



Wednesday, September 21, 2022 6:00 P.M.  
**VIRTUAL**

Google Meet joining information:  
Meeting ID link [meet.google.com/mea-wtxr-qzr](https://meet.google.com/mea-wtxr-qzr)  
Or dial: (US) [+1 864-719-2184](tel:+18647192184) PIN: 585 666 469#

**AGENDA**

Page

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

**2. APPROVAL OF MINUTES**

- A. **A. Approval of the July 20, 2022 Minutes** 3 - 5  
[mwebe-minutes-20220720](#)

**3. GUEST INTRODUCTIONS**

- A. **NU Incubator - AUX Partners**
- B. **Dave Stoneback, City of Evanston Deputy City Manager**

**4. OLD BUSINESS**

- A. **NU Incubator- AUX Update/Presentation** 6 - 11  
[Evanston Incubator for Businesses of Color Proposal, July 2022](#)

## 5. STAFF REPORTS

- A. **M/W/EBE and LEP Tracking Report**
- B. **MWEBE Tracking Report** 12 - 17  
[2022 MWEBE Tracking sheet](#)

## 6. NEW BUSINESS

- A. **MWEBE Disadvantaged Business Enterprise (DBE) Certification/ MWEBE Goal**
- B. **Discussion to Amend Section 1-17-1 of the City Code “Purchases of Goods or Services”**
- C. **MWEBE Committee Work Plan** 18 - 23  
[MWEBE Work Plan](#)

## 7. OTHER BUSINESS

- A. **Legal Clarification of MWEBE Goal and LEP Fund**

## 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](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 20, 2022  
6:00 P.M.  
Meeting Minutes

**MEMBERS PRESENT:** Councilmember Bobby Burns, Councilmember Devon Reid, Angela Pennisi, Bonaventure Fandohan, Kemone Hendricks, Ernest Noy

**MEMBERS ABSENT:** Jerad Davis, Michael McLean

**STAFF PRESENT:** Chief Financial Officer/Treasurer Hitesh Desai, Interim Corporation Counsel Derke Price, Purchasing Manager Tammi Nunez, and Nathan Norman Workforce Development Coordinator

**PRESIDING MEMBER:** Councilmember Bobby Burns

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**1. DECLARATION OF A QUORUM**

With a quorum present Councilmember (CM) Burns called the meeting to order at 6:07 PM.

**2. ELECTION OF CHAIR PRO TEM**

Interim Corporation Counsel Derke Price explained the make-up of the Committee. We went back to the original; we did find it from 1997, the resolution that makes this committee report directly to Council. As there was some thought that Committee reported to APW, it doesn't; reports directly to Council as such council six two applies, which means that it should be a Council member that is the chair of this committee. The chair of this Committee, now that the Council member Braithwaite has resigned needs to be one of the council members. And so, we need nominations for that.

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

CM Reid nominated Councilmember Burns for Committee Chair; Angela Pennisi seconded the nomination. Corporation Counsel Price asked if any other nominations? Hearing none, a voice was taken. Councilmember Burns nomination for Chair passed unanimously.

It was clarified that the Committee Chair is held by a Council Member due to the Committee reports to Council (not APW as previously thought).

**4. APPROVAL OF MINUTES**

Councilmember Burns motioned to approve the March 16<sup>th</sup>, 2022 minutes. All voted in favor of approving minutes unanimously.

**5. GUEST INTRODUCTIONS**

No Guest

**6. OLD BUSINESS**

**A. NU Incubator Update**

Nathan Norman provided an update regarding the NU Incubator. N. Norman stated the NU Incubator is in the final process of finalizing the agreement between the City of Evanston, the AUX and Sunshine Enterprises. The Incubators budget over the initial 12 months will be \$300,000 and funded through Northwestern's Racial Equity Fund. One guest asked how many beneficiaries are expected from the \$300,000 budget and N. Norman answered that he would need to invite Dave (no last name given) to answer. N. Norman also stated this funding will be used to support the \$7.3 million fundraising campaign. Kemone Hendricks asked if there is an expected date for this to be up and running. N. Norman stated he expects this to happen before the end of the year. K. Hendricks asked if there was any community involvement on how this program will be ran, how many monitory businesses will it house, what are the different offers. N. Norman reiterated that Dave (no last name given) can help answer but that the AUX has been engaged in outreach. K. Hendricks's feels there needs to be more outreach. Angela Pennisi asked what is the AUX . N. Norman answered that the project is called AUX, the Incubator is the AUX. A. Pennisi asked where is the agreement standing on signing. Nathan Norman stated next stage is implantation and finalizing the project. A guest asked what is the number of businesses that will benefit from the program. N. Norman responded that there is not a particular number but it is aimed at helping black businesses and it's not capped at a particular number. A. Pennisi asked if the funding source or grant info is public information. N. Norman suggested going back to the proposal for information.

**7. STAFF REPORTS**

**A. M/W/EBE and LEP Tracking Report**

Tammi Nunez provided an overview of the MWEBE tracking report for July 2022. T. Nunez provided a description of what the MWEBE goal compliance report is and what is listed on the report. T. Nunez stated that MWEBE is a goal and not an ordinance like LEP, which is required for construction projects over \$250,000. Several examples of LEP projects were shared with the committee by T. Nunez. T. Nunez stated that there has only been one project that was awarded by council for 2022. One project was the alley improvement project and was awarded to Capital Cement. Capital Cement came in under the 25% MWEBE goal with 23.76% with several subcontractors and one Evanston business. T. Nunez also shared that two LEP waivers had been granted, one from the June 13<sup>th</sup> council meeting for a \$100,341.50 no bid repair due to the vendor, Garland DBS, already being mobilized onsite for another project and the added project created a cost savings for the city. The second vendor awarded with a LEP waiver from the July 11<sup>th</sup> council meeting was for \$35,750 for National Bridge Inspection Structural Engineering Services RFP and precluded subcontracting opportunities that were not available and would have increased the costs. As of 7/20/2022, there were no updates in the LEP penalties

and the balance was at \$61,230.81. Councilmember Burns asked about adding the LEP waiver to the headlines of future council meetings and if that can be expected at the upcoming council meeting and if there is a standard operation procedure that can be added. T. Nunez clarified that the waivers are for MWEBE and not LEP.

**8. NEW BUSINESS**

**A. Clearwater Contracting, Inc., Evanston Based Business Consideration**  
Evanston based business consideration for Clearwater letter to committee regarding waiver for MWEBE. T. Nunez shared that this business has not met the one year requirement and had applied for their business license in March 2022 and will not be considered an EBE until 2023. Clearwater has recently moved into Evanston and had interest in bidding on a project but would not meet the MWEBE requirement prior to the bid closing date. Councilmember Burns stated Clearwater is partnering with the city with the lead water line replacement and believes these considerations are favored when the company shows a deep commitment to Evanston. All committee members supported moving forward with the waiver and a motion was granted and approved. T. Nunez will confirm if the project had been awarded but that the MWEBE committee's approval of the waiver is sufficient.

**9. OTHER BUSINESS**

**A. Revised 2022 Monthly Committee Calendar**

T. Nunez clarified the dates for future MWEBE committee meetings regarding breaks and shared there will be breaks on August 17, 2022 and November 18, 2022. Breaks will also occur for March 2023, August 2023 and November 2023. A. Pennisi stated she will not be in the country for the September 2022 meeting. All voted in favor. Councilmember Burns discussed developing a work plan for the committee including the mission, purpose, goals for the remainder of 2022 and 2023 to be discussed during the next committee meeting.

**10. ADJOURNMENT**

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

### **Evanston's Incubator for Businesses of Color:**

*A collaboration with Sunshine Enterprises, The City of Evanston, Northwestern University, and The Aux*

This proposal brings together experienced community partners, one of the world's preeminent research universities, and the City of Evanston to develop and operate an Evanston-based business incubator for entrepreneurs of color. The new business incubator will provide a full-range of entrepreneurial training and wrap-around business accelerator services by Sunshine Enterprises and offer opportunities for Northwestern University students, alumni, faculty, and staff to provide technical assistance, resources, and consulting services to entrepreneurs of color. Located within The AUX, a new \$7.5M redevelopment in Evanston that will become a thriving hub for Black-owned businesses, the new incubator will also provide entrepreneurs with a wide range of affordable professional co-working spaces to meet the needs of their growing businesses. By leveraging the combined expertise, skills, and resources of Sunshine Enterprises, Northwestern University and the The Aux redevelopment team, Evanston's new incubator for businesses of color will maximize the resources it offers entrepreneurs and strengthen its sustainability for lasting impact.

#### **Key Stakeholders**

**The City of Evanston** is committed to promoting the highest quality of life for all residents by providing fiscally-sound responsive municipal services and delivering those services equitably, professionally, and with the highest degree of integrity. In alignment with the City Council's goals to enhance community development and job creation citywide, the workforce development program is an inaugural effort that aims to develop a diverse and skilled workforce by empowering, educating, training, and equipping participants with the skills required to obtain sustainable career opportunities and advancement. Residents who are unemployed, underemployed, returning citizens, or seeking to upscale in the workforce require training and supportive services. Innovative workforce development strategies and locally based collaboration with educational institutions, small businesses, and community-based organizations promote systemic change that benefits Evanston workers of all wage and skill levels, adding efficacy to the emerging and in-demand industries in Evanston and the community at large.

This collaborative partnership is conducive to the City's workforce initiatives. It enables residents to become active and productive citizens of the community through strengthening existing services, establishing a network of sector partnerships, increasing participation within the available local opportunities, and creating marketable job training and placement. More specifically, this collaborative framework offers a vision for providing sustainable employer-driven, community-supported industry partnerships with the City of Evanston and increases the opportunities for minority and women-owned businesses to thrive and grow.

**The AUX** is a commercial hub dedicated to community wellness and racial equity – a space owned and co-created by the community. In fact, three of the co-developers on this project are graduates of Sunshine Enterprises' Community Business Academy as well as longtime Evanston residents. Located in Evanston, the AUX will transform 16,000 sq. feet of vacant property into a high-quality commercial space for a collective of Black-owned businesses and organizations that support community wellness. The Aux defines wellness as bringing together community resources to support physical, emotional, social, environmental, spiritual, and financial health.

The project brings to the Chicago area an innovative redevelopment model that has successfully catalyzed developments of more than \$17 million in five neighborhoods in Milwaukee, WI. Central to the model, these commercial buildings are financially supported by, owned by, developed by, and filled

with businesses run by community members who employ local residents. Through this model, community wealth building is integrated with community health building. This wealth building facet is also aligned with Sunshine Enterprises' desire to see communities revitalized and community members achieve greater access to wealth building opportunities such as this.

Since 2013, **Sunshine Enterprises** has worked to empower local entrepreneurs in disinvested communities across Chicagoland to grow their businesses and transform their communities. Through this work Sunshine seeks to create neighborhood and sector-based business hubs catalyzing free enterprise in Chicagoland's disinvested communities. Specifically, Sunshine addresses the critical need for sustainable economic activity by strategically partnering with individuals in the community who are operating or seeking to start a business. Sunshine delivers business planning and management training services to local entrepreneurs to help them build strong businesses that provide reliable income to families and contribute to the economic health of the community.

Over the past ten years, Sunshine has served nearly 1,800 unique entrepreneurs throughout the Chicago area in six main business hubs (three geographic, three industry specific) servicing neighborhoods such as Woodlawn, South Shore, Humboldt Park, West Evanston, Rogers Park, and North Lawndale. Each of these hubs has been strategically placed in underserved areas suffering from a lack of jobs, marketplace resources, and growth opportunities. These hubs provide an economic stimulus to the communities by supporting local entrepreneurs. Partnering with The AUX Development presents another opportunity to live out this strategy for an area of Chicagoland that SE has been working in since launching its Evanston programming in 2015. The work began out of a partnership with the City of Evanston, both from a funding and programmatic standpoint, with cohorts being taught out of the Civic Center and the Fleetwood-Jourdain Center.

**Northwestern University**, through its *Office of Neighborhood and Community Relations*, is committed to becoming a national model for how a major research university engages with the city in which it resides. The University equally commits to building strong, transparent, and strategic partnerships that enhance the impact of both the University and the Evanston community through collaborative initiatives and efforts. The efforts of this office are focused on three main areas: Education, Child & Youth Development, Economic and Community Development, as well as Health and Public Safety. This collaborative project fits definitively within the economic and community development pillar. More specifically, this office and the University see this project as a catalyst for economic growth and sustainability. Even further, the strategic alignment across all three partners will create meaningful employment and opportunities for minority-owned businesses to thrive and grow, ultimately impacting the community overall in a positive way. This opportunity also allows the University to maximize its impact as a major economic anchor for Evanston and the region.

### **Incubator Programming**

The incubator will host a growing array of programs and services provided by Sunshine Enterprises and Northwestern University. These include:

#### **Training and Support:**

Sunshine Enterprises works to empower local entrepreneurs through three core program strategies:

- **The Community Business Academy (CBA)**
  - Strategic recruitment of low-income entrepreneurs; creation of networks leading to social, financial, and knowledge capital; and promotion of neighborhood-based business development in an area with great need that lacks business development support.
  - 12-session, 36-hour course in business planning and management, taught by experienced instructors, delivering hands-on training in the basic concepts, tools, and skills needed to plan for and run a successful business.
  - Instructors use best practices in adult learning tailored to the needs of start-up and established entrepreneurs with varying educational backgrounds.
  
- **Business Acceleration Services (BAS)**

Wide ranging opportunities to gain support from business consultants with experience owning, operating, or engaging small businesses across Chicagoland. These services are available to all CBA graduates for the life of their business(es).

  - 90-Day Action Plan Coaching
  - 12-month Mentoring Program
  - Topical workshops
  - Pitch competitions
  - Office Hours
  
- **Credit to Capital Support**

When entrepreneurs are ready to pursue financing for their business, SE helps them prepare and refine their business plans and documentation, connect them to a network of local micro-lending partners, or introduce to newly launched Sunshine capital opportunities. Supports offered are:

  - Credit counseling
  - Help Desk & Microgrant Program
  - Community Micro Equity Fund
  - Loan assistance

#### **Co-working Offerings:**

In the new Aux location, Sunshine will also work to provide a variety of business incubation spaces that allow for businesses to start, grow, and flourish regardless of how long they utilize the spaces. This incubator space will serve as a building block in the life cycle of businesses as they look to execute their plan for sustained success.

The co-working offerings could include:

- Open desk space for day-to-day business operations activity, internal meetings, sales development discussions, etc.
- Private offices
- Business mailboxes
- Business services center
- Pop-Up Kiosks in AUX common areas
- Pop-Up Events in AUX common areas such as vendor fairs and other broader commerce events. All events to be co-promoted with the AUX team.

**City of Evanston Engagement:**

As mentioned above, this collective partnership will allow for the sustainable support of emerging and growing businesses of color in Evanston and the surrounding area. Below are some of the initial ways in which the City will work with members of this collective to enhance its ability to grow the small businesses of color ecosystem exponentially.

Initial engagement opportunities could include:

- Collaborate to identify Black-owned and Minority-owned businesses in Evanston
- Pathway to application, and potential support, through the City's *"Entrepreneurship Support Grant,"* program
- Identify and assess the needs of minority and women-owned businesses in Evanston on a regular basis
- Create and maintain an updated list of the minority and women-owned businesses in Evanston
- Leverage partnerships to provide career exploration opportunities that lead to sustainable employment opportunities for Evanston residents

**Northwestern University Engagement:**

This partnership will create direct pathways for Northwestern undergraduate and graduate students as well as alumni, faculty, and staff to engage with entrepreneurs of color in a variety of meaningful ways. This engagement aligns with Sunshine's desire to find multitudes of opportunities to advance its entrepreneur's acquisition of knowledge, social, and financial capital. The incubator's conference room and office spaces provide an accessible location for entrepreneurs of color to meet with NU students and faculty in a comfortable and culturally relevant setting.

Pathways for NU entrepreneur engagement could include:

- **Direct coaching services via open office hours** on a regular basis around particular business needs or industries
- **Yearlong mentoring opportunities** with one or more entrepreneurs
- **Student internships/Work-Study Positions** as paid coaching contractors
- **Engagement with LEND, and potentially Kellogg School of Business,** across SE businesses, AUX tenants, and other minority business owners in the surrounding area.
- **Workshop facilitation** on business needs, industry trends, and business planning
- **Participation in Community Business Academy sessions,** specifically the business simulation exercises

- **Hosting of pitch competitions**, hackathons, and other business support events where Northwestern students, alumni, faculty, and staff can participate and mentor entrepreneurs during the event
- **Service-learning opportunities** for undergraduate students

#### **Additional Programming**

The Aux Co-Developer team is developing partnerships with several community organizations and businesses, including banks and financial institutions. As The Aux develops into a community hub, we anticipate other partners may wish to offer additional financial education and small business programming. There is also potential for partnership with Evanston based nonprofit, *Youth Job Center*, that would establish a pipeline for young entrepreneurs to receive Sunshine training and support.

#### **Community Impact**

The impact of the new incubator can be measured by the economic impact of The Aux redevelopment, the growth of minority-owned small businesses and household income, and the educational impact on student learning and development, research, and scholarship.

- Economic Impact of AUX Development
  - 16,000 sq ft of renovated commercial space dedicated to small businesses of color and community-owned
  - 10+ Black-owned businesses lifted collectively
  - 20+ partnerships and subcontractors engaged by AUX tenants and the Development Project
  - 30+ local jobs provided to frontline community members
  - Provides inclusive pathways to community wealth, creating a restorative and unifying place of destination
- Entrepreneurial Impact of Sunshine Enterprises Programming:
  - Graduate 30-40 entrepreneurs from two CBA cohorts per year. Leading to approximately 20 active businesses in the West Evanston and surrounding area per year.
  - Additional 20-30 entrepreneurs served annually through BAS activities such as coaching, workshops, office hours, and mentoring.
  - Coworking space offerings could provide business space and resources to 30-40 entrepreneurs per year, including Sunshine graduates and non-Sunshine business owners in the area.
  - Since launching the North Side CBA in 2015 there have been 201 graduates, with a projection to grow that total to 250 by the end of 2023.
  - In 2021, the North Side hub saw 5 businesses started, 23 strengthened, and 15 expanded
  - By the end of 2023 the North Side will see an additional 13 businesses started, 52 strengthened, and 36 expanded
- Incubator Offerings:
  - 5 private offices for small business owners project to generate \$2 million in annual gross revenue (*Based off current occupants in Woodlawn incubation space, 4 tenants, generating \$1.7 million in 2021*)

#### ***Request for Financial Support:***

This funding from the City of Evanston will provide the financial underpinning for SE to relaunch its in person Evanston programming at a level even greater than before the pandemic. Much of the

increased capacity comes from the expansion of the Business Acceleration Services as well as the increase in CBA alumni due to the growth of cohorts offered per year. As shown above, the programming and incubation offerings to take place in this space will lead to tremendous business starts, growth, and expansions for entrepreneurs of color throughout the City of Evanston and in the surrounding area.

It is the desire for SE to begin utilizing this funding starting in fall 2022 through the running of a CBA cohort and six months of BAS activity following graduation. Another cohort and associated BAS activity will be held in spring 2023. The co-working site manager role will be taken through SE’s HR process with a goal of filling the role by the second quarter of 2023. Engagement with Northwestern University would also begin soon after funding is received with students, faculty, staff, and alumni working with North Side Hub CBA and BAS clients. Funds for equitable access to the co-working space would not be utilized until The AUX space is open and tenants are using the co-working space, which is anticipated for fall 2023. Through the partnership with the City of Evanston, SE will seek to find a physical location to run CBA cohorts as well as host BAS activity such as mentoring, coaching, office hours, and workshops.

Furthermore, it is our belief that our collective efforts to manage costs and generate revenue through earned income and fundraising is much more powerful than working alone. Harnessing our combined efforts, track records, and successes at mobilizing resources for the greater good is another benefit to this approach. Not only has this approach benefited the above-named stakeholders in this first year of collaboration, it will also undoubtedly help ensure sustainability in years to come. Finally, the operating budget listed below is also leveraged up by the ongoing and successful capital project fundraising efforts of the AUX development team which will lead to the creation and build out of the incubator space.

**Evanston’s Incubator for Businesses of Color: Budget over initial 12-Month Period**

<b>Programming Components</b>	<b>Associated Cost</b>
Co-Working Site Manager	\$50,000
Community Business Academy Cohort	\$130,000
Business Acceleration Services	\$50,000
Management of Northwestern Engagement	\$10,000
Equitable Access to Co-Working Spaces	\$60,000
<b>Total</b>	<b>\$300,000</b>

Undoubtedly, Sunshine Enterprises would be humbled and proud to partner with the City of Evanston once again through this funding opportunity. This support would create a business incubator within a thriving hub for Black-owned businesses and empower entrepreneurs in disinvested communities with the training and resources to build their businesses and transform their communities. We look forward to discussing this proposal further with you all in the near future.

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>
Dept.	Date	RFP/Bid	Project Title	Total Bid Amount	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount
PWA	6/27/2022	Bid 22-39	2022 Alley Improvements	\$1,492,964.00		Capitol Cement Co., Inc. (LEP Eligible)					

2022 MWEBE Goal Compliant										
					10.05%	Ozinga Ready Mix			X	\$150,000.00
					0.84%	Smith Maintenance Company	X			\$12,600.00
					3.53%	L&B Trucking Inc.	X			\$52,600.00
					1.02%	ALF Cartage Inc.		X		\$15,267.34
					1.65%	Precision Pavement Marking Inc.	X			\$24,670.50
					1.21%	Petromex Inc.	X			\$18,000.00
					1.07%	DMA Construction, LLC		X		\$16,000.00
<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>PWA</b>	7/25/2022	RFP 22-28	Source Water Protection Plan Development Services	\$48,000.00		Crawford, Murphy & Tilly (CMT)				
					41.70%	Waterwell, LLC		X		\$20,000.00
<b>PWA</b>	7/25/2022	RFQ 22-31	Beck Park Expansion Project	\$105,111.00		MKSK, Inc.				
					16%	All Together Studio			X	\$17,020.00
					6%	Omni Ecosystems		X		\$6,100.00
					6%	David Mason & Assoc.	X			\$6,056.00
<b>PWA</b>	7/25/2022	Bid 22-35	1909 Raw Water Intake Replacement	\$44,699,000.00		IHC Construction Companies, (LLC Not subject to LEP - IEPA Funding Source)				
					4.36%	C&G Construction Supply	X			\$1,948,349.85
					12.04%	C&G Construction Supply	X			\$5,380,000.00
					0.13%	Cardinal State LLC				\$57,380.60
					0.52%	Truck King Hauling Contractors, Inc,				\$230,513.00
<b>PWA</b>	7/25/2022	Bid 22-43	Poplar Avenue Street and Parking Lot Improvements	\$1,356,923.20		Bolder Contractors, Inc. (Not subject to LEP - Rebuild Illinois Funding Source)				
					3.90%	Sonican Trucking, Inc.	X			\$53,000.00
					18.59%	JG Demo, Inc.			X	\$252,191.75
					1.69%	Ozinga Ready Mix Concrete			X	\$23,000.00
					0.90%	Chicago Cut Concrete Cutting		X		\$12,000.00
<b>PWA</b>	7/25/2022	RFP 22- 41	City of Evanston Municipal Fleet Rightsizing and Electrification Plan	\$126,000.00		Wood Environment & Infrastructure Solutions				
					25%	Niti Sys	X			\$31,500.00
<b>PWA</b>	7/25/2022	RFP 22- 33	*Commercial Municipal Solid Waste and Construction Debris Franchise	No fee cost to the city.		Lakeshore Recycling Services				
					n/a	Petromex, Inc.	X			\$0.00

2022 MWEBE Goal Compliant											
					n/a	Cascade Engineering		X			\$0.00
<b>July Total</b>				<b>\$46,335,034.20</b>							<b>\$8,037,111.20</b>
<b>Total to Date</b>				<b>\$57,520,144.60</b>	<b>18.59%</b>		<b>24</b>	<b>15</b>	<b>8</b>	<b>3</b>	<b>\$10,694,778.99</b>
Dept.	Date	RFP/Bid	Project Title	Total Bid Amount	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount
PWA	8/8/2022	RFP 22-37	Community Engagement for Programing Needs at Gibbs Morrison and Fleetwood Jourdain	\$41,485.00		Hirons					
						Research Support Services Inc.			X		\$23,635.00
PWA	8/8/2022	RFQ 19-44	Contract for Phase III, Green Bay Road Water Main Design & Construction Engineering Services	\$162,536.00		Kimley-Horn & Associates					
					49.00%	Christopher B. Burke Engineering, Ltd.			X		\$79,635.00
<b>August Total</b>				<b>\$204,021.00</b>							<b>\$103,270.00</b>
<b>Total to Date</b>				<b>\$57,724,165.60</b>	<b>18.71%</b>		<b>24</b>	<b>15</b>	<b>10</b>	<b>3</b>	<b>\$10,798,048.99</b>
PWA	9/12/2022	RFQ 22-40	Mason Park Expansion and Church/Dodge Transportation Improvement Project	\$168,654.00		Teska Associates for Consulting Services					
					41.00%	Teska Associates			X		\$68,760.00
					28.00%	Christopher B. Burke Engineering, Ltd.			X		\$47,640.00
PWA	9/12/2022	RFP 22-40	Park and Green Space Strategic Plan	\$200,000.00		Agency Landscape + Planning					
					52.50%	Agency Landscape + Planning		X			\$105,000.00
PWA	9/12/2022	RFP 22- 30	Water Plant 4160V Electrical System Reliability Project	\$597,280.00		Greeley and Hansen LLC for the					
					1.31%	O'Brien & Associated, Inc.		X			\$7,826.00
					17.37%	CCJM Engineers, Ltd.	X				\$103,770.00
					3.60%	Environmental Design International, Inc.		X			\$21,500.00
					26.13%	Primera Engineers, Ltd,		X			\$156,049.00
<b>September Total</b>				<b>\$965,934.00</b>							<b>\$510,545.00</b>
<b>Total to Date</b>				<b>\$58,690,099.60</b>	<b>19.27%</b>		<b>25</b>	<b>19</b>	<b>12</b>	<b>3</b>	<b>\$11,308,593.99</b>

2022 MWEBE Goal Compliant						
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.	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
PWA	8/8/2022	Bid 22-49	\$450,000.00	Tennis Court Resurfacing Project	Chicagoland Paving Contractors Inc.	Contractor will self-perform all work
PWA	8/8/2022	Bid 22-47	\$150,890.00	Structured Solutions, LLC	2022 Structure Lining Project	The project precludes subcontracting opportunities, due to the technical nature.
PWA	9/12/2022	22-50	\$97,549.85.	National Power Rodding Corp.	2022 Sewer Cleaning, 24-inch Diameter and Smaller	The project precludes subcontracting opportunities, due to the limited services under the contract.
ED	9/12/2022	RFP 22-36	508,200.57	Streetplus Company, LLC	Business District Maintenance Service	Firm will support of local business utilizing Local Evanston companies by purchasing goods and services; which includes janitorial and cleaning supplies, uniforms, and equipment.
		<b>Year to Date</b>	<b>\$3,581,375.77</b>			

2022 M/W/EBE Goal Compliance Waiver Report

2022 MWEBE Goal Compliant					
			LEP Penalty Fund as of 09.16.2022		
			See the attached Accounting Dept report		
			Current LEP Balance was <u>\$61,230.81</u>		

825 Sherman Avenue  
Evanston, IL 60202  
August 7, 2022

M/W/EBE Development Committee  
Attn: Councilmember Bobby Burns, Chair  
2100 Ridge Avenue  
Evanston, IL 60201

Dear Chairperson Burns:

Please accept my regrets that I am unable to attend the September meeting of the M/W/EBE Development Committee. I understand that the agenda is expected to include development of a workplan for the committee.

I have served on the M/W/EBE Development Committee since May 2021, and I am excited to see the progression in the discussion regarding the capabilities of this committee in serving this important segment of the Evanston business community and the residents of Evanston.

The published purpose of the committee is:

To identify and assess the needs of the M/W/EBE community on a regular basis, develop a program to address the established needs of the M/W/EBE community.

The work of the committee during my service thus far has largely involved providing oversight of city contracts in meeting MWEBE Goal Compliance, as well as for the goals of the Local Employment Program. The committee has been effective in providing this oversight with due diligence. Considering expanding the purpose of the committee to include this oversight role could facilitate onboarding of new committee members in the future.

However, the committee has been challenged to assess the needs of the M/W/EBE community, which has limited its ability to develop programs to meet those needs. My impression is that establishing the following priorities would promote the committee fulfilling its purpose:

- New businesses currently self-identify as Minority or Woman-owned during the business registration process. A listing of these businesses should be updated regularly, made easily accessible to the committee on each meeting agenda, and made available to the public via the City of Evanston website. Pre-existing businesses should be sent a renewal if not already required to update this information and ensure the comprehensiveness of the list.
- A survey should be developed to assess the needs of these businesses, disseminated and responses provided back to the committee, at which time the committee could evaluate the responses, establish objectives that can be addressed in collaboration with other stakeholders, and budget funds to meet those objectives. This survey and process would be most effective if repeated regularly. The committee could then help coordinate the development of needed resources and promote them through consistent outreach to the M/W/EBE community.
- The committee should review and discuss the agenda of the Economic Development Committee on a regular basis, provide perspectives to the Economic Development Committee on how its considered actions will impact the M/W/EBE community, as well

as provide feedback and make recommendations on how initiatives and projects could be modified to better meet the needs of the M/W/EBE community.

With effective execution on a narrow set of initiatives, I am confident that the M/W/EBE can both fulfill its purpose and contribute to the growth and development of a vibrant M/W/EBE community that provides opportunity for all Evanston residents, maximizes the reach of developing community resources such as the AUX, and creates a foundation for future initiatives.

Sincerely,



Angela Wilson Pennisi  
Member, M/W/EBE Development Committee  
Member, Economic Development Committee

C: Councilmember Devon Reid  
Jared Davis  
Kemone Hendricks  
Michael McLean  
Bonaventure Fandohan  
Ernest Noy  
Hitesh D Desai, CFO/Treasurer  
Tammi Nunez, Purchasing Manager

8/28/97

71-R-97

A Resolution

To Reorganize the Minority  
Business Enterprise Advisory Committee  
of the City of Evanston

WHEREAS, it is the goal of the City of Evanston to maximize the opportunities for Minority, Women and Evanston Business Enterprises in its procurement process; and

WHEREAS, a Minority Business Advisory Committee was originally established by the City Manager's office in 1991 to serve the City Manager's Office in an advisory role; and

WHEREAS, Resolution 63-R-94 provided for the funding of a Disparity Study for the sole purpose of determining the basis of a Minority, Women and Evanston Business Enterprise Program; and

WHEREAS, the City Council approved on August 18, 1997 a recommendation to reconstitute the Minority Business Enterprise Advisory Committee formed by the City Manager's office in a manner to make it a full Committee of the City Council to review said Disparity Study, evaluate the recommendations therein, and advise Council on the development and implementation of an M/W/EBE program for the City of Evanston;

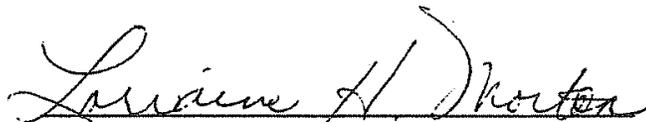
NOW, THEREFORE, BE IT RESOLVED that the Mayor, with advice and consent of the City Council, shall appoint a Minority, Women and Evanston Business Enterprise (M/W/EBE) Development Committee within sixty days of the effective date of the

resolution and whose authority and responsibilities shall include, but not be limited to:

1. identifying and assessing the needs of the M/W/EBE community on a regular basis.
2. developing a program to address the established needs of the M/W/EBE community.
3. reviewing and evaluating the City of Evanston's procurement practices in order to maximize opportunities for the M/W/EBE community.
4. designing a training program in conjunction with the local Small Business Development Center and other sources for the purpose of increasing the capacity of local firms to provide the goods and services the City needs.
5. identifying additional technical and financial assistance resources for the M/W/EBE community.
6. proposing realistic goals for addressing under utilization of M/W/EBEs in the City of Evanston's procurement process.
7. preparing an economic impact presentation to Council that's based upon actual and proposed M/W/EBE participation and related cost factors.
8. addressing job training and employment on City construction projects.
9. defining Bidder good faith efforts in complying with the M/W/EBE program as they may relate to a determination of "responsiveness" in the procurement process.
10. proposing appropriate contract language relative to the M/W/EBE program.
11. researching and establishing a Mentor/Protégé Program between M/W/EBEs and established firms.
12. developing and maintaining a M/W/EBE Directory for the firms' inclusion on the City's bidders list.
13. determining the basis for confirming the status of a firm as either Evanston based or owned by Minorities and/or Women, for participation in the City of Evanston's program.

14. preparing status reports and an annual presentation to the Mayor and City Council.
15. reviewing and evaluating a Local Preference policy.

BE IT FURTHER RESOLVED, that the M/W/EBE Development Committee shall consist of nine people, including a Housing and Community Development Committee representative, an Economic Development Committee representative, an Evanston Chamber of Commerce representative, four members from the local business community, and two citizens at large. All appointees shall serve terms of two (2) years or until their successors are appointed and confirmed; provided, however, that initially, four (4) members shall be appointed for terms of one (1) year and five (5) members shall be appointed for terms of two (2) years. Members shall not serve more than two (2) full terms.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk

Adopted: September 8, 1997

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## Guidelines for B/C/C Self-Assessments

The City Manager's office will provide the staff liaison and chair persons of each board, committee, and commission a standard format for the self-assessment questionnaire, along with a schedule of completion deadlines.

The questions to be addressed in the B/C/C's self-assessment are as follows:

- Are the current duties of the B/C/C, as defined by City Code, realistic? If not, what duties would you suggest be added and/or removed?
- Is the B/C/C workload (annual work plan) too much, too little, or about right? Explain.
- Does the B/C/C effectively accomplish its annual work plan?
- Are B/C/C meetings conducted in an effective manner? What could be done to improve the meetings?
- Is the current size of the B/C/C appropriate to its mission and work plan?
- Are communications between the B/C/C and the City Council effective? What, if anything, could be done to improve these communications?

In addition, the self-assessment should include the following attachments:

- Description of duties, as stated in the City Ordinance.
- Current work plan.
- Current annual report.
- Bylaws (if any exist).