



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

**Wednesday, April 17, 2019 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 20, 2019**
- 3. Guest Introductions**
- 4. UNFINISHED BUSINESS**
 - a. eLink Gateway Proof of Concept Update**
 - b. Evanston Rebuilding Warehouse Proposal Update**
 - c. Green Jobs Fair Sub-Committee Report**
 - d. Procurement Fair Sub-Committee Report**
- 5. STAFF REPORTS**
 - a. M/W/EBE and LEP Tracking Report**
 - b. Robert Crown Ice Rink Project Update**
 - c. 2019 Capital Planning Projects & LEP Summary Update**
- 6. NEW BUSINESS**
 - a. LEP Ordinance Penalty Language Discussion**
 - b. Opportunities and Barriers with Obtaining Local Vendors – Ald. Braithwaite**
- 7. 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.

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

Wednesday, February 20, 2019
6:30 P.M.

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

MEMBERS PRESENT: Ald. Rue-Simmons, Joshua Gutstein, Malik Kemokai, Yves Lassere, Jessica Oldani, and Juneitha Shambee

MEMBERS ABSENT: Ald. Braithwaite, Kenneth Rodgers, and Nasutsa Mabwa

STAFF PRESENT: City Manager Wally Bobkiewicz, Public Works Agency Director Dave Stoneback, Bureau Chief – Capital Planning/City Engineer Lara Biggs, Purchasing Manager Tammi Nunez, Business Diversity Compliance Coordinator Sharon Johnson, and Kumar Jensen Chief Sustainability and Resilience Officer

OTHERS PRESENT: Suhaib Khan – LEND and Aina Gutierrez – Evanston Rebuilding Warehouse

PRESIDING MEMBER: Ald. Rue-Simmons

1. Declaration of a Quorum

With a quorum present Ald. Rue-Simmons called the meeting to order at 6:32pm.

2. Approval of Minutes

Motion to approve the Minutes as presented from January 16, 2019 made by J. Oldani and seconded by Y. Lassere. **Vote called and taken. Motion passed unanimously.**

3. Guest Introduction:

Suhaib Khan – LEND and Aina Gutierrez – Evanston Rebuilding Warehouse

President of LEND Organization at Northwestern, provide capital and support to in Evanston. Support includes We provide access to small loans, offer business training services in which we will partner with you to think through your most pressing business challenges, planning, operations, and bookkeeping; grant process to obtain \$2,500 funding for support with professional services, development and equipment. Look forward to finding ways to work with City MWEBE Committee.

4. Unfinished Business

- a. City Manager Bobkiewicz informed the Committee that the City will be moving forward with accepting Value Innovation Technologies (VIT) e-Link Gateway Proof of Concept study to determine and demonstrate the feasibility of an Evanston e-commerce marketplace and sign an execute an agreement. The scope of the concept and deliverables were negotiate to include VIT will deliver: a report documenting the number of local businesses identified to participate in the Evanston Local Marketplace; survey documenting the interest of local businesses in participating in Evanston Local Marketplace; savings report that documents potential savings identified during proof of concept; and deliver to City a branded and customized online shopping site, within e-Link Gateway platform, include one or more sampling shopping catalogs available up to

three local businesses. Proof of concept cost \$5,000 and term of online market place will be 30 days. Funding will come from LEP Reserve Account. Committee Members requested Wally also require e-Link (VIT) to include in deliverable: names and details of Evanston Businesses that sign up and participate in program and their feedback. Possible in place by April or May.

- b. Aina Gutierrez - Evanston Rebuilding Warehouse Proposal Update – revisions proposal were made, established partnership sub-agreement with the Minority Business Consortium (AKA Bennett Johnsons group), this is a condition. We are not dictating the terms or the compensation (but that there is something), whatever they agree on is fine but I want it documented. Committee agreed to full \$40,000 in support. Career pathway and strengthen building trade’s employment in our community. MWEBE Committee request (approval of proposal and use of LEP funds).

1. STAFF REPORTS

a. MWEBE Tracking Report Update

Business Workforce Compliance Coordinator S. Johnson gave an overview of the report:

- 1. Not much project activity this month.
 - 2. Monitoring Community Development Albion Planned Development Project LEP participation (need to vet local labor hired).
 - 3. Ms. Johnson little over \$76,000 is available currently in the fund and anticipated 34,000 in penalty fees for 2018 rollover projects and mentioned anticipated balance by the end of the year.
- b. 2019 Capital Planning Projects Lara Biggs highlighted and reviewed 2019 CIP report; pointed out total 2019 project budget and which projects are eligible for LEP (or not due to Federal, Grant or Loan funding).

2. New Business

- a. 2019 CIPP Sewer Rehabilitation Contract A - Award of Contract committee discussed Visu-Sewer waiver request, exhibit concerns (PW staff & Visu-Sewer) or ordinance language. Committee discussed and determined staff should:

- 1. Deny waiver
- 2. Go back to Visu-Sewer to complete remaining steps (they did not comply with all steps)
- 3. Add statement to Exhibit for future projects (Failure to complete all steps is deemed no compliance)

- b. LEP Ordinance Penalty Language Discussion – **held until next month**

- c. Green Jobs Presentation by K. Jensen – subcommittee set to discuss and report back to committee at next meeting.

Sub-Committee formed to discuss further and report back to the Committee. Members: Kumar Jensen - staff, Malik Kemokai, Possible member from Environmental Board, Ald. Rue-Simmons, and Sharon Johnson – staff

- d. Procurement 101 Discussion – subcommittee set to discuss and report back to committee at next meeting possible changes, plan to hold later in the year.

Brief Procurement discussion of previous workshop, what worked, need for refreshing the workshop (Job fair, New name, Marketing, Larger businesses details, Topic - How do I grow my small business, Topic – comp building workshop series

Sub-Committee formed to discuss further and report back to the Committee. Members: Jessica Oldani, Joshua Gutstein, Juneitha Shambee, Ald. Rue-Simmons and Tammi Nunez – staff

3. Adjournment

Motion to adjourn made by J. Gutstein and seconded by M. Kemokai. **Vote called and taken. Motion passed unanimously.** Meeting adjourned at 8:22 pm.

**Respectfully Submitted,
Tammi Nunez, Purchasing Manager**

2019 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	1/28/2019	Bid 18-60	Sherman Plaza Garage Lighting	\$334,618.00	\$68,932/\$10,340		Ogni Group's (LEP Eligible)						
						1.2%	Everlights Inc.			X		\$3,932.00	
						19.4%	Eunitel Inc.		X			\$65,000.00	
January Total				\$334,618.00								\$68,932.00	
Total to Date				\$334,618.00		20.6%		0	1	1	0	\$68,932.00	
PWA	2/11/2019	RFP 18-57	Environmental Monitoring Study	\$229,300.00			RHP Risk Management						
						22%	AFC International Inc		X			\$50,235.34	
						6%	WindSoleil			X		\$14,151.00	
PWA	2/25/2019	RFP 18-54	Water System Vulnerabilty Assmt Plan	\$294,804.00			AECOM						
						25%	Sustainable Systems LLC		X			\$73,210.00	
PWA	2/25/2019	RFP 18-59	Oakton Street Water Supply	\$222,217.00			Greeley and Hansen, LLC						
						18.7%	Environmental Design International		X			\$41,629.00	
						8.4%	O'Brien & Associates		X			\$18,736.00	
February Total				\$746,321.00								\$197,961.34	
Total to Date				\$1,080,939.00		24.6%		0	5	2	0	\$266,893.34	
PWA	3/11/2019	Bid 19-03	2019 Great Merchants Grant Program	\$51,443.00			Herrera Landscape Snow Removal						
						100%	Herrera Landscape Snow Removal			-		\$41,629.00	
March Total				\$51,443.00								\$41,629.00	
Total to Date				\$1,132,382.00		27.2%		0	5	2	0	\$308,522.34	
PWA	4/8/2019	Bid 19-04	Emerson Street Traffic Signals	\$968,928.90			Hecker & Company (LEP Eligible)						
						7.8%	Lyons View Manufactuer	X				\$76,215.20	
						17.2%	Sumit Construction	X				\$166,972.00	

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	4/8/2019	RFP 16-73	Emerson Street Traffic Signals Mod Phase 3	\$103,778.00			Terra Engineering						
						10%	Interra Inc	X				\$10,178.00	
						90%	Terra Engineering		X			\$93,600.00	
PWA	4/8/2019	RFP 16-47	Main Street Corridor Improvement Proj	\$269,282.00			Stanley Consultants						
						9%	Interra Inc	X				\$24,365.00	
						1%	Environmental Design International		X			\$2,647.00	
PWA	4/8/2019	Bid 19-05	Main Street Corridor Improvement Proj	\$2,062,822.08			Landmark Contractors Inc. (LEP Eligible)						
						29%	Elmund & Nelson Company		X			\$599,939.50	
PWA	4/8/2019	Bid 19-07	2019 Parking Lot Improv. Project	\$422,500.00			Chicagoland Paving (LEP Eligible)						
						6.7%	Archon Construction Co		X			\$28,250.00	
						3%	Marking Specialist Co	X				\$12,853.65	
						12.3%	Elmund & Nelson Company	X				\$50,925.00	
						2.7%	DCH Construction & Hauling	X				\$11,744.00	
PWA	4/8/2019	Bid 19-14	Streetscape & Rain Garden	\$56,920.00			Herrera Landscape Snow Removal						
						100.0%	Herrera Landscape Snow Removal			-		\$56,920.00	
PWA	4/22/2019	Bid 19-10	2019 50/50 Sidewalk Replacement	\$232,365.00			Sumit Construction Company						
						100%	Sumit Construction	X				\$232,365.00	
April Total				\$4,116,595.98								\$1,366,974.35	
Total to Date				\$5,248,977.98		32%		8	9	2	0	\$1,675,496.69	

LEP Penalty Total 2013-2017	*Estimated 2018	Collected Amount to Date for 2018	Estimated Total to Date
\$76,871.59	\$34,113.80	\$0.00	\$110,985.39

2019 MWEBE Goal Waived						
Dept.	Date	RFP/Bid #	Base Bid Amount	Project Title	Company	Reason Waived
PWA	1/14/2019	No Bid #	\$214,073.00	Chandler Newberger Community Ctr	Garland /DBS Inc	Precludes Subcontracting Opportunities
		Year to Date	\$214,073.00			

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