

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

**Wednesday, March 21, 2018 6:30 P.M.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Aldermanic Library**

AGENDA

- 1. CALL TO ORDER / DECLARATION OF QUORUM**
- 2. APPROVAL OF MEETING MINUTES of February 21, 2018**
- 3. Guest Introductions – Susan McClelland, Adult Services Librarian**
- 4. UNFINISHED BUSINESS**
 - a. Under 20 Spend Report Update**
 - b. Fire Fighter Test Report Update (LEP Funds/EFD Recruitment)**
 - c. Procurement 101 Update**
- 5. STAFF REPORTS**
 - a. M/W/EBE and LEP Tracking Report**
 - b. 2018 Capital Planning Projects & LEP Summary - Tentative Schedule**
 - c. Apprentice Proposal – Ald. Braithwaite (Held from last month)**
- 6. NEW BUSINESS**
 - a. Repeat LEP Violator discussion**
 - b. Evanston Based Businesses Database**
- 7. ADJOURNMENT**
- 8. NEXT MEETING: Wednesday, April 18, 2018**

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

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

Wednesday, **February 21, 2018**

6:30 P.M.

Lorraine H. Morton Civic Center, 2100 Ridge Ave, Room 2403 - Lagoon Conference Room

MEMBERS PRESENT: Ald. Braithwaite, Ald. Rue-Simmons, Joshua Gutstein, Malik Kemokai, Yves Lassere, Jessica Oldani and Kenneth Rodgers

MEMBERS ABSENT: Bob Reece and Juneitha Shambee

STAFF PRESENT: Interim CFO/ City Treasurer/ Budget and Finance Manager Ashley King, Purchasing Manager Tammi Nunez, Business Diversity Compliance Coordinator Sharon Johnson and Capital Planning & Engineering Bureau Chief Lara Biggs

OTHERS PRESENT: Doreen Price

PRESIDING MEMBER: Ald. Rue-Simmons

Declaration of a Quorum

With a quorum present, Ald. Rue-Simmons called the meeting to order at 6:40pm.

Approval of Minutes

Motion to approve the Minutes as presented from January 17, 2018 made by J. Gutstein and seconded by J. Oldani. **Vote called and taken. Motion passed unanimously.**

Guest Introduction: None

Unfinished Business

- a. Mr. van Dril report will be reviewed by staff and next steps will be suggested at next meeting.
- b. Fire Fighter Test Report (use of LEP Funds/EPD Recruitment Process): Interim CFO/ City Treasurer/ Budget and Finance Manager A. King gave the committee an update on the use of LEP funds and requests.
 - LEP use of funds went to Council at the last meeting and **passed unanimously.**
 - Meet with Human Resources Manager Jen Lin to set up online form; talked to organization that give physicals and discussed payment on behalf of applicants; Yes, the city could directly pay them instead of having applicant's pay up front.
 - No applicants as of today's meeting had applied to take advantage of the funds.
 - Ms. King mentioned that no Evanston residents applied for assistance during the last EPD recruitment process (program that would pay for application fees). Not sure if

- communication issue or why people are not applying; would follow up with demographics of who applied.
- Committee asked for additional outreach can be done to get the word out; possible to market the program funds are available to Evanston residents.
- c. Local contractors list NSP2 Bid Application: Staff met on January 23, 2018 to discuss contractor vetting process used by Housing Rehab - NSP2 application process. Recommended to send mass email to NSP2 group to see if they are interested in being part of EBE group. Clarify NPS2 list staff was provided from meeting/ discussion with ED; if this is current list used by Housing Rehab?
- d. Procurement 101 Update: Staff informed committee of community conflict with April 27th date; alternative locations were given as options or selection of another date was discussed; Committee selected May 4th as new date to hold procurement workshop. In preparation of 2018 Procurement Workshop, staff requested committee input on:
- Flyer logo/ theme – previous flyers/ themes were circulated and suggestions were given; The committee came up with “ Procurement 101 Connect to Your Local Community”; staff asked committee if they come up with other ideals/suggestions to email them to send to the group.
 - Suggestions: have Chicago Minority Supplier Development Council (ChicagoMSDC) present certification information; mini vendor fair with local service businesses set-up around the wall (i.e. micro lenders, insurance, business attorney’s) should have room for approximately 5 vendors).
 - Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) will be a new presenter this year at workshop. Ald. Rue-Simmons informed the committee of MWRDGC Minority/Women business community outreach work; headed up by Commissioner Josina Morita; she will be the point person and attend the workshop. Committee asked staff to reach out and invite Commissioner Morita to the next committee meeting.
 - Committee will review surveys from 2016 and 2017 for possible recommendations from participants at next meeting.

STAFF REPORTS

a. MWEBE Tracking Report Update

Business Workforce Compliance Coordinator Johnson reviewed the MWEBE Tracking report with the committee, gave an overview of the report; most projects have not had much change since last and LEP Tracking Reports.

- Water Resources Inc., (page 9 of packet) Water Meter Replacement Program, 30% compliance; meeting schedule next week to discuss project and LEP participant that will be replaced. Contractor is looking for another licensed plumber. Could end up at 15%. The committee will continue to monitor the project.
 - Central Lakes Company, (page 11 of packet) Fleetwood Jourd. Ctr. HVAC Elec., at 9.5 % they have not submitted additional payroll as of today. Contractor has new licensed electrician but Ms. Johnson has not vetted the individual as of yet.
 - 2018 MWEBE Goal at 24% compliance and LEP penalty fund \$85,070.26.
- a. LEP Violators List: Ms. Johnson reviewed data history. Two vendors are currently not eligible to bid on city projects (A Lamp Concrete and Chicagoland Paving). Additional discussion to consider what happens when contractors are multiple offenders (routinely non-compliant); suggestions that were

from the committee include: staff should have hard conversations with them; have contractor submit a written plan of action to correct compliance. Staff will follow at next meeting with update.

- Committee will consider further repeat offender penalties.
- b. 2018 Capital Planning Projects –Lara Biggs review 2018 list of contacts that are based off of the budget that is approved by Council for the year.
- Ms. Biggs also explained the different types of contract; which are LEP eligible (projects over \$250,000 and city general bonds/funds) and projects not eligible (projects funded from Grants, Federal, not city general obligation bonds).
 - The list includes \$22 million dollars associated with projects that are LEP eligible
 - Usually only 3 quarters of projects are accomplished in a given year.
- c. Apprentice Proposal –request to hold until next meeting.

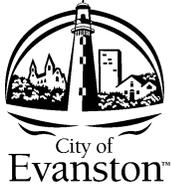
New Business

- a. Marketing Materials for use of LEP Funds: Ms. Johnson met with Community Engagement staff to discuss ways to best way to market the availability of the LEP penalty funds to eligible Evanston residents. The recommendation is text messaging usage as the majority of participants have cell devices and the most preferred method of communications. If needed a link could be sent in message that would supply additional information.

Adjournment

Motion to adjourn made by Y. Lassere and seconded by K. Rodgers. **Vote called and taken. Motion passed unanimously.** Meeting adjourned at 8:39 pm.

Respectfully Submitted,
Tammi Nunez, Purchasing Manager



Memorandum

To: M/W/EBE Committee

From: Ashley King, Finance and Budget Manager
Tammi Nunez, Purchasing Manager

Subject: Under \$20K Spending Report Plan

Date: February 27, 2018

During the February 21, 2018 MWEBE Meeting, the Committee directed staff to begin the process of developing a plan for transitioning some of the City's expenses that are under \$20,000 (and therefore not subject to bids or RFP processes) to local vendors. The goal is to pick up where the consultant's report left off and connect the dots between where dollars are currently being spent and which Evanston businesses can provide these services. Ideally, staff believes that we can create a list of concrete changes that can be made in order to achieve the Committee's goal of spending more money within Evanston.

Due to the current workload, staff proposes utilizing summer youth employees for a portion of this work. A draft timeline is below:

- April—Tammi & Ashley analyze the list of 446 repeat under \$20K vendors to approximately 100 where efforts can be concentrated. Ashley & Tammi will look for vendors whose services cannot be duplicated in Evanston (i.e. Cook County Revenue Office, utilities, etc.).
- May MWEBE meeting—Presentation of the 100 vendors for analysis
- June—Summer Youth Project—to interview the departments using the top vendors to get a better idea of why those vendors were chosen.
- July/August—Research with the Chamber of Commerce and Economic Development team to determine if vendors within Evanston can provide a similar service.
- September MWEBE meeting—report back to the Committee with a document that clearly recommends the vendor switch
- October—Tammi meets with various departments to implement the recommended changes

2018 MWEBE Goal Compliant

Dept.	Date	RFP/Bid	Project Title/Evanston Work Hours	Total Bid Amt	Total Labor Cost / LEP Labor Cost	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount
PWA	1/22/2018	Bid 18-05	Asbestos Abatement at 721-723 Howard Str	\$38,000.00	-		Cove Remediation					
						10%	Abatement Materials	X				\$3,800.00
						5%	DisposAll Waste Services		X			\$1,900.00
						13%	Camow, Conibear & Assoc.		X			\$4,900.00
	January Total			\$38,000.00								\$10,600.00
	Total to Date			\$38,000.00		28%		1	2	0	0	\$10,600.00
PWA	2/12/2018	Bid 17-60	Howard Street Theatre Construction Svs	\$1,385,469.00	-		Structures Construction (LEP Eligible)					
						15.6%	Windy City Heating & Cooling	X				\$216,925.00
						7.2%	Evergreen Supply Company		X			\$100,000.00
						.8%	Kedmont Waterproofing Company		X			\$11,212.50
						2.5%	Central Rug & Flooring			X		\$35,750.00
PWA	2/12/2018	RFP 17-58	West Filter Plant Study	\$126,033.00	-		Carollo Engineers					
						9.1%	Environmental Design Int'l	X				\$11,470.00
						16.2%	McGuire Igleski & Associates			X		\$20,400.00
PWA	2/26/2018	Bid 18-06	Lovelace Park Pond Rehab	\$107,000.00	-		Sumit Construction					
						100%	Sumit Construction	X				\$107,000.00
PWA	2/26/2018	Bid 18-02	Service Center Parking Deck Restoration	\$506,074.00	\$136,960 /\$20,544		Monson Nicolas Inc. (LEP Eligible)					
PWA	2/26/2018	RFP 17-57	Rbt Crwn Comm Ctr - Constr Mgr Svs	\$41,510.00	-		Bulley & Andrews					
						25%	The Bowa Group	X				\$41,510.00
	February Total			\$2,166,086.00								\$544,267.50
	Total to Date			\$2,204,086.00		25%		4	4	2	0	\$554,867.50

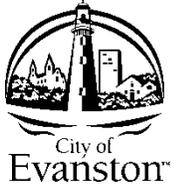
2018 MWEBE Goal Waived

Dept.	Date	RFP/Bid #	Base Bid Amount	Project Title	Company	Reason Waived
PWA	2/12/2018	Bid 18-03	\$38,000.00	2018 Sewer Flow Monitoring	ADS Environmental Services (Huntsville, AL)	Precludes Subcontracting Opportunities

LEP Penalty Total 2013-2015	Yr to Date 2016	Yr to Date 2017	Total
\$64,096.00	\$16,005.21	\$4,969.05	\$85,070.26

M/W/EBE Tacking Report Legend

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



Memorandum

To: Members of the MWEBE Committee

From: Ashley King, Finance and Budget Manager

Subject: Evanston based business database

Date: March 21, 2018

During the February MWEBE meeting, the group discussed a missing link in connecting contractors with potential subcontractors in Evanston. Currently, the City does not certify "EBE"s or provide a listing of them to contractors. The honorous is on the contractor to seek out a sub within Evanston to provide any services they can sub-contract.

In an effort to utilize current resources to provide this function, Purchasing staff met with Library staff to explore the library database "Merchant Intellect". This database allows for searching of a business within a particular location and with specific criteria (i.e. a construction sub contractor in Evanston).

Sharon Johnson will be giving a demonstration during the MWEBE meeting to see if this meets the vision described by the committee.