

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

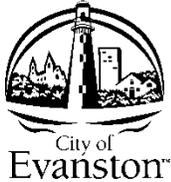
**Wednesday, February 15, 2017 6:30 P.M.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Aldermanic Library**

AGENDA

- 1. CALL TO ORDER / DECLARATION OF QUORUM**
- 2. APPROVAL OF MEETING MINUTES of January 18, 2017**
- 3. NEW BUSINESS**
- 4. UNFINISHED BUSINESS**
 - a. Procurement 101 April 21, 2017 - Planning**
 - b. LEP Participants Update Meeting - February 16, 2017**
 - c. Union and Workforce Development Update Meeting - March 9, 2017**
- 5. STAFF REPORTS**
 - a. Economic Development - Small Business Initiative**
 - b. M/W/EBE Tracking Report**
 - c. LEP Tracking Report**
 - d. LEP Summary - 2017 Capital Planning Projects - Tentative Schedule**
 - e. Workforce Collaborative with NU Update**
- 6. ADJOURNMENT**
- 7. NEXT MEETING: Wednesday, March 15, 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, January 18, 2017

6:30 P.M.

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

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

MEMBERS ABSENT: Ald. Brian Miller and Bob Reece

STAFF PRESENT: Assistant City Manager Martin Lyons, Purchasing Manager Tammi Nunez, Capital Planning & Engineering Bureau Chief Lara Biggs, Business Workforce Development Coordinator Sharon Johnson, Senior Economic Development Coordinator Paul Zalmezak, and Economic Development Specialist Cindy Plante

Guest: Neticia Blunt-Waldron and Stephen Adams-Cochran

PRESIDING MEMBER: Ald. Braithwaite

1. Declaration of a Quorum

With a quorum present, Chair Braithwaite called the meeting to order at 6:40 pm.

2. Approval of Meeting Minutes

Motion to approve November 16, 2016 minutes with Committee member name correction was made by Joshua Gutstein and seconded by Yves Lassere. **Vote called and taken. Motion passed unanimously.**

3. New Committee Member and Guest

New Committee member Yvess Lassere was introduced to the Committee. Mr. Lassere shared his brief bio. Staff and guest introductions followed.

4. New Business

a. Procurement 101 Workshop

- The Procurement 101 Workshop is scheduled on April 21, 2017 from 8am-12pm. The Committee discussed the importance of participant's education of the workshop, outreach and Identify additional community partners is needed. R. Simmons shared the Procurement workshop is included in Sunshine Enterprises presentation with new cohorts that they will have an opportunity to attend the workshop. The theme "Gateway to Doing Business" and format (roundtable discussion) will be the same as last year. Partners identified: Sunshine

Enterprise, Evanston MBE and Business Districts, City Council, Economic Development lists/contacts (including newsletters and social media). The advertisement message – Did You Know (J. Oldani and R. Simmons) will be present at February meeting.

b. Small Business Initiative

- M. Lyons talked to expanded Small Business Development Program memo that ED staff has worked on (expanded updated memo not included in packet), continue development of the program. Mr. Lyons stated the goal is to keep moving forward and receive input from the Committee on program execution. Discussion on program terms, limits, criteria for individuals applying for the grant took place. It was suggested to form a sub-group of Committee that can meet to discuss further. The following volunteers committed to work on sub-group J. Gutstein, Y. Lessere, J. Oldani and R. Simmons (K. Rodgers alternative if someone cannot serve).

c. Le Tour de Noir Enterprise Evanston

- Dr. Jean Murphy shared the event flyer (working draft) she thanked the Committee for their supporting the tour last year and city graphic department for putting together the flyer. Dr. Murphy shared feedback from last year tour and expanded the tour to include an expo this year. Participants will be able to sample goods and products on the tour. The tour will include 73 businesses (25 are Women owned); 2 hours (1:00 – 3:00); Le Tour de Noir Enterprise Evanston website was created, already live and taking registrations; expo will take place at the Levy Center. Motion by K. Rodgers and seconded by J. Oldani. **Vote called and taken. Motion passed unanimously for full support of 2 annual Le Tour de Noir event.**

5. Unfinished Business

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

- Participants meeting will be held Thursday, February 16, 2017 at the Civic Center. Sharon Johnson directed Committee to the flyer on page (8) of the packet.

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

- Union meeting will be held Thursday, March 9, 2017 at the Levy Center. Sharon Johnson informed the Committee the flyer for this meeting will be forth coming. Ms. Johnson reached out to eleven unions. Potential participants include the following unions: Electricians, Carpenters, Glaziers, Tuck-Pointing, Labors, Drywall, Pipe Fitting and Sheet Metal (K. Rodgers suggested contacting the Fire Protection union to participate).

6. Staff Reports

a. MWEBE Tracking Report

- Business Workforce Development Coordinator S. Johnson reviewed the report. To date we are slightly over goal at 25.8% compliant. Waivers for the 2016 were little over \$1.2 million; 2015 \$1.8 million.

b. LEP Tracking Report

- Business Workforce Development Coordinator S. Johnson reviewed the report. During 2016 six (6) projects were LEP eligible.

- Ald. Braithwaite asked about final 2016 LEP penalty summary report and Annual report. Assistant City Manager Martin Lyons informed the Committee that we don't have final figures due to ongoing payment of invoices through the middle of February and wrap up of any given calendar year doesn't happen until March.
- c. Capital Planning Projects and LEP Summary
 - Capital Planning & Engineering Bureau Chief Lara Biggs presented and reviewed capital projects for 2017 (based on the Council November 2017 approved budget) see page 19 of packet. Ms. Biggs mentioned one project listed as Civic Center Security Improvements is not an error they anticipate the complete project will be more than \$175,000 (\$175,000 is only the 2017 budget). Total capital program is around \$55 to \$58 million (\$22 million is LEP eligible for 2017). Ms. Biggs explained the three reports:
 - LEP Eligible Projects
 - LEP Ineligible Projects – funding restrictions and project type
 - LEP Ineligible Projects – Commodities and under \$250,000
 - Ald. Braithwaite asked if a map that shows the projects broken down by ward is available. Although not available at this time, Ms. Biggs asked if the Committee could allow her a month or two she could provide a map with all of the 2017 capital projects by ward.
- d. Workforce Collaborative with Northwestern University Update Meeting
 - Business Workforce Development Coordinator S. Johnson informed the Committee the meeting will take place January 30, will be a strategy meeting to put Oakton Community College and Northwestern University together for Workforce Development. An updated will be forth coming at the next Committee meeting.
- e. Annual Report (hold until February)
- f. Under 20K Spend (hold until February)

7. Adjournment

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

Respectfully Submitted,
Tammi Nunez, Purchasing Manager

2017 MWEBE Goal Compliant

Dept.	Date	RFP/Bid	Project Title	Total Bid Amt	Total Labor Cost / LEP Labor Cost	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount	
FAC	1/9/2017	RFP 16-72	2017-19 Multi Year Janitorial Services	\$120,576.00	-	Eco Clean Maintenance Inc.							
						41.5%	Dust Em Clean	X					\$50,103.00
PWA	1/9/2017	RFP 16-73	Emerson Street Traffic Signals Moderization	\$86,100.00	-	Terra Engineering Ltd.							
						89.5%	Terra Engineering		X				\$77,100.00
PWA	1/9/2017	RFP 16-47	Main Street Corridor Improvement Project (Revised)	\$77,800.84	-	Stanley Consultants							
						5.5%	Vested Strategies			X			\$13,425.00
						19.4%	Environmental Design	X					\$47,613.84
						2.3%	AES Services	X					\$5,584.00
						4.6%	Rubino Engineering		X				\$11,178.00
PWA	1/23/2017	RFQ 16-61	Robert Crown Community Center Ice Complex	\$497,500.00	-	Woodhouse Tinucci Architects							
						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	

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	2/12/2017	RFP 16-74	Robert Crown Community Center Ice Complex	\$123,212.00	-		Stanley Consultants					
						25%	Milhouse Engineering Constr	X				\$30,803.00
February Total				\$905,188.84								\$30,803.00
Total to Date				\$905,188.84				6	3	3	0	\$306,806.84

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			
Dept.	Date	RFP/Bid #	Base Bid Amount	Project Title	Company	Reason Waived
PWK	2/13/2017	No Bid #	\$354,947.00	Fog Houses Roof Improvements	DBS /Garland (Cleveland, OH)	Precludes Subcontracting Opportunities
		February	\$354,947.00			
		To Date	\$384,947.00			

LEP Penalty Update Information (To Date)

UPDATE

<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 Excavation	\$4,000.00
A Lamp Concrete	\$4,515.00
A Lamp Concrete	<u>\$3,087.00</u>
	\$11,602.00

LEP 2013-2015 Pntls	\$68,540.00
Training & Events	<u>-\$3461.55</u>
Total LEP Funds	\$65,078.45

<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>\$13,788.00</u>
	\$31,738.00

<u>2016 Violators & Penalties</u>	<u>Amt</u>
Glenbrook Excavation	\$5,281.00
*DBS / Garland - Wtr Plnt	\$3,919.00
*Howard Street Traffic Signal	-
* A Lamp - 2016 Pkg Lot	-
	<u>\$9,200.00</u>

- ❖ estimated outstanding penalties not yet collected and/or currently under audit penalty pending