

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

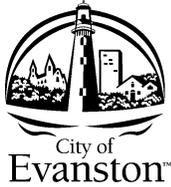
**Wednesday, September 12, 2018 6:30 P.M.  
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Aldermanic Library**

**AGENDA**

- 1. CALL TO ORDER / DECLARATION OF QUORUM**
- 2. APPROVAL OF MEETING MINUTES of July 18, 2018**
- 3. Guest Introductions**
- 4. UNFINISHED BUSINESS**
  - a. Bulley & Andrews – Project, M/W/EBE and LEP Update**
  - b. Under 20K - Amazon Spend Update**
- 5. STAFF REPORTS**
  - a. M/W/EBE and LEP Tracking Report**
  - b. 2018 Capital Planning Projects & LEP Summary - Tentative Schedule**
- 6. NEW BUSINESS**
  - a. Value Innovation Technologies (VIT) - eLink Gateway platform**
- 7. ADJOURNMENT**
- 8. NEXT MEETING: Wednesday, October 17, 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](http://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, July 18, 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, Bob Reece and Juneitha Shambee

**MEMBERS ABSENT:** Kenneth Rodgers

**STAFF PRESENT:** City Manager Wally Bobkiewicz, CFO/ City Treasurer Hitesh Desai, Purchasing Manager Tammi Nunez and Business Diversity Compliance Coordinator Sharon Johnson

**OTHERS PRESENT:** Deputy Garrison Manager U. S. Army Garrison Bavaria Germany Mike Mathews and Evanston ReBuilding Warehouse Lou Dickson

**PRESIDING MEMBER:** Ald. Braithwaite

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**Declaration of a Quorum**

With a quorum present Ald. Braithwaite called the meeting to order at 6:33pm.

**Approval of Minutes**

Motion to approve the Minutes as presented from April 18, 2018 made by J. Oldani and seconded by J. Gutstein. **Vote called and taken. Motion passed unanimously.**

**Guest Introduction:**

Deputy Garrison Manager U. S. Army Garrison Bavaria Germany Mike Mathews;

Deputy Garrison Manager Mathews shared with the committee the purpose of his visit. DGM Mathews gave a brief overview of the efforts of the joint Army and ICMA program (provides Deputy Garrison Managers, the "city managers" of Army posts, an opportunity to see how cities are managed).

Evanston ReBuilding Warehouse Lou Dickson;

Ms. Dickson gave a brief introduction of the work Evanston ReBuilding Warehouse is doing in Evanston community. Ms. Dickson will prepare a proposal for the committee to consider using penalty funds for training reimbursement.

**Unfinished Business**

- a. Procurement 101 Workshop debriefing report: Workshop was held May 11, 2018 here at the city. Overall the workshop was a success despite low attendance; received positive feedback from participants and vendors.

- 33 business attended the workshop, 7 of the businesses that attended were non-Evanston; 22 businesses pre-registered.
  - Consideration for next year: hold mini workshops for returnees, include a success story from attendee that connection, work on advertisement; more committee participation, work as ambassadors of the workshop and share with their local contacts.
  - Survey and feedback reviewed; workshop expenses \$379.88.
- b. Under 20 Spend Update: Memo presented to the committee; brief overview of the project and approach was discussed. As stated in the memo Staff identified 84 vendors that make up over 70% (\$4,075,065) of the city 2016 spend; and that are ripe for possible transition to local entities. Staff will have an update at the next committee meeting in September.

## **STAFF REPORTS**

- a. MWEBE Tracking Report Update  
Business Workforce Compliance Coordinator S. Johnson reviewed the MWEBE Tracking report with the committee, gave an overview of the report:
- Structures Construction Corporation, Howard Street Construction Theatre: project is currently at 23% compliant.
  - Monson Nicolas Inc., Service Center Parking Deck Restoration: project still on schedule to go through June 9<sup>th</sup>, one Evanston resident, currently at 25 % compliant.
  - Bolder Construction, 2018 Water Main Improvements & Resurf.: 15% compliant.
  - Bolder Construction, Emerson St Wholesale Water Meter Construction; 10% compliant.
  - Overall we are 24% MWEBE goal currently.
- b. 2018 Capital Planning Projects – No report submitted this month.
- c. Bulley & Andrews Vendor Fair Debriefing: Business Workforce Compliance Coordinator S. Johnson gave a brief update on the vendor fair and upcoming employee fair.
- Ald. Braithwaith asked staff to schedule a meeting with Alderman Braithwaite, Rue-Simmons, Erika Storlie and Lara Biggs (preferably a Friday). Contact and invite Erika Storlie, Lara Biggs; Bulley & Andrews to attend next meeting in September, with an update on project (vendor and employee fair (explore work/employment of non-union employees opportunities on the project) and bidding schedule for project).
  - Check with Project Managers Lara/Stefanie if self-performance was part of the RFP (language included in RFP document); if Bulley & Andrews is performing any of the work instead of sub-contracting work.
  - Ms. Johnson will email the job fair flyer to committee members.

## **New Business**

- a. Bids & Proposal Notification
- Based on recommendation from MWEBE Committee and Procurement 101 Attendees to notify Evanston Business of upcoming projects in the city. Staff implemented bids and proposals bulletin that businesses can sign up for to receive notification of new bids and proposal at the city.
- b. Local Spend – Amazon Policy
- City Manager Bobkiewicz explained the draft proposed policy for the committee's consideration. The policy will help increase local spend with local Evanston Businesses. Starting September 1, 2018 City staff will be allowed to use Amazon.com for purchases of approved commodities.
  - Ald. Braithwaite asked staff to forward him the total Amazon spend to date.
- c. Committee voted to cancel August 15, 2018 meeting (summer break).

- d. Committee discussed changing September 19, 2018 (holiday observation couple committee members would not be able to attend) to September 12, 2018. Moving the meeting would allow all members to hear updates from Staff and Bulley and Andrews contractor on the Robert Crown Project.

**Adjournment**

Motion to adjourn made by Ald. R. Rue-Simmons and seconded by Y. Lassere. **Vote called and taken.**

**Motion passed unanimously.** Meeting adjourned at 7:59 pm.

Respectfully Submitted,  
Tammi Nunez, Purchasing Manager

## 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
	<b>January Total</b>			\$38,000.00								\$10,600.00
	<b>Total to Date</b>			\$38,000.00		<b>28%</b>		<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>\$10,600.00</b>
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 Iglesias & 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
	<b>February Total</b>			\$2,166,086.00								\$544,267.50
	<b>Total to Date</b>			\$2,204,086.00		<b>25%</b>		<b>4</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>\$554,867.50</b>
PWA	4/9/2018	Biid 18-14	2018 50/50 Sidewalk Replacement Proj	\$211,000.00	-		Schroeder & Schroeder Inc.					
						27%	Ozinga Ready Mix Concrete			X		\$57,000.00

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	4/9/2018	RFP 18-01	Pavement Condition Evaluation	\$206,720.00	-		Infrastructure Management Services					
						5%	Barricade Lites, Inc.	X				\$10,336.00
PWA	4/23/2018	Bid 18-10	2018 Water Main Improvements & Resurf	\$2,410,717.00	\$200,000/\$30,000		Bolder Construction (LEP Eligible)					
						1.5%	Ozinga Ready Mix Concrete			X		\$35,000.00
						6.2%	JG Demo Inc	X				\$150,000.00
						8.2%	Chicagoland Truckin' Inc.	X				\$200,000.00
						9.1%	R A Seaton Contractor Services		X			\$220,000.00
PWA	4/23/2018	Bid 18-15	Emerson Street Wholesale Water Meter Construction	\$1,162,000.00	-		Bolder Construction (LEP Eligible)					
						1.6%	Ozinga Ready Mix Concrete			X		\$15,000.00
						3.4%	Chicagoland Truckin' Inc.	X				\$40,000.00
						20.4%	R A Seaton Contractor Services		X			\$238,000.00
	<b>April Total</b>			\$3,990,437.00								\$965,336.00
	<b>Total to Date</b>			\$6,194,523.00		<b>24.5%</b>		8	6	5		<b>\$1,520,203.50</b>
PWA	5/29/2018	Bid 18-19	2018 Motor Fuel Tax (MFT) Street Resurfacing	\$1,022,639.20	-		J.A. Johnson (state funds, not LEP eligible)					
						7.4%	Galaxy Underground Inc.		X			\$75,848.00
						1%	Alzate Trucking		X			\$9,500.00
						6.3%	Ozinga Ready Mix Concrete			X		\$65,000.00
						1%	Hawek Enterprises, Inc.		X			\$10,248.00
						1%	Precision Pavement Markings	X				\$10,950.00
PWA	5/29/2018	Bid 18-25	Steel Fabrication	\$891,000.00	\$155,000/\$23,250		Kovilic Construction (LEP Eligible)					
						24%	Thornton Rave Steel	X				\$215,000.00
	<b>May Total</b>			\$1,913,639.20								\$386,546.00
	<b>Total to Date</b>			\$8,108,162.20		<b>23.5%</b>		10	9	6		<b>\$1,906,749.50</b>
PWA	6/25/2018	No Bid #	Fire Station #2 Roof Replacement	\$234,057.00			Garland / DBS					

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
						3.8%	Futurity 19 Inc		X			\$8,990.00
						8%	Garth Building Products	X				\$19,000.00
<b>PWA</b>	6/25/2018	RFQ 16-08	Engineering Services Agr Central Street Bridge	\$519,592.61		Stanley Consultants, Inc.						
						18.5%	Environmental Design Int'l	X				\$96,148.00
						5%	Santacruz Land Acquisitions	X				\$27,750.00
<b>PWA</b>	6/25/2018	RFP 18-26	Survey Benchmark Update	\$49,447.42		American Surveying & Engineering (M)*						
<b>Jun Total</b>				\$803,097.03								\$201,335.42
<b>Total to Date</b>				\$8,911,259.23		<b>23.5%</b>		14*	10	6		<b>\$2,108,084.92</b>
<b>PWA</b>	7/9/2018	RFQ 18-07	Civic Center HVAC Architectural / Eng Svs	\$47,330.00		Grumman / Butkus Associates ( E)**						
<b>Jul Total</b>				\$47,330.00								\$47,330.00
<b>Total to Date</b>				\$8,958,589.23		<b>24%</b>		14*	10	7**		<b>\$2,155,414.92</b>
<b>PWA</b>	8/13/2018	Bid 18-34	2018 Alley & Str Improvement Proj	\$847,761.30		Capitol Cement Company (federal funds, not LEP eligible)						
						13%	Ozinga Ready Mix Concrete			X		\$110,000.00
						1%	Turf Care Landscaping			X		\$9,000.00
						1%	Work Safety Zone		X			\$8,400.00
						1%	Petromex Inc.	X				\$8,000.00
						10%	J. Jasso Trucking	X				\$83,250.00
<b>PWA</b>	8/13/2018	Bid 18-37	Noyes Hallway & Common Area Improv	\$199,145.00		Bodala LLC DBA Central Rug and Carpet ( E)**						
<b>PWA</b>	8/13/2018	RFQ 16-75	Engin Svs Howard Street Corridor Improv	\$600,000.00		Christopher B. Burke Engineering						
						13.2%	Atlamanu Inc		X			\$79,499.58
						1.9%	GSG Consultants	X				\$11,500.00
<b>PWA</b>	8/13/2018	RFP 18-18	Water Quality Lab Expansion	\$182,025.00		McGuire Igeski & Associates ( E)**						
<b>Aug Total</b>				\$1,828,931.30								\$690,819.58

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
<b>Total to Date</b>				\$10,787,520.53		<b>26.3%</b>		17	12	11**		<b>\$2,846,234.50</b>

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

<u>M/W/EBE Tacking Report Legend</u>	
-	<b>PWA Public Works Agency</b>
-	<b>ADM Administration</b>
-	<b>HLT Health</b>
-	<b>IT Information Technology</b>
-	<b>CED Com Econ Dev</b>
-	<b>LIB Library</b>
-	<b>CMO City Manager's Office</b>

<b>2018 MWEBE Goal Waived</b>						
Dept.	Date	RFP/Bid #	Base Bid Amount	Project Title	Company	Reason Waived
<b>PWA</b>	2/12/2018	Bid 18-03	\$38,000.00	2018 Sewer Flow Monitoring	ADS Environmental Services (Huntsville, AL)	Precludes Subcontracting Opportunities
<b>PWA</b>	3/19/2018	RFP 18-04	\$32,569.00	Business District Planters & Landscape Improv	Herrera Landscape Snow Removal (Evanston, IL)	Minority Contractor will Perform 100% of the work
<b>PWA</b>	4/23/2018	Bid 18-16	\$249,439.00	2018 CIPP Sewer Rehab Contract A	Insituform Technologies (Chesterfield, MO)	Precludes Subcontracting Opportunities
<b>CMO</b>	5/29/2018	RFP 18-12	\$15,000.00	Vending Machine Services	Mark Vend Services (Northbrook, IL)	Precludes Subcontracting Opportunities
<b>CMO</b>	6/25/2018	Bid 18-29	\$80,500.00	Water Production Door Renov	CCDS (Morton Grove, IL)	Precludes Subcontracting Opportunities

Dept.	Date	RFP/Bid #	Base Bid Amount	Project Title	Company	Reason Waived
<b>CMO</b>	6/25/2018	Bid 18-17	\$377,000.00	South Standpipe Pump Station	MAG Construction (Highland Park, IL)	Precludes Subcontracting Opportunities
<b>CMO</b>	7/9/2018	RFP 18-24	\$53,575.00	Citywide Arc Flash Program	Lewellyn Technology (Indianapolis, IN)	Precludes Subcontracting Opportunities
<b>ADM</b>	7/30/2018	RFP 18-35	\$24,997.00	Community Review Services	Hillard Heintze (Chicago, IL)	Precludes Subcontracting Opportunities
		<b>Aug To Date</b>	<b>\$871,080.00</b>			