab Contract C	Insituform Technologies (Chesterfield, OH)	Precludes Subcontracting Opportunities
PWA	7/26/2021	No Bid #	\$39,087.00	Citywide Roof Assessment of Various City Facilities	Garland/DBS (Cleveland, OH)	Precludes Subcontracting Opportunities
PWA	8/9/2021	No Bid #	\$291,953.00	Roof Replacement & Repairs - COE Facilities	Garland/DBS (Cleveland, OH)	Precludes Subcontracting Opportunities
PWA	8/9/2021	Bid 21-21	\$47,229.00	2021 Structure Lining Project	Structured Solutions LLC (Winchester, IN)	Precludes Subcontracting Opportunities
		Year to Date	\$2,097,178.00			

LEP Penalty Fund as of 08.31.2021*

No report attached – no change in dollar amount for the balance

LEP

Acct.

- Notes:
- Total of three invoices since Jan 2021 for Evanston Rebuilding Warehouse (ERW) in Jan, Feb and April
 - ERW's invoices were **\$19,656.00**
 - There was one LEP penalty collected for Central Rug and Carpet in the amount of **\$4,026.00**
 - **Previous LEP Balance reported by Accounting was \$73,352.00 / Current Balance is \$57,722.59.**

*Currently working with the Accounting Mgr on an issue that hit LEP fund from the Econ Dev Business Grant account. Technically this balance stands from the May 19th meeting. Estimated \$46K needs to be replaced to the account.