



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

Wednesday, July 15, 2020 5:00 P.M.

AGENDA

As the result of an executive order issued by Governor J.B. Pritzker suspending in person attendance requirements for public meetings, Committee members and City staff will be participating in this meeting remotely.

Due to public health concerns, residents will not be able to provide public comment in-person at the meeting. Those wishing to make public comments at the MWEBE Committee Meeting may provide public comment as a video participant by going to meet.google.com/bes-dgfn-key or by telephone by dialing + 1 414-909-6165 and entering PIN: 744 766 015#

1. CALL TO ORDER / DECLARATION OF QUORUM
2. APPROVAL OF MEETING MINUTES OF June 17, 2020
3. INTRODUCTIONS
4. OLD BUSINESS
 - a. Update on Vlink, Evanston Community Foundation, and Chamber
 - b. Progress Report on Virtual Procurement 101/Chamber Event
 - c. Website Ideas Discussion
5. STAFF REPORTS
 - a. 2020 Capital Planning Projects
 - b. M/W/EBE and LEP Tracking
6. NEW BUSINESS
 - a. LEP Funds for Assisting Small Businesses
7. OTHER BUSINESS
8. 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, June 17, 2020
5:00 P.M.

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

MEMBERS PRESENT: Ald. Peter Braithwaite, Joshua Gutstein, Nasutsa Mabwa, Jessica Oldani , Juneitha Shambee, and Jesus Vega

MEMBERS ABSENT: Ald. Robyn Simmons

STAFF PRESENT: Interim Admin. Services Director/CIO Luke Stowe, Purchasing Manager Tammi Nunez, and Interim Deputy City Manager Sharon Johnson

OTHERS PRESENT: Michael Mclean, Tim Moran, Jack Scapin and Mark Valenti, Rebecca Cacayuran, Ania Gutierrez

PRESIDING MEMBER: Ald. Braithwaite

1. Declaration of a Quorum

With a quorum present Ald. Braithwaite called the meeting to order at 5:11 pm.

Suspension of Rules for digital meeting Ald. Braithwaite motioned to suspend the rules to permit members to convene via virtual meeting. Second by Ms. Oldani and approved 6-0.

2. Approval of Minutes

Motion to approve the Minutes as presented from February 19, 2020 made by Ms. Shambee and seconded by Mr. Gutstein. **Vote called and taken. Motion passed unanimously**

3. Guest Introduction:

Staff introductions, Michael Mclean and Tim Moran (Condor Partners), Jack Scapin and Mark Valenti (Valenti Builders, Inc. - Business Partners with Condor Partners), Rebecca Cacayuran (Evanston Community Foundation), and Ania Gutierrez (Evanston Rebuilding Warehouse).

4. Old Business

a. Evanston Rebuilding Warehouse:

Ms. Gutierrez gave an overview of ERW and the goal of the Pathways to Union Apprenticeship Program; address the shortage of qualified Evanstonians in the construction field. The Workforce Training program goal was to create a pool of local skilled participants who will be ready and able to join the construction trade. Recruit more Evanston residents into the ERW workforce training (pre-apprenticeship) Program (Goal = 10); built stronger partnerships with Evanston based social service providers, notably the City's Youth & Young Adult Division, to refer Evanston residents to our program and provide continued case management to ensure the residents' success Provide industry recognized certifications for Evanston residents most recent cohort was hired in January

2020 and all 4 trainees were Evanstonians, but COVID-19 ceased 3 trainees' participation in the program due to childcare and transportation barriers 4 ETHS graduates through the MEAC/City of Evanston/Youth Job Center summer pre-apprenticeship program next cohort in July 2020 as part of the State of Illinois' SNAP to Success pilot. Reimbursement funds we have received so far include: \$8,714.75 - spent on three OSHA 10 Construction and two EPA RRP Classes. This included instructor fees, printing costs for materials and outreach, and expense to issue the certification cards. \$16,764 - spent in program stipends to six Evanston residents who participated in our program.

b. Evanston Business Growth Fair Planning (EBGF)

J. Oldani, N. Mabwa and J. Shambee shared their thoughts on moving forward or putting a pause on hosting the Evanston Business Growth Fair in October of this year and not having any ideal what state of IL/Evanston will be (depending on the Phase of reopening the state, any social gathering restrictions); online might not be productive; concerns with having EBGF Partners investing time and energy into the planning without a guarantee if the fair could take place. Thought was to push out till next year 2021 based on the current environment.

J. Gutstein suggested we look into holding online workshops (select a few of the workshops on the list). Ald. Braithwaith asked them to meet before the next committee meeting to discuss online workshops.

5. STAFF REPORTS

- a.** 2020 CIP Projects update was not provided in time for this meeting – no report: Bureau Chief – Capital Planning/City Engineer Lara Biggs had a conflict, could not attend to give report.
- b.** S. Johnson reported she is still monitoring 2019 projects as of this report; no LEP to report. Will update the Committee on a LEP projects: 20-04 Great Lakes Heating and Plumbing Co. project is currently on hold due to liquidated damages dispute; 20-12 Grante Inliner LEP status pending, project is in Phase I lining (June 29th) Phase II schedule to start in August; 20-06 Pan-Oceanic Engineering Co., LEP Resident is working on the project, waiting on certified payroll/will have update next month; Central Rug and Carpet project is pending at the moment, waiting on pre-construction meeting. Total Construction to date \$8,837,048.18: \$3,275,712.24 MWEBE subcontractors amount (subcontractors represent: 18 Minority, 7 Women, 8 Evanston Businesses); reached 37% MWEBE (12% over 25%) goal. Ms. Johnson reported LEP penalty total fund as of 5/20/20 is \$63,851.83; total does not include pending \$50,000 Sherman Ave. gift from a private developer for development for apprentice work and businesses assistance.

6. New Business

Website Update – Ald. Braithwaite asked Interim Administrative Services Director/CIO Luke Stowe to work on refreshing the MWEBE webpage that is user friendly; similar to Tacoma Washington; also tasked the Committee to come back with ideals. L. Stowe will create a Google document for collaboration.

7. Other Business

Informational discussion took place after the adjournment of the meeting (regarding the development of a union apprenticeship program for Evanston Residents into the union construction field).

Adjournment

Motion to adjourn made by J. Oldani and seconded by J. Vega. **Vote called and taken. Motion passed unanimously.** Meeting adjourned at 6:28 pm.

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

2020 MWEBE Goal Compliant

Dept.	Date	RFP/Bid	Project Title	Total Bid Amt	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount
PRCS	1/13/2020	RFP 19-60	PRCS Strategic Plan	\$127,377.00		Berry Dunn McNeil & Parker					
					20.8%	City Research & Insights, Inc.			X		\$26,600.00
					32%	Site Design Group	X				\$40,730.00
January Total				\$127,377.00							\$67,330.00
Total to Date				\$127,377.00	53%		1	0	1		\$67,330.00
PWK	2/10/2020	RFP 19-62	Study of Evanston Parking System	\$33,000.00		Wantman Group, Inc.					
					25%	KPFF Consulting Engineers			X		\$8,250.00
PWK	2/24/2020	RFP 19-66	Oakton Street Corridor Improvement Study	\$139,932.81		Christopher B. Burke					
					50%	Christopher B. Burke			X		\$70,222.04
					24%	Teska Associates			X		\$32,950.00
PWK	2/24/2020		Shoreline Condition Assessment	\$74,500.00		SmithGroup					
					14%	D'Escoto	X				\$10,375.00
						DLZ Inc.	X				\$8,250.00
February Total				\$247,432.81							\$130,047.04
Total to Date				\$374,809.81	53%		3	0	4		\$197,377.04
ED	3/9/2020	Bid 20-02	Great Merchants Grant Program	\$57,069.00		Herrera Landscaping Snow Removal					
						Herrera Landscaping Snow Removal			X		\$0.00
PWK	3/9/2020		Main Street Improvement Projects - Phase II	\$74,500.00		Patrick Engineering Inc.					
					24%	Terra Engineering		X			\$114,857.00
					13%	Kettelkamp & Kettelkamp			X		\$63,560.00

Dept.	Date	RFP/Bid	Project Title	Total Bid Amt	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount
PWK	3/9/2020	Bid 20-04	HVAC Equipment Replacement the Police/Fire Headquarters, Fire Station #3, Levy Center	\$692,500.00		Great Lakes Heating and Plumbing Company (LEP Eligible - on hold per PM contract negotiations)					
					11%	Air Design Systems		X			\$74,900.00
					3%	LaGrange Crane Service		X			\$21,900.00
PWK	3/9/2020	RFP 20-10	Material Testing Services	\$150,000.00		Interra Inc.					
						Interra Inc.	X				\$0.00
March Total				\$974,069.00							\$275,217.00
Total to Date				\$1,348,878.81	35%		4	3	6		\$472,594.04
PWK	4/13/2020	Bid 20-12	2020 CIPP Sewer Rehab	\$497,831.00		Granite Inliner (LEP Eligible)					
					9%	Comprehensive Construction Co	X				\$44,309.45
PWK	4/13/2020	RFP 20-13	Public Canoe Launch Feasibility	\$29,946.00		GZA GeoEnvironmental					
					6%	The Roderick Group	X				\$7,977.00
PWK	4/27/2020	RFP 19-68	Stormwater Master Plan	\$590,832.51		Hey & Associates					
					14%	Green Metro Planning	X				\$84,675.00
					9%	Terra Engineering		X			\$53,130.00
PWK	4/27/2020	Bid 20-06	2020 Water Main Improvement & Street Resurfacing	\$3,053,230.00		Pan-Oceanic Engineering Co (LEP Eligible)					
					62%	Pan-Oceanic Engineering Co	X				\$1,878,124.00
April Total				\$4,171,839.51							\$2,068,215.45
Total to Date				\$5,520,718.32	46.0%		8	4	6		\$2,540,809.49
PWK	5/11/2020	Bid 20-05	Emergency Generators at Police/Fire Stations	\$249,900.00		Courtesy Electric Inc.					
					12%	Wrangler Tech		X			\$30,000.00
					13%	PMJ Enterprises	X				\$33,000.00

Dept.	Date	RFP/Bid	Project Title	Total Bid Amt	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount
PWK	5/11/2020	Bid 20-29	Civic Center Burner Replacement	\$117,777.00		Ideal Heating Company					
					31%	Complete Mechanical	X				\$36,750.00
PWK	5/26/2020	Bid 20-26	2020 Motor Fuel Tax (MFT) Street Resurfacing	\$1,297,700.00		J. A. Johnson (not LEP Eligible state funded)					
					2.1%	Alzate Inc	X				\$27,500.00
					9.2%	Ozinga Ready Mix			X		\$120,000.00
					1%	Maintenance Coatings		X			\$13,358.75
					7.2%	United Enterprise LLC	X				\$93,530.00
					1.3%	Smith Maintenance Co	X				\$17,100.00
PWK	5/26/2020	Bid 20-07	2020 Parking Lot Improvements	\$282,249.95		McGill Construction Company (LEP Eligible)					
					25%	E King Cartage	X				\$71,000.00
	May Total			\$1,947,626.95							\$442,238.75
	Total to Date			\$7,468,345.27	40%		14	6	7		\$2,983,048.24
PWK	6/8/2020	Bid 20-09	Special Assessment Alley Project	\$481,201.50		Schroeder & Schroeder Inc. (LEP Eligible)					
					39%	Galaxy Underground Inc.	X				\$191,359.00
PWK	6/8/2020	RFQ 20-21	Church Street Pedestrian and Bicycle Improv	\$293,650.41		Civiltech Engineering (LEP Eligible)					
					10%	Environmental Design	X				\$28,375.00
					3%	Infrastructure Engineering Inc.	X				\$10,619.00
					9%	GSG Consultants Inc.	X				\$27,176.00
					12%	MUSE Community + Design		X			\$35,135.00
PWK	6/8/2020	No Bid #	Fleetwood Jourdain Gym Floor Replacement	\$593,851.00		Central Rug and Carpet (LEP Eligible)					

Dept.	Date	RFP/Bid	Project Title	Total Bid Amt	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount
					100%	Central Rug and Carpet			X		\$0.00
June Total				\$1,368,702.91							\$292,664.00
Total to Date				\$8,837,048.18	37%		18	7	8		\$3,275,712.24

LEP Penalty Fund as of 07.09.2020

See the attached report - last page for details.

There are two LEP penalties (receipt) in the amount of \$14,640.45 (Chicagoland Paving & Copenhaver Construction) The LEP Account Balance is **\$78,494**

2020 MWEBE Goal Waived

Dept.	Date	RFP/Bid #	Base Bid Amount	Project Title	Company	Reason Waived
PWA	1/13/2020	RFP 19-61	\$44,770.00	Backflow Prevention Mgmt Program	Backflow Solutions Inc. (Chicago, IL)	Precludes Subcontracting Opportunities
PWA	1/13/2020	RFP 19-46	N/A	Art Program at RCCC	Open Studio Project (Evanston, IL)	Precludes Subcontracting Opportunities
PWA	1/27/2020	RFP 19-57	\$657,007.00	Multi-Year Janitorial Service	Chi-Town Cleaning (Medinah, IL)	Precludes Subcontracting Opportunities
CMO	3/9/2020	RFP 19-67	\$64,912.50	Municipal Zero Emissions Strategy	Elevate Energy (Chicago, IL)	Precludes Subcontracting Opportunities
PWK	3/9/2020	RFP 19-50	\$163,810.00	Valuation of the Water Works Properties	Burns & McDonnell (Kansas City, MO)	Precludes Subcontracting Opportunities
CMO	3/9/2020	RFP 20-01	\$68,900.00	Armored Car Services	Davis Bancorp (Barrington, IL)	Precludes Subcontracting Opportunities
PWK	5/11/2020	Bid 20-14	\$646,224.62	Dutch Elm Tree Injection	Kinnucan Tree Experts (Lake Bluff, IL)	Precludes Subcontracting Opportunities
PWK	6/8/2020	RFP 20-32	\$160,000.00	Hydraulic Modeling Services	Carollo Engineers (Chicago, IL)	Precludes Subcontracting Opportunities
PWK	7/13/2020	RFP 20-19	\$149,500.00	Parking Garage Structural Assessment	Wiss Janney Elstner Assoc (Northbrook, IL)	Precludes Subcontracting Opportunities
PWK	7/13/2020	RFP 19-65	\$585,000.00	Utility Billing System	True Point Solutions (Loomis, CA)	Precludes Subcontracting Opportunities
		Year to Date	\$2,540,124.12			

**CITY OF EVANSTON
LEP VIOLATION ANALYSIS**

Account 100.41307

Year	Violators/Vendor	Bid No	Project Name	Violation Amount	GL Amount	GL Date	Comments
2013	SAK Construction	13-09	CIPP Sewer Rehab Contract A	2,000.00			Prior to Conversion-Reclass Sewer Exp (7420)
2013	Bolder Contractio	13-36	Davis Street Water Main & Sewer Replacement	9,000.00			Prior to Conversion-Reclass Water Exp (7330)
2013	Chicago Paving	13-37	Parking Lot Improvement at Central and Stewart	3,400.00			Prior to Conversion-Reclass Parking Exp (55476)
2013	Elanar Construction	13-39	Firemen's Park Renovation	4,100.00			Prior to Conversion-Reclass CIP Exp (5170)
2013	F.E Moran	13-48	2013 HVAC Improv Project	6,700.00	6,700.00	12/31/2014	
2014	A Lamp Concrete	14-31	2014 Water Main Replacement & St Resuf CIP 3	4,515.00	4,515.00	7/28/2015	
2014	A Lamp Concrete	14-41	Sherman Ave Streetscape & Resurf Project	3,087.00	3,087.00	7/28/2015	
2015	American Suncraft	15-03	Repair and Repair Standpipes	11,558.58	11,558.58	12/6/2018	Reclass
2015	Kenny Construction	15-01	2015 CIPP Sewer Rehabilitation Contract A	3,418.00	3,418.00	11/27/2018	Reclass
2015	Kovilic Construction	15-29	Church Street Boat Ramp	2,974.00	2,974.00	11/27/2018	Reclass
2015	Auto Prkg. Techno	14-25	Parking Account Revenue Configuration System	9,344.00	9,344.00	12/30/2017	
2016	Glenbrook Excavation	15-60	2016 CIP 1 Water Main Resurf Project	5,281.00	5,281.00	12/5/2018	Reclass
2016	DBS/ Garland		Water Treatment Facility Road & Masonry	3,067.00	3,067.63	3/24/2017	
2016	Reliable & Assoc	16-40	Library Underground Parking Garage Upgrade	1,047.50	1,047.50	5/9/2017	
2016	A Lamp Concrete	16-55	2016 Parking Lot Improvement	6,609.71	6,609.71	3/27/2018	
2017	Builders Pavers	17-27	2017 Parking Lot Improvement	1,584.00	1,584.00	4/10/2018	
2017	Kenny Construction	17-44	2017 CIPP Sewer Rehab Contract B	3,385.05	3,384.42	12/31/2017	
	Bank of America		Purchasing Card	(950.00)	(950.00)	2/27/2015	
	Bank of America		Purchasing Card	(1,680.00)	(1,680.00)	3/31/2015	
	Office Deport		Accounts Payable	(34.51)	(34.51)	12/15/2015	
	Bank of America		Purchasing Card	(19.06)	(19.06)	12/31/2015	
	Bank of America		Purchasing Card	(182.96)	(182.96)	12/31/2015	
	SAMS Club		Accounts Payable	(138.67)	(138.67)	6/9/2016	
	Evanston Round Table		Accounts Payable	(50.00)	(50.00)	5/9/2017	
	Brian K Johnson		Accounts Payable	(892.00)	(892.00)	8/15/2017	
	SAMS Club		Accounts Payable	(224.61)	(224.61)	6/7/2017	
	SAMS Club		Accounts Payable	(27.44)	(27.44)	6/7/2018	
Balance as of FY2018				76,871.59	58,371.59		
			Adjust Prior to Conversion		18,500.00	1/25/2019	
2018	Copenhaver		Fountain Square		1,869.47	7/23/2019	
2018	Kovilic Construction		Church Street Harbor		4,327.20	9/10/2019	
2018	Chandler Newberger Center		Ambler Mechanical		4,888.80	8/13/2019	
2018	MAG Construction		South Standpipe MCC		3,721.55	4/23/2019	
	Value Innovation Technologies		Accounts Payable		(5,000.00)	4/9/2019	
	Evanston Rebuilding Warehouse		Accounts Payable		(3,531.75)	9/10/2019	
	Reimbursement Police Application		Journal Entry (Per Tammi's Email)		(40.00)	10/22/2019	
	Evanston Rebuilding Warehouse		Accounts Payable		(3,168.00)	11/12/2019	
	Evanston Rebuilding Warehouse		Accounts Payable		(2,251.50)	11/14/2019	
	Evanston Rebuilding Warehouse		Accounts Payable		(2,300.00)	11/26/2019	
	Evanston Rebuilding Warehouse		Accounts Payable		(2,832.00)	12/10/2019	
Balance as of FY2019					72,555.36		
	Central Rugs & Carpet		Accounts Payable		2,691.97	4/28/2020	
	Evanston Rebuilding Warehouse		Accounts Payable		(11,395.50)	4/28/2020	
	Chicagoland Paving Contractors, Inc.		Accounts Payable		3,806.66	5/27/2020	
	Copenhaver Construction		Accounts Payable		10,834.45	6/9/2020	
Balance as of FY2020					78,492.94		