

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

**Wednesday, July 20, 2022 6:00 P.M.**

**Google Meet joining information:**

**Meeting ID link [meet.google.com/mea-wtxr-qzr](https://meet.google.com/mea-wtxr-qzr)**

**Or dial: (US)Error! Hyperlink reference not valid. PIN: 585 666 469#**

**AGENDA**

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**1. CALL TO ORDER/DECLARATION OF A QUORUM**

**2. ELECTION OF CHAIR PRO TEM**

**3. PURSUANT TO RULE 5.6.3 SELECTION RULES OF THE CITY COUNCIL OF THE CITY OF EVANSTON - MWEBE CITIZEN COMMITTEE CHAIR**

**A. Nominations for Appointment of Citizen Committee Chair**

**B. Close of Nominations for Appointment of Citizen Committee Chair**

**C. Election of Citizen Committee Chair**

**4. APPROVAL OF MINUTES**

**A. Approval of the March 16th Minutes  
[mwebe-minutes-20220316-draft](#)**

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**5. GUEST INTRODUCTIONS**

**6. OLD BUSINESS**

- A. [NU Incubator Update](#)

**7. STAFF REPORTS**

- A. [M/W/EBE and LEP Tracking Report](#) 5 - 7  
[July 2022 MWEBE Tracking sheet](#)

**8. NEW BUSINESS**

- A. [Evanston Based Business Consideration](#) 8 - 10  
[Clearwater letter to committee Microsoft Word](#)

**9. OTHER BUSINESS**

- A. [Revised 2022 Monthly Committee Calendar](#) 11  
[mwebe Revised 2022 Memo Meeting Schedule](#)

**10. 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](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, March 16, 2022  
6:00 P.M.  
Meeting Minutes

**MEMBERS PRESENT:** Councilmember Peter Braithwaite, Councilmember Bobby Burns, Councilmember Devon Reid, Jared Davis, Angela W. Pennisi, Kemone Hendricks, and Bonaventure Fandohan

**MEMBERS ABSENT:** Michael McLean and Nasutsa Mabwa

**STAFF PRESENT:** Chief Financial Officer/Treasurer Hitesh Desai, Purchasing Manager Tammi Nunez, Nathan Norman Workforce Development Coordinator, and City Clerk Stephanie Mendoza

**PRESIDING MEMBER:** Councilmember Peter Braithwaite

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**1. DECLARATION OF A QUORUM**

With a quorum present Councilmember Braithwaite called the meeting to order but a record of time us unavailable.

**2. APPROVAL OF MINUTES**

Councilmember Braithwaite motioned to approve the Minutes as presented from February 16, 2022, motion seconded. Motion passed unanimously.

**3. GUEST INTRODUCTIONS**

No Guest

**4. OLD BUSINESS**

**A. NU Incubator Update**

Nathan Norman provided an overview of the Minority-Owned Business Incubator. The incubator's goal is to provide minority businesses with resources they need to build their business. There is \$300,000 of funding available for the incubator as well as a need to assemble a committee composed of Evanston residents, businesses, and Northwestern representatives. Bonaventure Fandohan asked if there is a comprehensive list of minority and women owned businesses available. Councilmember Braithwaite stated that there is not a list and expressed the need for the M/W/EBE committee to participate in the assembly of the NU Incubator committee. Councilmember Braithwaite has requested N.

Norman to provide a timeline for the incubator and accessibility of the program for potential participants.

**5. STAFF REPORTS**

**A. M/W/E/B/E and LEP Tracking Report**

Tammi Nunez provided an overview of the MWEBE goal compliant report. T. Nunez reported that most projects for 2021 have been completed and the City achieved twenty-three percent of the MWEBE goal. Councilmember Braithwaite requested a calculation of the waivers granted in 2021, with the intent of finding any trends where waivers are granted on a yearly basis. Angela Pennisi noted the concerns about monitoring Boulder Contractors MWEBE participation were addressed. T. Nunez stated there have not been any additions to the 2022 MWEBE goal compliant report, and one waiver has been granted to date. Additionally it was noted the LEP Penalty fund has a current balance of \$60,478.75. Councilmember Burns inquired about what a DBE is. T. Nunez provided an explanation. Councilmember Burns asked about the timeframe in which to use the penalty funds. Councilmember Braithwaite requested staff to provide an overview of the LEP program, the number of residents currently registered in the LEP database, and a list of past expenses paid for by the LEP fund to be added to the next agenda. Councilmember Burns requested an initiative providing resources to support Evanston tradespeople in transitioning to general contractors and business ownership opportunities be added to a future agenda as well.

**6. NEW BUSINESS**

**A. Explore the City of Evanston create self-certification process for local business**

Councilmember Braithwaite asked if the City would be able to self-certify local businesses and how that ability could benefit the City. Stephanie Mendoza likened the idea of certifying businesses to the processes for Freedom of Information Act requests and transfer stamps. S. Mendoza stated that she believes that this is a process that the City is capable of doing and would provide the City with a database of certified vendors. The documentation and time needed to self-certify as well as the benefits that local businesses would see was discussed. Jared Davis asked for clarification on which zip codes in Evanston would qualify as a valid Evanston address. Tammi Nunez and S. Mendoza stated that 60201 and 60202 zip codes are valid, whereas 60203 do not qualify due to property taxes being paid to Skokie. J. Davis brought up the topic of how to go about registering people whom have transitioned and the importance of having a process in place for this matter.

**7. OTHER BUSINESS**

No Other Business

**8. ADJOURNMENT**

Councilmember Braithwaite motioned the meeting be adjourned, motion seconded carried unanimously. Meeting ended at 7:20 pm.

2022 MWEBE Goal Compliant											
Dept.	Date	RFP/Bid	Project Title	Total Bid Amount	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount
ADM	1/10/2022	RFP 21-38	Janitorial Services for Various City Facilities	\$185,196.00		Eco Clean					
					25%	A & G Cleaning Services	X				\$46,299.00
<b>January Total</b>				<b>\$185,196.00</b>							\$46,299.00
<b>Total to Date</b>				<b>\$185,196.00</b>	<b>25.0%</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$46,299.00</b>
PWA	3/28/2022	RFP 22-04	Noyes Cultural Arts Center HVAC Feasibility	\$185,000.00		Salas O'Brien's					
					9%	Vistara Construction	X				\$17,465.00
					9%	McGuire Iglesias & Assoc.			X		\$17,500.00
					3%	Rubinos & Mesia Engineers	X				\$5,000.00
					10%	BTR Engineering, LLC	X				\$18,000.00
<b>March Total</b>				<b>\$185,000.00</b>							\$57,965.00
<b>Total to Date</b>				<b>\$370,196.00</b>	<b>28.0%</b>		<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>\$104,264.00</b>
ED	4/11/2022	RFP 22-06	2022 Great Merchant Planter Landscap Maint	\$82,161.00		Herrera Landscape Snow Removal					
					100%				X		\$82,161.00
PWA	4/11/2022	No #	Forward Space for Office Furniture Supply	\$75,000.00		Forward Space, LLC					
					100.0%			X			\$75,000.00
PWA	4/11/2022	RFQ 21-45	Evanston Shoreline Repairs	\$333,000.00		SmithGroup, Inc., (Not subject to LEP)					
					12.60%	American Surveying and Engineering, P.C.	X				\$42,000.00
					9%	Wang Engineering, Inc.	X				\$30,000.00
					4.50%	Infrastructure Engineering, Inc.	X				\$15,000.00
PWA	4/11/2022	No #	Water Plant Head House Roof and Masonry Improvements	\$707,281.00		Garland/DBS (LEP Eligible)					
					42%	Futurity 19, Inc.		X			\$295,177.00
PWA	4/25/2022	Bid 22-20	Landscape for 2022 Citywide Landscape Maintenance	\$83,975.00		Christy Webber & Company Landscape					
					100.0%			X			\$83,975.00
PWA	4/25/2022	Bid 22-21	2022 Park Mowing Services	\$32,400.00		Herrera Landscape Snow Removal					
					100.0%				X		\$32,400.00

2022 MWEBE Goal Compliant											
Dept.	Date	RFP/Bid	Project Title	Total Bid Amount	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount
PWA	4/25/2022	Bid 22-05	2022 Water Main Improvements & St. Resurfacing Proj.	\$6,127,657.40		Joel Kennedy Construction Corp., (Not subject to LEP - Funding) Partial Waiver 6.15%					
					4.10%	Orient Express Service	X				\$250,000.00
					3.26%	Menini Trucking Inc.		X			\$200,000.00
					0.82%	L & B Trucking Inc.	X				\$50,000.00
					0.82%	Sonican Trucking, Inc.	X				\$50,000.00
					1.40%	J.A.C.K. Contractor Services, Inc.		X			\$86,108.00
					0.37%	Chicago Cut Concrete Cutting, Inc.		X			\$23,275.00
					0.38%	Maintenance Coatings Co.		X			\$23,585.95
					2.45%	Ozinga Ready Mix Concrete			X		\$150,000.00
					1.17%	Nels Johnson Sav A Tree			X		\$71,687.00
					0.82%	Work Zone Safety Inc.		X			\$50,000.00
					3.26%	JLA and Sons Construction	X				\$200,000.00
			<b>April Total</b>	<b>\$7,441,474.40</b>							<b>\$1,810,368.95</b>
			<b>Total to Date</b>	<b>\$7,811,670.40</b>	<b>24.51%</b>		<b>11</b>	<b>8</b>	<b>4</b>	<b>0</b>	<b>\$1,914,632.95</b>
PWA	5/9/2022	RFP 22-16	Engineering Services Related to Streetlight & Sidewalk Improvement	\$337,777.00		SINGH + Associates, Inc. (Not subject to LEP - Project Type)					
					76%	Singh & Associates, Inc.	X				\$255,548.00
					10%	INTERRA, Inc.	X				\$34,639.00
					9%	Morreale Communications		X			\$32,000.00
PWA	5/9/2022	Bid 22-23	2022 Rebuild IL/MFT St. Resurfacing Proj.	\$1,297,699.00		Builders Paving LLC (Not subject to LEP - Funding Source) Partial Waiver 19.09%					
					5.39%	Alzate Inc.	X				\$70,000.00
					0.52%	Hawk Enterprises, Inc.				X	\$6,710.00
CMO	5/9/2022	RFP 22-22	Evanston Business District Strategy and Implementation Plan	\$245,000.00		Interface Studio, LLC,					
					22%	All Together			X		\$55,000.00
			<b>May Total</b>	<b>\$1,880,476.00</b>							<b>\$453,897.00</b>
			<b>Total to Date</b>	<b>\$9,692,146.40</b>	<b>24.44%</b>		<b>14</b>	<b>9</b>	<b>4</b>	<b>1</b>	<b>\$2,368,529.95</b>
PWA	6/27/2022	Bid 22-39	2022 Alley Improvements	\$1,492,964.00		Capitol Cement Co., Inc.					
					10.05%	Ozinga Ready Mix			X		\$150,000
					0.84%	Smith Maintenance Company	X				\$12,600

2022 MWEBE Goal Compliant											
					3.53%	L&B Trucking Inc.	X			\$52,600	
					1.02%	ALF Cartage Inc.		X		\$15,267.34	
					1.65%	Precision Pavement Marking Inc.	X			\$24,670.50	
					1.21%	Petromex Inc.	X			\$18,000	
					1.07%	DMA Construction, LLC		X		\$16,000	
<b>June Total</b>			<b>\$1,492,964.00</b>							<b>\$289,137.84</b>	
<b>Total to Date</b>			<b>\$11,185,110.40</b>	<b>23.76%</b>			<b>18</b>	<b>11</b>	<b>5</b>	<b>1</b>	<b>\$2,657,667.79</b>

2022 MWEBE Goal Waived						
Dept.	Date	RFP/Bid #	Base Bid Amount	Project Title	Company	Reason Waived
ADM	2/28/2022	RFP 22-09	\$145,300.00	Classification, Compensation, and Staffing Analysis	Baker Tilly US, LLP (Plano, TX)	Precludes Subcontracting Opportunities
PWA	3/14/2022	Bid 22-15	\$913,838.20	CIPP Sewer Rehabilitation – Contract A	Insituform Technologies (Chesterfield, OH)	Precludes Subcontracting Opportunities - MWEBE; Project is LEP Eligible
PWA	3/28/2022	Bid 22-14	\$1,002,947.00	Parking Garage Structural Repairs	LS Contracting Group, Inc. Chicago, IL	The waiver is granted based on being in the best interest of the city; due to the overall cost of the project, global economy and escalating cost of materials; Not subject to LEP - Funding Source
CD	5/23/2022	RFP 22-13	\$374,450.00	Civic Platform Configuration	Byrne Software Technologies, Inc.	No certified Accela partners based in Illinois
PWA	6/13/2022	No #	\$100,341.50.	Addtl CC Gutter & Downspout System Repairs	Garland/ DBS, Inc.	The subcontractor is currently mobilized onsite at the Civic Center and has worked with the City, MIA, WJE and Garland/DBS to define work on this phase of the project.
PWA	7/11/2022	RFP 22-34	\$35,750	National Bridge Inspection Structural Eng. Svcs.	Ciorba Group, Inc.	Precludes Subcontracting Opportunities; Increase the cost to the contract
		<b>Year to Date</b>	<b>\$2,472,285.20</b>			
				<b>LEP Penalty Fund as of 05.31.2022</b>		
				<b>See the attached Accounting Dept report</b>		
				<b>Current LEP Balance was <u>\$61,230.81</u></b>		



Councilmember Peter Braithwaite  
City of Evanston  
2100 Ridge Ave.  
Evanston, IL 60201

March 29, 2022

Dear Councilmember Braithwaite,

Clearwater Contracting, Inc. (Clearwater) is an underground utility company focusing on lead water service replacements.

Founded on October 19, 2021, we initiated our current lease in Evanston in November 2021 and received our initial City of Evanston Business Registration Certificate on November 16<sup>th</sup>, 2021. This coming Friday will mark five months as an Evanston based company.

We intend to submit a bid as a subcontractor on the City of Evanston's upcoming 2022 Water Main Improvement and Street Resurfacing Project. Our proposal will be solely focused on completing the lead water service replacements.

In advance of the bid, Clearwater would like to formally establish itself as an Evanston Based Enterprise (EBE) for the purposes of subcontractor participation compliance. City Code asserts that to be counted as an EBE, an entity must have been in Evanston for a minimum of one year, however City Code also states that, "The City may waive the one-year requirement if the entity provides evidence of a substantial commitment to Evanston."

We are seeking a waiver of the one-year requirement from the MWEBE Committee. As evidence of our commitment to Evanston and its residents, Clearwater agrees to comply with the Local Employment Program (LEP), employing Evanston residents for at least 15% of all hours worked at the site by construction trade workers, including but not limited to a new Evanston resident union apprentice hire selected from the pre-apprenticeship program at the Evanston Rebuilding Warehouse.

The 2022 Water Main Project does not have a LEP requirement, meaning the work could be completed without a single Evanston resident on the construction site. Our proposal will aid in local workforce development at no cost to the City of Evanston.

If the MWEBE Committee agrees to waive the one-year requirement based on our substantial commitment to Evanston, please respond in writing by April 2<sup>nd</sup>, 2022.

Sincerely,

A handwritten signature in black ink that reads "Ryan Kennedy". The signature is written in a cursive, slightly slanted style.

Ryan Kennedy  
Co-Founder and CEO

Cc: Councilmember Bobby Burns  
Mr. Nathan Norman

**Clearwater Contracting, Inc.**  
2521 Gross Point Road  
Evanston, IL 60201



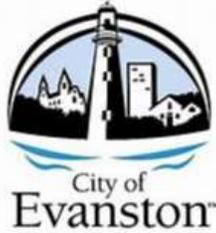
## 2021 Business Registration Certificate

Clearwater Contracting, Inc.

2521 Gross Point Road  
Evanston, IL 60201

21BLC-0159

Thank you registering your business with the City of Evanston. This business registration is valid through March 31, 2022.



## City of Evanston

### 2022 General Business Registration Certificate

**Clearwater Contracting, Inc.**

is hereby registered to operate at:

2521 Gross Point Road  
Evanston, IL 60201

Registration Number:

21BLC-0159

This Business Registration authorizes the licensee to operate said business at said location under Title 3 of the Evanston City Code governing businesses. This Registration shall not be assigned, sold or transferred, and shall not authorize any person, entity or organization to conduct business other than the person, entity, or organization to which it has been issued, nor shall this Registration serve to authorize any business practice other than the purpose for which it was issued. The registered business shall comply with all applicable City, State, and Federal Laws.

The business registration expires March 31, 2023.



## Memorandum

To: Members of the M/W/EBE Development Committee  
From: Tammi Nunez, Purchasing Manager  
Subject: Approval of the Revised 2022 Meeting Schedule  
Date: July 14, 2022

### Recommended Action:

Staff recommends approval of the M/W/EBE Development Committee revised 2022 meeting schedule that includes committee breaks - no meeting will be held during the 2022 meeting schedule months: March (n/a), August and November. The committee reversed the bi-monthly schedule back to monthly meetings to take affect January 2022. The Committee breaks were not discussed. Historically the committee did not meet during the months of March, August and November to reflect the Community and City Council scheduled breaks.

### History:

The M/W/EBE Development Committee meeting was scheduled to meet virtually every other month on the third Wednesday via video conference platform due to COVID Pandemic. During the November 17<sup>th</sup> 2021 meeting, the 2022 bi-monthly schedule was provided to the committee (based on 2021 meeting schedule) to vote on the proposed dates. A motion was made to amend the 2022 meeting schedule to meet in person every third Wednesday of the month at 6: PM as of January 2022. Motion was passed unanimously 8-0.

### **REVISED Remaining 2022 MWEBE Committee Meeting Schedule:**

August 17, 2022 **(NO MEETING – COMMITTEE BREAK)**

September 21, 2022

October 19, 2022

November 16, 2022 **(NO MEETING – COMMITTEE BREAK)**

December 21, 2022