



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

**Wednesday, July 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 May 17, 2017**
- 3. UNFINISHED BUSINESS**
 - a. Assist Agencies Certification**
- 4. STAFF REPORTS**
 - a. Under 20Spend Update**
 - b. M/W/EBE and LEP Tracking Report**
 - c. LEP Summary - 2017 Capital Planning Projects - Tentative Schedule**
 - d. Economic Development - Entrepreneurship Support Program Update**
- 5. NEW BUSINESS**
 - a. August 16, 2017 Committee Meeting**
- 6. ADJOURNMENT**
- 7. NEXT MEETING: Wednesday, August 16, 2017 (or September 20, 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, May 17, 2017

6:30 P.M.

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

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

MEMBERS ABSENT: Jean Murphy, Bob Reese and Jessica Oldani

STAFF PRESENT: Mayor Stephen Hagerty, Assistant City Manager Martin Lyons, Purchasing Manager Tammi Nunez, Public Works Agency Director David Stoneback, Water Production Bureau Chief Darrell King, and Business Workforce Development Coordinator Sharon Johnson

Guest: Kyle Dubuque-LEND, Suhaib Khan-LEND, Charitra Subramamain-LEND, John Threats-Union, Doug Amaya-Union and Bennet Johnson-EMBCI

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 April 19, 2017 by K. Rodgers and seconded by J. Gutstein. **Vote called and taken. Motion passed unanimously.**

3. Guest Public Works Apprentice Program

- a. Director D. Stoneback gave an overview of the City current apprentice job training program guidelines; discussed Water Worker I position apprentice classification description, compensation, benefits and success of apprentice program.
- b. Bureau Chief D. King gave an overview of Operator in Training Pilot Program that was recently approved at ETHS. The OIT program (which derived from a program at his previous employer and in addition currently) in addition to two other sites located in Lake County will serve as models to be replicated throughout the State and Nation.

4. Unfinished Business

- a. Procurement 101 Workshop Debriefing
 - o The Procurement 101 Workshop was held on April 21, 2017 from 8am-12pm. The workshop was a success over 60 attendees; results of workshop survey were discussed: majority of attendees was their first time in attendance; Useful topics: rfp process and certification

information; Resources to develop: B to C Support and Networking; Committee suggested enough coverage for all tables and full day coverage of presenters.

- Workshop Expenses: advertisement - \$50; office supplies/refreshment items - \$74.66; Food - \$251.34; Total Expenses - \$376.00
- M. Lyons noted meeting with Evanston Minority Business Consortium, Inc. and the additional effort the city looks to make to make it easier for Evanston business to access information and receive more city business; Will look into drilling into

5. Staff Reports

- a. 2016 Under \$20k Spend: Purchasing Manager T. Nunez reviewed City spends reported \$13,127,716 total spend; spent locally in Evanston \$2,016,125; \$7,667,881 in state of Illinois; and \$3,443,629 out of state. Report summarized various commodities by biggest account numbers; included summary of various Evanston payments; department spend by dollars and percentage.
 - M. Lyons will look into ways to analyze Illinois and out of state data spend. Possible opportunities to partner with Evanston Chamber. Ald. Braithwaite also asked to request spend numbers from District 202 and 65.
- b. MWEBE Tracking Report: Business Workforce Development Coordinator S. Johnson reviewed the report. To date we are slightly over goal at 27.2% compliant (total to date of \$13,168,675.29).
- c. LEP Summary – 2017 Capital Planning Projects Tentative Schedule – report included in packet

6. New Business

- a. Assist Agencies Certification process Ordinance – request to consider certification from Women’s Business Enterprise National Council (WBENC) comparison was presented to Committee members for consideration. Forms would need to be changed to help stream line the certification process by accepting additional certifications. Ald. Braithwaite offered vision to offer as a service for other opportunities to become certified.

7. Adjournment

Motion to adjourn made by Yves Lassere and seconded by Kenneth Rodgers. **Vote called and taken. Motion passed unanimously.** Meeting adjourned at 8:05 pm.

Respectfully Submitted,
Tammi Nunez, Purchasing Manager



Memorandum

To: Chair and Members of the M/W/EBE Committee

From: Martin Lyons, Assistant City Manager/CFO
Paul Zalmezak, Economic Development Division Manager
Cindy Plante, Economic Development Coordinator

Subject: Entrepreneurship Support Program Update

Date: June 19, 2017

Summary:

The Entrepreneurship Support Program guidelines were approved by City Council in April and the first three applicants for funding under the guidelines have been approved by Economic Development Committee and City Council. The three businesses were approved for a total of \$8,500 in funding out of the \$50,000 set aside for the program this year. The businesses approved funding amounts are:

- **Jennifer's Edibles - \$2,500**

Jennifer Eason of Jennifer's Edibles completed the Sunshine Enterprise Community Business Academy program in 2016 and opened a brick and mortar restaurant at 1623 Simpson Street in January of 2017, making her the second program participant to open a brick and mortar business since the program launched in Evanston. The restaurant offers American and Caribbean menu items on site and for catering orders. Ms. Eason was approved for funding assistance for the purchase of additional restaurant equipment, including a warmer, refrigerator, steam table, and pans. Ms. Eason hopes to grow the business by adding Sunday brunch and marketing to local churches.

- **Human Success Factors – \$2,500**

Human Success Factors is a career counseling and coaching business founded in 2016 by Dorothy Mendoza, a human resources professional who also recently completed the Community Business Academy program. Ms. Mendoza was funding to help grow the business by launching a website, purchasing online and print advertising, and hosting career planning workshop for teens and young adults.

- **Sharp Edge Crossfit - \$3,500**

Owner Netanya Mintz intends to open Sharp Edge Crossfit in a long-vacant former garage space at 1324 Dodge Avenue. Ms. Mintz was approved for

funding assistance for equipment purchases including a rack system and barbells as well as assistance with City fees including Special Use Permit Application, Business License, and build-out permits and inspections. Ms. Mintz also applied and was approved for Storefront Modernization Program funding to assist in interior build-out of the Dodge Avenue space.

Background & Additional Updates:

The Entrepreneurship Support Program was created to provide limited one-time grant assistance to individuals starting or expanding a small business in Evanston. The program guidelines were approved by City Council in April, 2017 after consultation with the Minority, Women, and Evanston-Based Enterprise Committee (M/W/EBE Committee), Sunshine Enterprises, and LEND. The program guidelines provide for up to \$1,000 in assistance with City licensing and permitting fees (to be provided by an interfund transfer from the ED fund rather than a fee waiver) and/or up to \$2,500 in assistance for qualifying business expenses such as tools, equipment, insurance, professional services, training, certifications, and production space. Applicants must provide three estimates for services to be funded (when possible) and must submit a detailed business plan as part of the application, and proof of either residence in Evanston or a business location in Evanston. Businesses receiving funding through this program are not barred from seeking funding through the Storefront Modernization Program in the event that they open a brick and mortar location in Evanston, though each program must be applied for separately.

Although the Economic Development Committee approved the first three applicants under the April guidelines, the committee requested that staff make additional changes to the program guidelines to limit eligibility to applicants who have completed Community Business Academy or a similarly-structured business education curriculum. Under the current guidelines, completion of such a program was described as being preferred but was not required. An updated draft of the program guidelines will be presented to the Economic Development Committee on June 28, 2017.

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
January Total				\$781,976.84								\$276,003.84
Total to Date				\$781,976.84		35.2%		5	3	3	0	\$276,003.84
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
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	\$2,700,000 / \$405,000		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
PWA	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
March Total				\$6,577,407.40								\$1,900,419.00
Total to Date				\$7,632,596.24		30.7%		9	8	5	0	\$2,349,725.84

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	4/10/2017	Bid 17-03	2017 Water Main Improvements & Street Resurfacing Project	\$2,659,267.00	\$200,000 / \$30,000		Joel Kennedy Constructing Corporaation (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
PWA	4/24/2017	RFQ 17-11	Street Light Master Plan Project	\$146,143.05			Christopher Burke Engineering					
						24%	Delta Engineering Group	X				\$35,333.09
						25%	Altamanu Inc.		X			\$37,573.06
PWA	4/24/2017	Bid 17-27	2017 Parking Lot Improvement Project	\$1,188,000.00	\$126,000 / \$18,000		Buidling Paving, Inc. (LEP Eligible)					
						4.2%	Ozinga Ready Mix			X		\$50,000.00
						10.5%	Elmund & Nelson		X			\$124,825.00
						1%	Highway Safety Group	X				\$11,540.00
April Total				\$4,971,189.05								\$1,085,881.93
Total to Date				\$12,603,785.29		27.2%		17	14	8		\$3,435,607.77

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
LIB	5/22/2017	Bid 17-28	Main Library Underground Pkg Grg Upgrade - Phase 2	\$198,000.00			Reliable & Associates Construction Company					
						2.9%	Romero Steel Company	X				\$5,800.00
						9.5%	Beton Construction		X			\$19,000.00
						8%	Durango Painting	X				\$15,900.00
LIB	5/22/2017	RFP 17-19	Back Up Electrical Generator Engineering	\$45,556.00			Clark Dietz, Inc.					
						23.6%	Delta Engineering Group	X				\$10,761.00
						8.7%	Elliot Dudnik & Associates			X		\$4,000.00
LIB	5/22/2017	Bid 17-18	Phase III North Branch Construction Upgrades	\$321,334.00			Structures Construction (LEP Eligible)					
						28.5%	O'Neill Contractors		X			\$91,814.00
						2.3%	Central Rug & Flooring			X		\$7,250.00
						1%	Windy City Heating & Cooling	X				\$3,200.00
PWA	5/22/2017	RFP17-13	Levy Senior Center Solar Panel Installation	\$62,700.00			Continental Electrical Construction Company					
						14%	Express Electric Supply	X				\$8,775.00
May Total				\$627,590.00								\$166,500.00
Total to Date				\$13,231,375.29		27.2%		22	16	10		\$3,602,107.77
PWA	6/12/2017	RFP 17-30	Citywide Generator Evaluation	\$54,339.99			CCJM Engineers					
						38%	CCJM	X				\$20,839.99
PWA	6/12/2017	Bid 17-34	James Park North Field Renovations	\$930,062.00	\$320,000 / \$48,000		Elanar Construction Company (LEP Eligible)					
						5.3%	Evanston Organics			X		\$50,000.00
						16%	JLL Construction	X				\$148,079.00
						2.5%	Paul Herrea Construction	X				\$23,000.00
						.43%	Ozinga Ready Mix			X		\$4,000.00

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	6/12/2017	RFP 17-06	30" Downtown Transmission Feeder	\$519,166.00			Alfred Bensesch & Company (RFP not LEP eligible, Consulting Svcs)					
						13%	M3 Engineering Group		X			\$68,560.00
						16%	GSG Consultants	X				\$82,318.00
PWA	6/12/2017	Bid 17-32	Fleetwood Jourdain Center Washrm Renovations	\$182,900.00			Construction Consulting & Disbursement Services, Inc.					
						1%	DES Painting		X			\$2,200.00
						17%	Flader Plumbing & Heating			X		\$31,889.47
						14.5%	Central Rug & Flooring			X		\$26,530.00
PWA	6/26/2017	RFP 17-06	30" Downtown Tranmission Feeder Main Engineering Serv	\$305,890.54			Alfred Bensesch & Company (RFP not LEP eligible, Consulting Svcs)					
						22.4%	M3 Engineering Group		X			\$68,560.00
						17.7%	GSG Consultants	X				\$54,060.92
PWA	6/26/2017	RFP 17-35	Noyes Theater Stage Lighting Replacement	\$129,500.00			Gim Electric Company					
						100%	Gim Electric Company	X				\$129,500.00
PWA	6/26/2017	RFP 17-36	Emerson Street Wholesale Water Meter	\$234,900.00			Crawford, Murphy, & Tilly					
						23.8%	J.A. Watts		X			\$55,968.00
						3.6%	GSG Consultants	X				\$8,500.00
June Total				\$2,356,758.53								\$774,005.38
Total to Date				\$15,588,133.82		28%		29	20	14		\$4,376,113.15
PWA	7/10/2017	RFP 17-14	Water Meter Replacement Program	\$1,153,500.00	\$700,000 / \$105,102.45		Water Resources Inc. (LEP Eligible)* using installation labor cost					
						25%	Mobix Corporation			X		\$175,170.75
July Total				\$1,153,500.00								\$175,170.75
Total to Date				\$16,741,633.82		27.1%		29	20	15		\$4,551,283.90

LEP Penalty Total 2013-2015	Yr to Date 2016	Total
\$60,634.45	\$9,395.00	\$70,029.45

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
		January	\$30,000.00			
		To Date	\$30,000.00			
PWA	2/13/2017	No Bid #	\$354,947.00	Fog House Roof & Masonry	DBS Garland (Cleveland, OH)	Precludes Subcontracting Opportunities
		Feb	\$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
PWK	3/27/2017	Skokie# 2017-01-07	\$23,900.00	Mowing Services	Cleanslate Chicago (Chicago, IL)	Precludes Subcontracting Opportunities
		March	\$233,978.00			
		To Date	\$618,925.00			

Dept.	Date	RFP/Bid #	Base Bid Amount	Project Title	Company	Reason Waived
PWK	4/17/2017	Bid 17-25	\$693,079.80	Dutch Elm Disease Control Program	Robert Kinnucan Tree Experts (Lake Bluff)	Precludes Subcontracting Opportunities
		April	\$693,079.80			
		To Date	\$1,312,004.80			
PWK	7/10/2017	No Bid #	\$124,879.00	Roof Masonry Repairs	DBS Garland (Cleveland, OH)	Precludes Subcontracting Opportunities
		July	\$124,879.00			
		To Date	\$1,436,883.80			

LEP Penalty Update Information 2016 (To Date)

UPDATE (revised 6.12.17)

<u>2013 Violators & Penalties</u>	<u>Amt</u>	<u>Training & Events</u>	<u>Amt</u>
SAK Construction	\$2,000.00	Procuremt 101 (2014)	\$346.20
Bolder Construction	\$9,000.00	Procuremt 101 (2015)	\$329.27
Chicagoland Paving	\$3,400.00	Procuremt 101 (2016)	\$181.08
Elanar Construction	\$4,100.00	OHSA Training	\$925.00
F.E. Moran	<u>\$6,700.00</u>	Flagger Training	<u>\$1,680.00</u>
	\$25,200.00		\$3,461.55

<u>2014 Violators & Penalties</u>	<u>Amt</u>		
Glenbrook Excauvation	\$4,000.00	LEP 2013-2015 Penalties	\$64,096.00
A Lamp Concrete	\$4,515.00	Training & Events	<u>-\$3461.55</u>
A Lamp Concrete	<u>\$3,087.00</u>	Estimated LEP Funds	\$60,634.45
	\$11,602.00		

<u>2015 Violators & Penalties</u>	<u>Amt</u>
American Suncraft	\$11,558.00
Kenny Construction	\$3,418.00
Kovilic Construction	\$2,974.00
APT (Auto. Prkg. Technol)	<u>\$9,344.00</u>
	\$27,294.00

<u>2016 Violators & Penalties</u>	<u>Amt</u>	
Glenbrook Excavation	\$5,281.00	
DBS / Garland - Wtr Treatmt	\$3,067.00	
Reliable & Assoc - Ch St /Mpl Gge	\$1,047.50	
*Elanar Construction	-	
* A Lamp - 2016 Pkg Lot	-	
	<u>\$9,395.50</u>	
		<u>TOTAL TO DATE = \$70,029.95</u>

* outstanding penalties not yet collected