



**M/W/EBE Development Committee
Wednesday, November 16, 2022
Virtual 6:30 PM**

AGENDA

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

Page

1. CALL TO ORDER/DECLARATION OF A QUORUM

2. APPROVAL OF MINUTES

- A. Approval of the October 19, 2022 Minutes 3 - 5
[MWEBE MINS 10-19-22](#)

3. GUEST INTRODUCTIONS

- A. Aina Gutierrez

4. OLD BUSINESS

- A. Rebuilding Exchange Update
- B. Amend city code 1-17-1 to add Disadvantage Business Enterprise –
For Action
- C. MWEBE Committee Work Plan 6 - 7

5. STAFF REPORTS

- A. **M/W/EBE and LEP Tracking Report** 8 - 13
[November 2022 MWEBE Tracking Sheet](#)

6. NEW BUSINESS

7. OTHER BUSINESS

- A. **2023 Meeting Schedule** 14
[DRAFT mwebe 2023 Memo Meeting Schedule](#)

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, October 19, 2022

6:00 P.M.

Meeting Minutes

MEMBERS PRESENT: Councilmember Bobby Burns, Councilmember Kristian Harris, Jerad Davis, Bonaventure Fandohan, Michael McLean, Angela Pennisi, Ernest Noy

MEMBERS ABSENT: Kemone Hendricks

STAFF PRESENT: Tammi Nunez, Purchasing Manager; John Gonzalez, Purchasing Specialist

PRESIDING MEMBER: Councilmember Bobby Burns

1. DECLARATION OF A QUORUM

With a quorum present Councilmember (CM) Burns called the meeting to order.

2. Approval of Minutes

Councilmember Harris motioned to approve the September 21, 2022 minutes, 2nd by Councilmember Burns. All voted in favor of approving minutes unanimously.

3. Guest Introduction

No Guest

4. Old Business

5. Staff Reports

Councilmember Burns began discussion regarding the MWEBE tracking. Purchasing Manager T. Nunez shared details regarding several projects. Included in the 2022 MWEBE Goal Compliance chart are projects that did not meet the \$250,000 project amount or were not required to meet the goal due to IEPA funding. These projects occurred between September and October, 2022. T. Nunez shared several companies that did meet the MWEBE 25% goal which included the contractor Sheridan Plumbing and Sewer who is certified WBE. It was also shared that National Power Rodding requested a MWEBE waiver due to the limited time of the contract and the contract size, the waiver was approved. There are ongoing projects still being monitored for compliance with LEP. Angela Pennisi asked if contracted companies supporting local Evanston businesses are being tracked. T. Nunez replied that they are not but

feedback can be requested from Community Development for the contract period to see how they utilize Evanston businesses and who they actually purchase from.

6. New Business

Councilmember Burns opened discussions regarding the 1997 resolution 71-R-97 titled To Reorganize the Minority Business Enterprise Advisory Committee of the City of Evanston. The resolution contains the 15 responsibilities of the committee. Councilmember Burns also discussed completing annual reviews of all the boards, committees and commissions in order to make improvements. The key items that the committee should complete are:

- Develop and maintain a MWEBE directory
- Prepare status reports and an annual economic presentation to the Mayor and City Council that is based upon actual proposed MWEBE participation and related cost factors.
- Propose realistic goals for addressing underutilization of MWEBE in the City of Evanston.
- Identify and assess the needs of the MWEBE community on a regular basis.
- Review Economic Development Committee agenda, provide recommendations and send items to both committees.

Committee goals were also discussed and developing one or two strategies for each goal. Members were assigned to work on each goal.

Goals:

1. Position Evanston's MWEBE Committee as a leader in MWEBE advocacy in Evanston. Also includes website development.
2. Increase local firms that provide goods and services the city needs.
3. Increase local contractors that work as general contractors and subcontractors on major projects in Evanston.
4. Develop long term planning documents that help establish and address the needs of the MWEBE committee.

Regarding goal one, Michael M. shared that there should be a dedicated MWEBE website to offer more transparency and communication with the public. The website would include a database and search engine with up to date commercial business information for people to search for MWEBE local businesses with supervision provided by the committee. Councilmember Burns shared that the website could provide other links to related topics but should focus on what the committee is focused on. Michael M. also asked if the funds from LEP non complaint contractors can be used to fund the website. Councilmember Burns replied yes as long the expenditures advances the LEP and MWEBE goals.

Regarding goal three, Councilmember Burns shared that the committee should work closely with Northwestern University on their new stadium construction project to make sure Evanston MWEBE businesses benefit from this project.

7. Other Business

None

8. Adjournment

Councilmember Burns motioned the meeting be adjourned, motion carried unanimously. Meeting ended at 7:26.

MWEBE COMMITTEE 2023 WORK PLAN

Purpose of this document: To provide previously discussed goals, example strategies, working group assignments and definitions for "**Strategies & Objectives.**"

Definitions: A **strategy** is the approach you take to achieve a goal. An **objective** is a measurable step you take to achieve a strategy. A **tactic** is a tool you use in pursuing an objective associated with a strategy.

Forbes article on the topic: <https://www.forbes.com/sites/mikalbelicove/2013/09/27/understanding-goals-strategies-objectives-and-tactics-in-the-age-of-social/?sh=7bc83d404c79>

Assignment due by **November 16th, 6PM:** Meet with your working group partner to identify strategies and objectives that are most important to fulfill the selected goal.

Goal #1: Position Evanston's MWEBE Committee as a leader in MWEBE advocacy in Evanston

Working Group Members: Angela & Jared

Example Strategies (Bold items should be prioritized)

- Website with information about the purpose of the committee, past successes, current priorities and long term plans.
- Host in-person and virtual events connecting businesses with programs and opportunities to support their efforts.
- **Develop and maintain a MW/EBE directory**
- **Prepare status reports and an annual economic presentation to the Mayor and City Council that's based upon actual and proposed MW/EBE participation and related cost factors.**
- **Identify and assess the needs of the MW/EBE community on a regular basis**
- **Review the economic development committee agenda, provide recommendations or send items to both committees**

Goal #2: Increase local firms that provide goods and services the City needs

Working Group Members: Bonaventure & Krissie

MWEBE COMMITTEE 2023 WORK PLAN

Example Strategies:

- Create a Supplier Diversity Program at the City that may include designing a training program for the purpose of increasing the capacity of local firms to provide the goods and services the City needs.
 - Review and evaluate the City of Evanston's procurement and competitive bidding practices in order to maximize opportunities for MW/EBE businesses.
-

Goal #3: Increase local contractors that work as general contractors and subcontractors on major projects in Evanston

Working Group Members: Michael & Ernest

Example Strategies:

- Work on connecting Local MW/EBE contractors, consultants, and vendors to training and business opportunities with NU's \$800 million dollar new stadium project
- Help to launch a training center that will address the labor shortage by creating a pipeline for laborers into the trades

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
January Total				\$185,196.00							\$46,299.00
Total to Date				\$185,196.00	25.0%		1	0	0	0	\$46,299.00
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 Igleski & Assoc.			X		\$17,500.00
					3%	Rubinos & Mesia Engineers	X				\$5,000.00
					10%	BTR Engineering, LLC	X				\$18,000.00
March Total				\$185,000.00							\$57,965.00
Total to Date				\$370,196.00	28.0%		4	0	1	0	\$104,264.00
ED	4/11/2022	RFP 22-06	2022 Great MerchantPlanter Landscap Maint	\$82,161.00		Herrera Landscape Snow Removal					
					100%	Herrera Landscape Snow Removal			X		\$82,161.00
PWA	4/11/2022	No #	Forward Space for Office Furniture Supply	\$75,000.00		Forward Space, LLC					
					100%	Forward Space, LLC		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%	Christy Webber & Company Landscape		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 Improv & 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
April Total				\$7,441,474.40							\$1,810,368.95
Total to Date				\$7,811,670.40	24.51%		11	8	4	0	\$1,914,632.95
PWA	5/9/2022	RFP 22-16	Eng Svcs Related Streetlight & Sidewalk Improv	\$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	EV Business District Strategy Implementation Plan	\$245,000.00		Interface Studio, LLC,					
					22%	All Together			X		\$55,000.00
May Total				\$1,880,476.00							\$453,897.00
Total to Date				\$9,692,146.40	24.44%		14	9	4	1	\$2,368,529.95
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)					
					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

2022 MWEBE Goal Compliant											
					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
June Total				\$1,492,964.00							\$289,137.84
Total to Date				\$11,185,110.40	23.76%		18	11	5	1	\$2,657,667.79
PWA	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
PWA	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
PWA	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
PWA	7/25/2022	RFP 22- 41	City of EV Municipal Fleet Rightsizing& Electrification Plan	\$126,000.00		Wood Environment & Infrastructure Solutions					
					25%	Niti Sys	X				\$31,500.00
PWA	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
					n/a	Cascade Engineering		X			\$0.00
July Total				\$1,636,034.20							\$420,867.75
Total to Date				\$12,821,144.60	24.01%		22	15	8	1	\$3,078,535.54
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 Programing Needs Gibbs Morrison & Fleetwood Jourdain	\$41,485.00		Hirons					
					57%	Research Support Services Inc.			X		\$23,635.00
PWA	8/8/2022	RFQ 19-44	Contract for Phase III, Green Bay Rd Wtr Main Design & Construction Eng Services	\$162,536.00		Kimley-Horn & Associates					
					49.00%	Christopher B. Burke Engineering, Ltd.			X		\$79,635.00
August Total				\$204,021.00							\$103,270.00

2022 MWEBE Goal Compliant										
Total to Date			\$13,025,165.60	24.43%		22	15	10	1	\$3,181,805.54
PWA	9/12/2022	RFQ 22-40	Mason Park Expansion- 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/Green Space Strategic Plan	\$200,000.00		Agency Landscape + Planning				
					52.50%			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, (Not subject to LEP - IEPA Funding Source)				
					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
PWA	9/27/2022	RFP 22- 51	Ecology Center Renovation	\$144,500.00		Studio AH, LLC dba HPZS				
					39%			X		\$55,000.00
					32%	CCJM Engineers, Ltd.	X			\$45,000.00
PWA	9/27/2022	Bid 22-55	Butler and Twiggs Park Electrical Improvements	\$79,357.60		Utility Dynamics Corporation				
					36.50%	Everlights, Inc.		X		\$29,000.00
PWA	9/27/2022	RFP 22- 52	Independence Park and Larimer Park Improvements	\$194,245.00		MKSK, Inc.				
					17.50%	David Mason & Associates	X			\$34,016.00
					15.53%	Delta Engineering Group, LLC	X			\$30,164.00
					8.26%	GSG Consultants, Inc.	X			\$16,042.00
September Total			\$1,384,036.60							\$719,767.00
Total to Date			\$14,409,202.20	27.08%		27	21	12	1	\$3,901,572.54
PWA	10/10/2022	Bid 22-56	Sewer Inspection, 24-inch Diameter and Larger	\$50,914.80		Sheridan Plumbing & Sewer, Inc.				
					100%	Sheridan Plumbing & Sewer, Inc.		X		\$50,914.80
PWA	10/24/2022	RFP 22-44	Utility Bill Print and Mail Services	\$139,050.00		Standard Printing Company, Incorporate, dba Information Outsource				
					100%	Standard Printing Company, Incorporate, dba Information Outsource	X			\$139,050.00
October Total			\$189,964.80							\$189,964.80
Total to Date			\$14,599,167.00	28.03%		28	22	12	1	\$4,091,537.34

2022 MWEBE Goal Compliant						
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. (Chesterfield, MO)	No certified Accela partners based in Illinois
PWA	6/13/2022	No #	\$100,341.50.	Addtl CC Gutter & Downspout System Repairs	Garland/ DBS, Inc. (Cleveland, OH)	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. (Chicago, IL)	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. (Lake Zurich, IL)	Contractor will self-perform all work
PWA	8/8/2022	Bid 22-47	\$150,890.00	2022 Structure Lining Project	Structured Solutions, LLC (Union City, IN)	The project precludes subcontracting opportunities, due to the technical nature.
PWA	9/12/2022	Bid 22-50	\$97,549.85.	2022 Sewer Cleaning, 24-inch Diameter and Smaller	National Power Rodding Corp. (Chicago, IL)	The project precludes subcontracting opportunities, due to the limited services under the contract.
ED	9/12/2022	RFP 22-36	508,200.57	Business District Maintenance Service	Streetplus Company, LLC (Brooklyn, NY)	Firm will support of local business utilizing Local Evanston companies by purchasing goods and services; which includes janitorial and cleaning supplies, uniforms, and equipment.
311/IT	10/24/2022	RFP 21-39	\$84,400.00	Customer Relationship Management Software	QScend Technologies, Inc. (Waterbury, CT)	The project precludes subcontracting opportunities, based on proprietary software, it prohibits them from using subcontractors.

2022 MWEBE Goal Compliant					
		Year to Date	\$3,665,775.77		
			<u>LEP Penalty Fund as of 11.14.2022</u>		
			See the attached Accounting Dept report		
			Current LEP Balance was <u>\$61,230.81</u>		



Memorandum

To: Members of the M/W/EBE Development Committee
From: Tammi Nunez, Purchasing Manager
Subject: Approval of the 2023 Meeting Schedule
Date: November 16, 2022

Recommended Action:

Staff recommends approval of the M/W/EBE Development Committee proposed 2023 meeting schedule.

Summary:

The M/W/EBE Development Committee meeting is held virtual every month on the third Wednesday via video conference platform. The meeting start time is 6:00 p.m.

2023 MWEBE Committee Meeting Schedule
Wednesday, January 18, 2023
Wednesday, February 15, 2023
Wednesday, April 19, 2023
Wednesday, May 17, 2023
Wednesday, June 21, 2023
Wednesday, July 19, 2023
Wednesday, September 20, 2023
Wednesday, October 18, 2023
Wednesday, December 20, 2023
Months No Meeting Scheduled: March, August, and November