



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

Wednesday, March 20, 2024, 6:00 P.M.

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Room 2402

AGENDA

	Page
1. CALL TO ORDER/DECLARATION OF A QUORUM	
2. APPROVAL OF MINUTES	
A. <u>February 21, 2024 – no quorum established</u> MWDEBE MINS 02-21-24 (2)	3 - 5
B. <u>December 20, 2023 – no quorum established</u> MWDEBE MINS 12-20-23 (1)	6 - 8
C. <u>Approval of the October 18, 2023 Minutes</u> MWDEBE MINS 10-18-23 (1)	9 - 11
3. GUEST INTRODUCTIONS	
4. STAFF REPORTS	
A. <u>MWDEBE Waiver Request</u> 24-01 Waiver Kovillc	12 - 15
B. <u>Staff Reports Discussion</u>	

5. NEW BUSINESS

- A. 2024 Committee Meeting Calendar 16
[MWDEBE 2024 Memo Meeting Schedule Final](#)

6. OLD BUSINESS

- A. M/W/D/EBE Committee Work Plan Updates 17 - 27
- Working Group 1
 - 1) ED M/W/D/EBE Self Declaration, Local Business Process & Business Directory Update
 - 2) Business Survey Discussion
 - 3) Community Contributions Award Proposal
 - 4) How to use funds to develop websites & Events Coordinator (position/work)
 - 5) Envision Evanston Survey

 - Working Group 2
 - 1) City Webpages & Apps
 - a. Economic Development
 - b. Workforce Development
 - c. MWDEBE/ Business Diversity Workforce Development

 - Working Group 3
 - 1) Rebuilding Exchange + Ryan Field Agreement
[RevisedWorkPlanProposal](#)
[Revised \(4\) Survey Questions for Evanston_2023](#)

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 Tammi Nunez at 847-866-2935.

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, DISADVANTAGED & EVANSTON BUSINESS ENTERPRISE
(M/W/D/EBE) DEVELOPMENT COMMITTEE**

Wednesday, February 21, 2024

6:00 P.M.

Meeting Minutes

MEMBERS PRESENT: Councilmember Bobby Burns, Angela Pennisi, Ernest Noy, Bonaventure Fandohan, Kemone Hendricks

MEMBERS ABSENT: Councilmember Devon Reid, Councilmember Kristian Harris, Rachel Williams, Jared Davis, Michael McLean

STAFF PRESENT: Tammi Nunez, Purchasing Manager; John Gonzalez, Purchasing Specialist; Jessica Cooper, Interim Workforce Development Manager

GUEST: Aina Gutierrez and Arthur McGriff- Rebuilding Exchange

PRESIDING MEMBER: Councilmember Bobby Burns

1. **Declaration of a Quorum**

No quorum was present.

2. **Approval of Minutes**

No approval due to no quorum present.

3. **Guest Introduction**

Aina Gutierrez, Executive Director - Rebuilding Exchange; Arthur McGriff, Career Development Manager- Rebuilding Exchange

4. **Staff Reports**

A. **M/W/D/EBE Tracking Report**

MWDEBE Projects Awarded 02/12/2024

BID 23-55 Ecology Center Renovation, \$2,318,999. Awarded to Bodala, LLC, DBA Central Rug and Carpet. MWDEBE Subcontractors: 6.2% towards goal for Central Rug and Carpet (EBE); 5.6% towards goal for JH Plumbing Solutions, Inc (MBE); 12.5% towards goal for Windy City Heating & Cooling, Inc (MBE).

RFP 23-38 Solar Power Purchase Agreement at Robert Crown Community Center. Awarded to Verde Solutions LLC. Project does not have upfront cost. MWDEBE Subcontractors: 25.0% towards goal for BA Lighting LLC dba BA Solutions (WBE).

Waiver Request Review

BID 23-58 Service Center North Fuel Island Replacement Project. \$1,577,362.00. Awarded to Stenstrom Petroleum Services Group (Rockford, IL). Reason for Waiver: Precludes Subcontracting Opportunities. Work is highly technical and specialized work in nature and recognized the limited number of potential qualified vendors.

B. LEP Projects:

2024 CIPP Sewer Rehabilitation, BID 24-04 – Waiver Requested. Workforce Development to reach out to vendor regarding three residents' available to participate in project.

5. New Business

A. 2024 Committee Meeting Calendar - Not discussed.

6. Old Business

A. M/W/D/EBE Committee Work Plan Updates:

Working Group 1:

ED M/W/D/EBE Self Declaration, Local Business Process & Business Directory Update – Not covered.

Business Survey Discussion: Survey Update Recommendations:

- Add more categories for service types to question 2.
- Expend or add to question 3 regarding type of contract with the city.
- Rearrange question order for question 5 and 6.
- Shorten total number of survey questions to 12-13.
- Responses due by March 1st, 2024.

Working Group 2: City Webpages & Apps

1. Economic Development – Not covered.
2. Workforce Development – Currently has a page on the City Website. Also utilizes UpSquad App to provide access to the Evanston Workforce CONNECT social platform.
3. MWDEBE/ Business Diversity Workforce Development – Currently there is a MWDEBE landing page. Group considering a standalone site for MWDEBE or a link to another city website.

Working Group 3

1. Rebuilding Exchange + Ryan Field Agreement Update

Rebuilding Exchange is partnering with Northwestern University to include Evanston residents on the Ryan field project. Recruiting more Evanston residents to their building trades pre-apprenticeship program. The recent cohort started January 22, 2024 and has six Evanston residents enrolled. A 9 week pre-apprenticeship program that prepares candidates for Department of Labor registered apprenticeship programs in the building trades, including union apprenticeships. Pre-apprentices receive hands-on skills, job site safety, physical training, and classroom instruction in order to successfully pass a variety of apprenticeship aptitude entrance exams.

Rebuilding Exchange has placed graduates in several unions, including the carpenters, bricklayers, laborers, painters, iron workers, electricians, and sheet metal workers. Rebuilding Exchange is hosting regular outreach sessions to Evanston residents who don't require the full services of their career programs to learn more about the Rebuild Ryan Field Project and see how they can support their placement into jobs/apprentices on the project. They will also be engaging subcontractors who

are awarded contracts on the project to review their workforce plans and help with recruitment and outreach to fill any available open positions.

7. Other Business

Award Proposal – Establish an award to highlight the community contributions of a MWDEBE business. Consider partnering with another organization that currently provides an award ceremony to include our award or consider hosting a separate event which might be difficult due to limited resources. To be added on the next agenda for vote. Ernest, Angela and Kemone will present.

8. Adjournment

The meeting ended at 7:45 P.M



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

Wednesday, December 20, 2023
6:00 P.M.
Meeting Minutes

MEMBERS PRESENT: Councilmember Bobby Burns, Angela Pennisi, Ernest Noy, Michael McLean, Jared Davis

MEMBERS ABSENT: Bonaventure Fandohan, Kemone Hendricks, Councilmember Devon Reid, Councilmember Kristian Harris, Rachel Williams

STAFF PRESENT: Tammi Nunez, Purchasing Manager; John Gonzalez, Purchasing Specialist; Nathan Norman, Workforce Development Manager; Jessica Cooper, Workforce Development Coordinator; Tasheik Kerr, Assistant to the City Manager; Lara Biggs, Capital Planning and Engineering Bureau Chief; Michael Dykes, Repairs Construction Administrator

GUEST:

PRESIDING MEMBER: Councilmember Bobby Burns

1. Declaration of a Quorum

No quorum was present.

2. Approval of Minutes

No approval due to no quorum present.

3. Guest Introduction

Michael Dykes, Repairs Construction Administrator. Manages the home improvement projects for reparation recipients.

4. Staff Reports

A. M/W/D/EBE Tracking Report

MWDEBE Projects Awarded 10/23/2023

BID 23-36 Desiccant Dehumidification System, \$284,786.00. Awarded to Air Comfort, LLC. MWDEBE Subcontractors: Hilco Distributing Company Inc (WBE), 1.1% towards goal; RD'S HVAC Inc. (MBE), .5% towards goa.

RFQ 23-40 Lincoln St. Bridge Replacement Engineering Services, \$686,215.00. Awarded to Stanley Consultants, Inc. MWDEBE Subcontractors: Lin Engineering, LTD (MBE), 17.23% towards goal; Interra, Inc. (MBE), 10.76% towards goal; Muller & Muller (WBE), 7.57% towards goal; Teska Associates, Inc. (EBE), 5.68% towards goal.

B. Waiver Request Review

RFP 23-29 Computerized Maintenance Management System (CMMS) Procurement (Vertical Assets). Awarded to Novotx, LLC. Reason for Waiver: Project precludes subcontracting opportunities. Due to the technical nature of the project which includes proprietary technologies in which subcontractors are not authorized to perform and deliver. To minimize risk and ensure the best project outcome.

Lara Biggs, Capital Planning and Engineering Bureau Chief presented concerns regarding BID 23-49 Service Center North Fuel Island Replacement which received no bids. Project team follow up with qualified prospecting firms relayed concerns regarding the LEP requirements hindering the firm's ability to submit bids as they would be unable to meet the requirements due to the unique work being performed. Lara Biggs, Capital Planning and Engineering Bureau Chief requested the committee's guidance regarding possible removal of LEP requirements for project being rebid in the future. Committee members concluded prospecting firms should have submitted a waiver with Bid 23-49 as usual. After a lengthy discussion the Committee agreed (no quorum/ no vote) this is a critical project, and it precludes applying the city's MWDEBE subcontracting goal and LEP participation. The Committee acknowledged the replacement of the Service Center's north fuel island project work is highly technical and specialized work in nature and recognized the limited number of potential qualified vendors.

LEP Projects:

- Evanston Municipal Storage Facility – Contractor G.A. Johnson & Sons. Non-Compliant. \$7,175.50 Penalty Assessed.
- Roof Replacement & Repairs COE Facilities - Garland/DBS, INC. Non-Compliant. \$2,895.12 Penalty Assessed.
- HVAC Equipment Replacement at Treatment Plant – Contractor Thermosystems, Inc./Ortiz Contracting Group. Non-Compliant. \$6,128.87 Penalty Assessed.
- Annual Sewer Lining Project - Contractor Hoerr Construction. Non-Compliant. \$1,427.49 Penalty Assessed.

- LEP Penalty Fund as of December 15, 2023: \$92,328.61

- Committee requests for future LEP reports to include penalty collection dates and to specify resident job skills / trades being performed on projects.

5. New Business

A. Repairs Constructions Administrator & Construction Contractors Event Robert Crown

The event was held on December 11, 2023 and included 15-20 individual small contractors interested in providing services related to reparation recipients who elect to utilize their funds for home improvement repairs. Contractors were provided with details related to registering with the city, the bidding process, expectations and requirements. Mr. Dykes, the Repairs Construction Administrator, shared his intentions to work with

and support recipients in providing a home evaluation to help determine needed repairs, securing contractor bids for repairs and selecting a top qualified contractor.

B. 2024 Committee Meeting Calendar

Will be discussed during next month's meeting.

6. Old Business

A. Anchor Procurement NLC Update/ How to Spend Funds

Funds must be allocated by December 21, 2023. Selected placeholders for remaining funds include website development and outsource services for 2024 event planning.

B. M/W/D/EBE Development Committee Resolution 71-R-97 Discussion

Committee members to further review Resolution 71-R-97 to determine if the resolution captures its original or current purpose and provide recommended updates.

C. MWEBE Committee Work Plan Updates

No discussion.

7. Other Business

8. Adjournment

No quorum was present, and the meeting ended at 8:27 P.M.

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

Wednesday, October 18, 2023

6:00 P.M.

Meeting Minutes

MEMBERS PRESENT: Councilmember Bobby Burns, Councilmember Kristian Harris, Angela Pennisi, Ernest Noy, Rachel Williams, Bonaventure Fandohan, Michael McLean

MEMBERS ABSENT: Councilmember Devon Reid, Kemone Hendricks, Jared Davis

STAFF PRESENT: Hitesh Desai, Chief Financial Officer/Treasurer; Tammi Nunez, Purchasing Manager; John Gonzalez, Purchasing Specialist; Nathan Norman, Workforce Development Manager; Jessica Cooper, Workforce Development Coordinator; Neal Reeves, Economic Development Program Specialist

GUEST: Randy Klein, Senior Project Manager, CCC Holdings, Inc.

PRESIDING MEMBER: Councilmember Bobby Burns

1. Declaration of a Quorum

With a quorum present, Councilmember (CM) Burns called the meeting to order.

2. Approval of Minutes

Committee member Ernest Noy motioned to approve the minutes for May 17, 2023, June 21, 2023 and July 19, 2023. Seconded by Councilmember Harris. All voted in favor of approving the minutes unanimously.

3. Guest Introduction

A. CCC Holdings, Inc.

Full-service commercial contracting and construction company currently working on construction of the new Evanston Animal Shelter. CCC Holdings, Inc internally hired an Evanston resident who will be working with a project superintendent with a possibility to become an assistant superintendent. CCC Holdings, Inc offered other residents positions within the company with hopes of creating long-term opportunities.

4. Staff Reports

A. M/W/D/EBE Tracking Report

- RFP 23-01 PFAS Treatment Technique Study, \$1,572,410, awarded to CDM Smith, Inc. MWDEBE Subcontractors: Sustaniable Systems LLC, 5.5% (WBE); Specialty Consulting, Inc, 19.7% (MBE).
- Bid 23-27 2023 Alley Improvements, \$676,377. Awarded to Capitol Cement Co., Inc. MWDEBE Subcontractors: Ozinga Ready Mix, 13.60% (EBE); Smith Maintenance 0.50% (MBE); L&B Trucking, 6.30% (MBE); ALF Cartage Inc 1.90% (WBE); Petromex, Inc 1.40% (MBE); DMA Construction 1.40% (WBE).

- RFQ 23-18 Engineering Services for Transit Stop Improvements at CTA and Pace Routes, \$53,278.00. Awarded to Terra Engineering, 100% (WBE).
- 2024 Alley Survey Services, \$32,880. Awarded to Christopher B. Burke Engineering, Ltd. 100% (EBE).

B. Waiver Review Update

- BID 23-37 2023 to 2025 Root Treatment, \$199,677.21. Awarded to Duke's Root Control, Inc. Reason Waived: Precludes subcontracting opportunities.
- RFQ 23-35 Insurance Broker Services, \$38,500. Awarded to Arthur J. Gallagher & Co. Reason Waived: Project precludes subcontracting opportunities.
- BID 23-39 James Park Athletic Lighting, \$1,457,301. Awarded to Jasco Electric Corporation. Reason Waived: Project precludes subcontracting opportunities.
- BID 23-46 2023 Light Sewer Cleaning, 24-Inch Diameter and Smaller, \$94,513.20. Awarded to Pipe View America. Reason Waived: Contractor will self-perform all work.
- Consulting Services Related to the Service Center Building D Concrete Repairs and Structural Monitoring, \$89,500. Awarded to Wiss, Janney, Elstner, Associates, Inc. Reason Waived: Contractor will self-perform all work.

C. LEP Tracking Report

- Evanston Municipal Storage Facility, Contractor G.A. Johnson & Sons. Penalty Amount: \$7,175.50
- Annual Sewer Lining Project, Contractor Hoerr Construction. Penalty Amount: \$1427.49
- HVAC Equipment Replacement at Levy Center. Contractor Thermosystems, Inc./ Ortiz Contracting Group. Penalty Amount: \$6,128.87
- LEP Penalty Fund as of 10/19/2023: \$90,901.12

5. New Business

6. Other Business

A. Economic Development M/W/D/EBE Self Declaration, Local Business Process, and Business Directory Update

- Currently working on a searchable business directory with the ability to filter unique products or services. Collecting business data which will be refined so that testing can be completed before launch. The directory is expected to go live in November 2023.
- Adding more MWDEBE businesses. 850 businesses have already registered including 314 MWDEBE businesses.
- Businesses can self-declare as a M/W/D/EBE.
- Provide legacy business listing.
- Food establishment listing

B. Anchor Procurement NLC Update

No updates. Funds must be used by December 31, 2023. The remaining balance is \$11,559.

C. MWEBE Committee Work Plan Updates

No updates. Will be discussed at the next meeting.

7. Adjournment

Councilmember Burns ended the meeting at 7:44 P.M.

EXHIBIT D

M/W/D/EBE PARTICIPATION WAIVER REQUEST

I am President of Kovilic Construction Company, Inc. and I have authority to
(Title) (Name of Firm)

execute this certification on behalf of the firm. I Nikola Kovilic do
(Name)

hereby certify that this firm seeks to waive all or part of this M/W/D/EBE participation goal for the following reason(s):

(CHECK ALL THAT APPLY. SPECIFIC SUPPORTING DOCUMENTATION MUST BE ATTACHED.)

1. No M/W/D/EBEs responded to our invitation to bid.

2. An insufficient number of firms responded to our invitation to bid.

For #1 & 2, please provide a narrative describing the outreach efforts from your firm and proof of contacting at least 15 qualified M/W/D/EBEs prior to the bid opening. Also, please attach the accompanying form with notes regarding contacting the Assist Agencies.


3. No sub-contracting opportunities exist.

Please provide a written explanation of why sub-contracting is not feasible.

4. M/W/D/EBE participation is impracticable.

Please provide a written explanation of why M/W/D/EBE participation is impracticable. *Dredging is a single operation utilizing Kovilic Construction Company operator. No other operations required.*

Therefore, we request to waive x of the 25% utilization goal for a revised goal of 0.0 %.

Signature: 
(Signature)

Date: 2/19/2024

Kristofer E Salvador Project Manager/Estimator Fri, Mar 1, 2024 at 1:57 PM

Kovilic Construction Company's response is as follows:

Dredging, especially in an environment such as Lake Michigan requires not only expertise but experience to safely work in such environments. Kovilic Construction Company over many years has successfully and safely worked in these types of environments.

Kovilic Construction Company has been the selected contractor for the past 5 plus years dredging the Church Street Boat Ramp completing the projects on time and without any accidents.

For this reason, Kovilic Construction Company has utilized experienced operators for the work.

The work effort requires only two operators; One (1) working with the excavator for the dredging work and One (1) with the bulldozer spreading the dredges material.

The process of dredging requires the knowledge and experience of operating an excavator in water of varying depths and currents. The Kovilic Construction Company's operators planned for this project not only have many years of experience but have worked on the previous Church Street Boat Ramp dredging projects.

Summary:

Traditionally, a contractor is hired each spring to remove sand that accumulates inside the harbor and at the mouth. Dredging work occurs in late April, so the ramp can open and be usable by early May for boaters. In addition to the ramp being used by boat permit holders, the City needs to utilize the ramp for launching boats for aquatic camps, sailing, and emergency water rescue vessels. The Parks and Recreation Department launches and operates four motor boats from this location, five days a week for nine weeks. Currently, there are 600 participants enrolled in Aquatic Camps. Without performing the dredging work, the launch facility could not be opened, which would impact aquatic camp and sailing operations.

Furthermore, in 2024, the City of Evanston received correspondence from the US Coast Guard outlining their intention to cease operating the Wilmette and Kenosha Coast Guard Stations. This recent development will consequently render the Evanston Fire Department, along with the joint rescue boat stationed in Wilmette, as the only water rescue assets on the north shore. With the shift, the southwest waters of Lake Michigan will be served by year-round stations in Milwaukee and South Calumet Harbor - Chicago (near the Indiana border) and the seasonal location at Navy Pier.

This was an open bid process. The bid for the project was advertised in the Chicago Tribune and on Demandstar, and four direct invitations to bid were sent to Chicago-area dredging and construction companies. On February 20, 2024, the City received two bids. However, one company was disqualified due to incomplete information that was submitted. The only qualified bidder is listed below.

The City of Evanston also sought alternative bids for this project. Alternative bids #2 and #4 necessitate the City to lease a front-end loader, incurring an extra cost of (XX,XXX), and engage a heavy equipment operator from the Public Works Department for a maximum of 10 working days - removing this staff member from other projects. Alternative bids #1 and #3 include the equipment and operators from Kovilic Construction. Water testing services are included in all the bids.

The complete harbor has remained undredged for several years, resulting in a considerable accumulation of sand. Failure to dredge the entirety of the harbor will lead to accelerated backfilling of the ramps and mouth, potentially impeding vessel launches by the end of August. Given that the standard boating season spans from mid-May to mid-October, staff recommend the comprehensive dredging of the harbor to ensure optimal and prolonged utilization for recreation, emergency water operations, and permit holders.

The Parks and Recreation Department has contracted with Kovilic Construction, Inc. for the last four years to provide dredging service to the Church Street Harbor. Their performance on those particular contracts was satisfactory.

NAME	Bid #1	Bid #2	Bid #3	Bid #4
Kovilic Construction, Inc.	\$75,000	\$95,000	\$95,000	\$115,000

Bid 1

- Dredging area is per plan in **red shaded area** (See map attachment)
- Remove sand from water. Contractor will place sand on the boat ramp launch area. City of Evanston Public Works front-end loader will move sand to the “deposit area”
- Provide water, soil, and sand testing as required by the Illinois Department of Natural Resources and Illinois Environmental Protection Agency

Bid 2

- Dredging area is per plan in **red shaded area** (See map attachment)
- Remove sand from water. Contractor will move and place sand to the “deposit area” WITHOUT the assistance of Evanston Public Works
- Provide water, soil, and sand testing as required by the Illinois Department of Natural Resources and Illinois Environmental Protection Agency

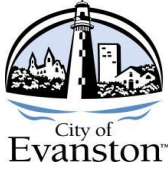
Bid 3

- Dredging area is per plan in **red and magenta shaded area** (See map attachment)
- Remove sand from water. Contractor will place sand on the boat ramp launch area. City of Evanston Public Works front-end loader will move sand to the “deposit area”
- Provide water, soil, and sand testing as required by the Illinois Department of Natural Resources and Illinois Environmental Protection Agency

Bid 4

- Dredging area is per plan in **red and magenta shaded area** (See map attachment)
- Remove sand from water. Contractor will move and place sand to the “deposit area” WITHOUT the assistance of Evanston Public Works
- Provide water, soil, and sand testing as required by the Illinois Department of Natural Resources and Illinois Environmental Protection Agency





Memorandum

To: Members of the M/W/D/EBE Development Committee

From: Tammi Nunez, Purchasing Manager
John Gonzalez, Purchasing Specialist

Subject: Approval of the 2024 Meeting Schedule

Date: December 20, 2023

Recommended Action:

Staff recommends approval of the M/W/D/EBE Development Committee proposed 2024 meeting schedule.

Summary:

The M/W/D/EBE Development Committee meeting is held in person every month on the third Wednesday at the Lorraine H. Morton Civic Center 2100 Ridge Ave., Evanston, IL 60201, Room 2402. The meeting's start time is 6:00 p.m.

2024 M/W/D/EBE Committee Meeting Schedule
Wednesday, January 17, 2024
Wednesday, February 21, 2024
Wednesday, March 20, 2024
Wednesday, April 17, 2024
Wednesday, May 15, 2024
Wednesday, July 17, 2024
Wednesday, September 18, 2024
Wednesday, October 16, 2024
Wednesday, December 18, 2024
No Meeting Scheduled: June, August, and November

The City is closed on Wednesday, June 19, 2024 in observance of Juneteenth Holiday.

MWDEBE Committee Work Plan	Status	Next Step	Timeline
Goal 1: Position Evanston's MWDEBE Committee as a leader in MWDEBE advocacy in Evanston.	Working Group Members: Angela & Jared & Kemone		
Strategy 1: In collaboration with community partners, develop and maintain a MWDEBE directory that is accessible to the public.			
Tactic 1: Prepare and distribute an email form to gather directory information for MWDEBE businesses	Economic Development staff is updating the business registration process to include this information; MWDEBE committee has provided input	Launch new business registration process	7/2023
Tactic 2: Aggregate available business registration information on MWDEBE businesses to create a directory	Will be able to proceed as businesses register in the new system	Await new business registration process	7/2023
Tactic 3: Seek input from and / or collaboration with the Black Business Consortium, Evanston Chamber of Commerce and other potential partners.			
Strategy 2: Identify and assess the needs of the MWDEBE community through a minimum of quarterly initiatives and outreach efforts.			
Tactic 1: Survey businesses that identify as MWDEBE through the business registration process	Initial survey questions being collected	Finish survey and distribute to any businesses we currently have information for	
Tactic 2: Host in-person and virtual listening events, including ward meeting attendance	Inaugural contracting fair held	Plan follow up events	
Strategy 3: Collaborate with the Economic Development Committee to facilitate discussion of their agenda items, allowing the MWEBE Committee to provide an assessment of impact on the MWDEBE community.	MWDEBE liaison serving on Economic Development Committee	Active engagement with agenda and full MWDEBE committee input	
Strategy 4: Seek opportunities to collaborate with community partners to provide networking and supportive programming for the MWDEBE community.			
Tactic 1: Provide an MWDEBE Committee presence at existing and planned networking events.			
Strategy 5: Prepare an annual report to the Mayor and City Council, summarizing actual versus proposed MWEBE participation in city budget items and related cost factors, as well as the assessed needs of the MWEBE community and supportive activities of the MWDEBE committee.			
Goal 2: Increase local firms that provide goods and services the City needs	Working Group Members: Bonaventure & Krissie & Devon		
Strategy 1: Create a Supplier Diversity Program at the City that may include designing a training program for the purpose of increasing the capacity of local firms to provide the goods and services the City needs.			
Strategy 2: Review and evaluate the City of Evanston's procurement and competitive bidding practices in order to maximize opportunities for MWDEBE businesses.			

MWDEBE Committee Work Plan	Status	Next Step	Timeline
Tactic 1: Include questions about procurement and the procurement process in surveys, focus groups and biannual town hall meetings assessing the needs of the City's MWDEBE community			
Tactic 2: Post procurement opportunities 10 days earlier to the MWDEBE community			
Tactic 3: Actively advertise opportunities and recruit MWDEBE contractors for participation in the procurement process, including open houses featuring different vendors			
Tactic 4: Create a self-assessment and hold Q&A sessions to help MWDEBE businesses prepare for participating in the City's procurement process			
Tactic 5: Partner with workforce development organizations to provide training for MWDEBE growth in Evanston			
Tactic 6: Specify percentage of work/bids to be awarded to MWDEBE through contracting and subcontracting processes			
Tactic 7: Breakdown municipal contracts into smaller sizes to increase accessibility for small businesses.			
Goal 3: Increase the number of local contractors that work as general contractors and subcontractors on major projects in Evanston	Working Group Members: Michael, Ernest & Rachel		
Strategy 1: Provide training, networking and business opportunities for MWDEBE businesses connecting them to major projects in Evanston, such as the NU stadium project			
Tactic 1: Launch a training center to create a pipeline for laborers into the trades, as well as supporting transition from tradespeople to business owners			
Tactic 2: Create a directory of active contractors			
Tactic 3: Re-evaluate hiring criteria to increase work opportunities			
Tactic 4: Incentivize real estate owners with a possible tax incentive to utilize local small businesses			
Strategy 4: Increase access to small business training resources			
Tactic 1: Consider the SBA 8A Mentor/Protégé program to support a regenerative business environment in which local business mentor small businesses to gain greater access to opportunities			
Tactic 2: Consider a permanent home for small business assistance program for Evanston businesses, aimed at clearing obstacles to growth and opportunities			
Tactic 3: Engage with the high school to educate the promote small business and entrepreneurship, including training in the 8A program requirements			

Award Proposal

To: Minority / Women / Disadvantaged / Evanston Business Enterprise
Development Committee
From: Angela Wilson Pennisi
Kemone Hendricks
Ernest Noy
Date: March X, 2024

The purpose of the M/W/D/EBE Development is *To identify and assess the needs of the M/W/D/EBE community on a regular basis, develop a program to address the established needs of the M/W/D/EBE community* and the City of Evanston's vision is *Creating the Most Livable City in America*.

Establishing two awards that highlight the community contributions of M/W/D and Evanston small businesses supports both this vision and the purpose. We want more companies contributing to the livability and vibrancy of Evanston, and highlighting the contributions of a M/W/D and Evanston businesses provides an avenue for promoting all nominees, encourages continued contributions to Evanston by these businesses, and allows the nominees and winner to promote their business through this recognition.

Eligibility Criteria:

We debated the benefits of awards focused on community contributions of Evanston businesses versus awards highlighting valued and appreciated Evanston businesses and would like the committee's input on what qualities we wish to recognize in this process.

We recommend two awards, one recognizing an Evanston-owned M/W/D business and another recognizing an Evanston-owned and based business without requiring M/W/D ownership.

Utilizing a standardized nomination form, the committee would determine the eligibility of the nominees, including consideration of Small Business Administration eligibility requirements:

- The business must be in operation and operate for profit
- The business must not exceed the SBA definition of “small”, referencing the [North American Industry Classification System guidelines](#) related to sales and number of employees
- The business must not be a type of [ineligible business](#)

We recommend collaborating with the business districts, Special Service Area organizations, and [Enjoy Evanston](#) to promote the award. Once the committee has established the eligibility of the nominees, members of the community would vote online to determine the winning businesses. The awards would be presented during the Evanston Mayor’s State of the City Luncheon, typically held in March of each year.

We recommend a monetary award or grant for each recipient, ranging from \$2,000 to \$5,000, to either support their business’ work in the community, encourage continued contributions to the City of Evanston, or simply to recognize excellence.

Angela Wilson Pennisi

Award Proposal

To: Minority / Women / Disadvantaged / Evanston Business Enterprise
Development Committee
From: Angela Wilson Pennisi
Date: January 12, 2024

The purpose of the M/W/D/EBE Development is *To identify and assess the needs of the M/W/D/EBE community on a regular basis, develop a program to address the established needs of the M/W/D/EBE community* and the City of Evanston's vision is *Creating the Most Livable City in America*.

Establishing an award that highlights the community contributions of a M/W/D/EBE business supports both this vision and the purpose. We want more companies contributing to the livability and vibrancy of Evanston, and highlighting the contributions of a M/W/D/EBE business provides an avenue for promoting all nominees, encourages continued contributions to Evanston by these businesses, and allows the nominees and winner to promote their business through this recognition.

I would recommend collaborating with an existing Evanston awards event, such as the Evanston Chamber of Commerce or the Evanston Community Foundation to present the award. We could consider seeking nominations from each of the business district associations in Evanston to include businesses from all neighborhoods in the city. The nomination and award process itself could generate enthusiasm and excitement by providing a public voting process that the businesses could engage in with their customers and clients. The award could include a cash grant to support their work and encourage continued contributions to the City of Evanston.

Survey Feedback:

- I think that questions #7,#8,#9 need to have mult. choice added for clarity.
- #10. CDFI? Maybe that's just abbreviated for our purposes and will be spelled out on the actual survey, but I don't know what that means.
- Additionally, would your firm be interested in or could it be beneficial for you to be listed as a local marketplace vendor.

Questions / Comments for the Committee and City:

Generally speaking, how do we (MWEBE & COE) get to a place where the "Business Case for Diversity" is to our advantage and not to our detriment? Diverse board leadership diverse management, diverse workforces all are proven to produce better outcomes. Municipals, orgs and companies who don't figure this out soon, will find themselves in a regulatory quandary, an employee shortage and a PR nightmare.

Yet it seems at every significant turn we try to make in the interest of our most vulnerable population, we are essentially penalized in a number of ways that are not seen by the untrained eye.

How do we not only figure out sustainable solutions internally, but help existing and potential partners of COE figure this out as well?

- Why are we (COE) not a desirable municipality to work with on bids for the projects we have available?
- How is it that we can't demand the requirements we desire as it relates to affordable housing and other major projects with developers?
- Why can't we manufacture / create/ produce and grow our own collective of developers who will not only abide by our requirements but who see it as an opportunity to partner with us to do what's right?
- We like to promote how we are examples to other communities and how we are "the first to (insert accomplishment here)". Wouldn't this be an amazing story we can all continue to (truthfully) tell about our little nimble community on the North Shore, that is taking matters into its own hands to help combat these critical, very solvable issues facing every community in the U.S.?
- Can we be creative with our Economic Development to foster conversations with our largest retailers, to help solve some of the existing and future mutual issues? Things like homeless persons in front of their stores affecting business and foot traffic and workforce development for employment in these stores. Surely this can be seen as an additional way to highlight their "good corporate citizenship", if nothing else in their eyes.
- Engaging our largest employers to partner on the initiative - for NU; this is an education equity issue, for Endeavour Health Syst; this is a health equity issue, for Hagerty Consulting; this is an equity issue regarding consulting in the areas they specialize in, for Underwriters Laboratories; this is equity based on their own mission statement "working for a safer world" - , Byline, BMO, Chase and Wintrust Banks; this is a financial services equity issue. And the list goes on.

This is not a request to just throw money at these issues and requests. **All of these entities have the human capital investment they can make at essentially no cost to them** - a Community engagement component, an investments arm, a strategic planning component and boards of directors consisting of

individuals who have created, adopted and nurtured effective ideas into well executed strategic plans on small and large scales.

We (the City of Evanston) offer a myriad of attractions to existing and potential partners from tech & innovation opportunities, to lakefront access, to multimodal transportation opportunities, to youth engagement, career pathways, access to a large manufacturing sector, world class arts & entertainment and incentives I am not even mentioning here.

There has to be someone(s) on the COE payroll (or at some school at NU) who can help us come up with a creative video or tiktok presentation series, to drive these points home in a creative, succinct and effective manner to help tell our story and get us on not only the right track, but on the right side of history.



Tammi Nunez <tnunez@cityofevanston.org>

Re: MWDEBE Committee Meeting February 21, 2024

1 message

Angela Pennisi <angelawpennisi@physiopartners.com> Sun, Feb 25, 2024 at 12:45 PM
To: Tammi Nunez <tnunez@cityofevanston.org>, Kemone's World <kemonehendricks@gmail.com>, Michael McLean <mmclean@condorpartners.net>, Bobby Burns <bburns@cityofevanston.org>, Bonaventure Fandohan <bonaventure@octopusci.com>, Devon Reid <dreid@cityofevanston.org>, Jared Davis <contact.jared.davis@gmail.com>, Ernest Noy <ernest@valueaddedbranding.com>, Kristian Harris <kharris@cityofevanston.org>, Rachel Williams <rachel.o.williams@gmail.com>

Hi,

Here are my suggestions for updates to the survey discussed last week:

For Question 2, I suggest including the North American Industry Classifications:

11	Agriculture, Forestry, Fishing and Hunting
21	Mining, Quarrying, and Oil and Gas Extraction
22	Utilities
23	Construction
31-33	Manufacturing
42	Wholesale Trade
44-45	Retail Trade
48-49	Transportation and Warehousing
51	Information
52	Finance and Insurance
53	Real Estate and Rental and Leasing
54	Professional, Scientific, and Technical Services
55	Management of Companies and Enterprises
56	Administrative and Support and Waste Management and Remediation Services
61	Educational Services
62	Health Care and Social Assistance
71	Arts, Entertainment, and Recreation
72	Accommodation and Food Services
81	Other Services (except Public Administration)
92	Public Administration

For 3: Is your company currently contracted on any projects in Evanston or with the City of Evanston?

Only ask question 5 if we intend to follow up with resources on how to certify as MBE / DBE / WBE

Question 12: Spell out acronyms (CDFI); I would leave out "to support contracting" – access to capital is an issue for all businesses.

13: Change "circumvent" to "mitigate"

14: What are the topics you are most interested in learning more about to be successful in your business?

MWDEBE Development Committee

Potential Survey Questions for Businesses

*The questions start assuming we have captured the business owner name, address, email, web site, phone, etc.

1. What stage of business are you in?

- Seed & Development
- Startup
- Growth & Establishment
- Expansion
- Maturity

2. What types of services are offered by your firm?

- 11 Agriculture, Forestry, Fishing and Hunting
- 21 Mining, Quarrying, and Oil and Gas Extraction
- 22 Utilities
- 23 Construction
- 31-33 Manufacturing
- 42 Wholesale Trade
- 44-45 Retail Trade
- 48-49 Transportation and Warehousing
- 51 Information
- 52 Finance and Insurance
- 53 Real Estate and Rental and Leasing
- 54 Professional, Scientific and Technical Services
- 55 Management of Companies and Enterprises
- 56 Administrative and Support and Waste Management and Remediation Services
- 61 Educational Services
- 62 Health Care and Social Assistance
- 71 Arts, Entertainment, and Recreation
- 72 Accommodation and Food Services
- 81 Other Services (except Public Administration)

92 Public Administration

3. Is your firm currently contracted on any projects in Evanston or with the City of Evanston ?

Yes (please include estimated contract value below)

No

Estimated Contract Value:

4. Is your firm certified as a DBE, MBE or WBE?

Yes

No

5. If your firm is certified as an MBE or WBE, please check the boxes that apply for your work in connection with local contracts.

We directly bid or compete for work.

We work as subcontractors or suppliers.

We obtain contracts via discretionary purchase awards.

We work as consultants chosen from an approved list.

For applicable contracts, please provide \$ value, or answer N/A: _____

6. Is your firm interested in being certified as a DBE, MBE or WBE?

Yes

No

7. Of which city services or business support are you currently aware?

Please select from list

8. What city services or business support have you taken advantage of in the past?

Please select from list

9. Which city services or business support would you like more information about?

Please select from list

10. What is the biggest challenge for the growth of your business at this time (Please circle all letters that apply)?

a. Lack of qualified applicants for hiring or turnover

b. Inflation of wages

c. Inflation of other business costs, including costs of borrowing

d. Access to capital or funds for operational costs

e. Knowledge about how to scale and grow, such as marketing, human resources

f. Limited network for building business relationships

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g. Other: _____

11. In what areas are you least confident in running your business (Please circle all letters that apply)?

- a. Marketing
- b. Technology
- c. Human resource management
- d. Accounting and bookkeeping
- e. Understanding contracts, leases, liability, and insurance
- f. Leading a team
- g. Other: _____

12. What can anchor institutions and agencies do to collaborate with banks and alternative lenders, such as **Community Development Financial Institution and mission-based lenders, by providing better access to capital?**

13. How significant are bonding and insurance requirements as they relate to being financial obstacles for your businesses? What has your organization done to mitigate this requirement, if applicable?

14. What are the topics you are most interested in learning more about to be successful in your business?

15. As a business owner, what is an immediate action you think can take that will increase your success?

16. Would your firm be interested in or could it be beneficial for you to be listed as a local marketplace vendor

- Yes
- No