



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

**Wednesday, December 20, 2023, 6:00 P.M.  
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Room 2402**

**AGENDA**

Page

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

**2. APPROVAL OF MINUTES**

- A. **Approval of the October 18, 2023 Minutes** 3 - 5  
[Draft MWDEBE MINS 10-18-23 \(1\)](#)

**3. GUEST INTRODUCTIONS**

- A. **Tasheik Kerr, Assistant to the City Manager**  
B. **Michael Dykes, Reparations Construction Administrator**

**4. STAFF REPORTS**

- A. **M/W/D/EBE Tracking Report** 6 - 8  
[2023 Final MWEBE Tracking sheet](#)
- B. **Waiver Request Review** 9  
[2023 MWEBE Waiver Tracking Sheet](#)

C. **LEP Tracking Report**

**5. NEW BUSINESS**

A. **Reparations Construction Administrator & Construction Contractors Event Robert Crown**

B. **2024 Committee Meeting Calendar** 10  
[DRAFT MWDEBE 2024 Memo Meeting Schedule](#)

**6. OLD BUSINESS**

A. **Anchor Procurement NLC Update/ How to Spend Funds** 11 - 12  
[Draft Web Pages Memo](#)

B. **M/W/D/EBE Development Committee Resolution 71-R-97** 13 - 15  
**Discussion**  
[Resolution 71R97 MWEBE \(1\)](#)

C. **M/W/D/EBE Committee Work Plan Updates** 16 - 17  
[2023.07.MWDEBE Workplan Grid2](#)

**7. OTHER BUSINESS**

**8. ADJOURNMENT**

Order & Agenda Items are subject to change. Information about the Minority, Women, Disadvantaged & Evanston Business Enterprise Development Committee (M/W/D/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, DISADVANTAGED & EVANSTON BUSINESS ENTERPRISE  
(M/W/D/EBE) DEVELOPMENT COMMITTEE**

Wednesday, October 18, 2023

6:00 P.M.

Meeting Minutes

**MEMBERS PRESENT:** Councilmember Bobby Burns, Councilmember Kristian Harris, Angela Pennisi, Ernest Noy, Rachel Williams, Bonaventure Fandohan, Michael McLean

**MEMBERS ABSENT:** Councilmember Devon Reid, Kemone Hendricks, Jared Davis

**STAFF PRESENT:** Hitesh Desai, Chief Financial Officer/Treasurer; Tammi Nunez, Purchasing Manager; John Gonzalez, Purchasing Specialist; Nathan Norman, Workforce Development Manager; Jessica Cooper, Workforce Development Coordinator; Neal Reeves, Economic Development Program Specialist

**GUEST:** Randy Klein, Senior Project Manager, CCC Holdings, Inc.

**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**

Committee member Ernest Noy motioned to approve the minutes for May 17, 2023, June 21, 2023 and July 19, 2023. Seconded by Councilmember Harris. All voted in favor of approving the minutes unanimously.

**3. Guest Introduction**

**A. CCC Holdings, Inc.**

Full-service commercial contracting and construction company currently working on construction of the new Evanston Animal Shelter. CCC Holdings, Inc internally hired an Evanston resident who will be working with a project superintendent with a possibility to become an assistant superintendent. CCC Holdings, Inc offered other residents positions within the company with hopes of creating long-term opportunities.

**4. Staff Reports**

**A. M/W/D/EBE Tracking Report**

- RFP 23-01 PFAS Treatment Technique Study, \$1,572,410, awarded to CDM Smith, Inc. MWDEBE Subcontractors: Sustaniable Systems LLC, 5.5% (WBE); Specialty Consulting, Inc, 19.7% (MBE).
- Bid 23-27 2023 Alley Improvements, \$676,377. Awarded to Capitol Cement Co., Inc. MWDEBE Subcontractors: Ozinga Ready Mix, 13.60% (EBE); Smith Maintenance 0.50% (MBE); L&B Trucking, 6.30% (MBE); ALF Cartage Inc 1.90% (WBE); Petromex, Inc 1.40% (MBE); DMA Construction 1.40% (WBE).

- RFQ 23-18 Engineering Services for Transit Stop Improvements at CTA and Pace Routes, \$53,278.00. Awarded to Terra Engineering, 100% (WBE).
- 2024 Alley Survey Services, \$32,880. Awarded to Christopher B. Burke Engineering, Ltd. 100% (EBE).

#### **B. Waiver Review Update**

- BID 23-37 2023 to 2025 Root Treatment, \$199,677.21. Awarded to Duke's Root Control, Inc. Reason Waived: Precludes subcontracting opportunities.
- RFQ 23-35 Insurance Broker Services, \$38,500. Awarded to Arthur J. Gallagher & Co. Reason Waived: Project precludes subcontracting opportunities.
- BID 23-39 James Park Athletic Lighting, \$1,457,301. Awarded to Jasco Electric Corporation. Reason Waived: Project precludes subcontracting opportunities.
- BID 23-46 2023 Light Sewer Cleaning, 24-Inch Diameter and Smaller, \$94,513.20. Awarded to Pipe View America. Reason Waived: Contractor will self-perform all work.
- Consulting Services Related to the Service Center Building D Concrete Repairs and Structural Monitoring, \$89,500. Awarded to Wiss, Janney, Elstner, Associates, Inc. Reason Waived: Contractor will self-perform all work.

#### **C. LEP Tracking Report**

- Evanston Municipal Storage Facility, Contractor G.A. Johnson & Sons. Penalty Amount: \$7,175.50
- Annual Sewer Lining Project, Contractor Hoerr Construction. Penalty Amount: \$1427.49
- HVAC Equipment Replacement at Levy Center. Contractor Thermosystems, Inc./ Ortiz Contracting Group. Penalty Amount: \$6,128.87
- LEP Penalty Fund as of 10/19/2023: \$90,901.12

### **5. New Business**

### **6. Other Business**

#### **A. Economic Development M/W/D/EBE Self Declaration, Local Business Process, and Business Directory Update**

- Currently working on a searchable business directory with the ability to filter unique products or services. Collecting business data which will be refined so that testing can be completed before launch. The directory is expected to go live in November 2023.
- Adding more MWDEBE businesses. 850 businesses have already registered including 314 MWDEBE businesses.
- Businesses can self-declare as a M/W/D/EBE.
- Provide legacy business listing.
- Food establishment listing

**B. Anchor Procurement NLC Update**

No updates. Funds must be used by December 31, 2023. The remaining balance is \$11,559.

**C. MWEBE Committee Work Plan Updates**

No updates. Will be discussed at the next meeting.

**7. Adjournment**

Councilmember Burns ended the meeting at 7:44 P.M.

### 2023 MWDEBE Goal Compliant

Dept.	Date	RFP/Bid #	Project Title	Total Project Amount	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount	MBE Group
PWA	1/9/2023	Bid 22-67	Interior Renovations at Lovelace Park Field House	\$221,905.00		<b>Bodala, LLC, DBA Central Rug and Carpet</b>						
					83.8%	Central Rug and Carpet			X		\$185,905.00	
					16.2%	Gilco Mechanical Contractors	X				\$36,000.00	Black or African American (C)
PWA	1/9/2023	RFP 22-60	Standpipe Water Quality Study	\$129,590.00		<b>Stantec Consulting Services Inc.</b>						
					20.5%	AAA Engineering		X			\$26,610.00	
PWA	1/9/2023	RFP 22-65	Study and Designation of Howard Street Special Service Area (SSA)	\$37,120.00		<b>Teska Associates, Inc.</b>						
					86%	Teska Associates, Inc.			X		\$32,045.00	
					14%	Dynasty Group, Inc.	X				\$5,075.00	Asian (C)
PWA	1/23/2023	RFP 22-53	Material Testing Services	\$200,000.00		<b>Interra, Inc.</b>						
					25%	Interra, Inc. (Task Order 1)	X				\$65,000.00	Asian (C)
PWA	1/23/2023	No Proj #	Evanston Municipal Storage Facility Phase 1	\$717,550.00		<b>G.A. Johnson &amp; Sons (LEP Eligible)</b>						
					100%	G.A. Johnson & Sons			X		\$717,550.00	
<b>January Total</b>				<b>\$1,306,165.00</b>							<b>\$1,068,185.00</b>	
<b>Total to Date</b>				<b>\$1,306,165.00</b>	<b>82%</b>		<b>3</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>\$1,068,185.00</b>	
CMO	2/13/2023	Bid 22-63	Request for Demolition or Deconstruction Services of the Emerson/Jackson Site	\$207,000.00		<b>Wreckcon Specs. LLC</b>						
					100%	Wreckcon Specs. LLC			X		\$207,000.00	
PWA	2/13/2023	No Proj #	2023 Water Plant Roof Improvements	\$997,205.00		<b>Garland/DBS Inc. (LEP Eligible)</b>						
					5.60%	Futurity 19, Inc,		X			\$54,753.00	
PWA	2/13/2023	RFP 22-42	Ladd Arboretum Canoe Launch	\$125,498.00		<b>Christopher B. Burke Engineering Ltd.</b>						
					70.06%	Christopher B. Burke Eng. Ltd.			X		\$87,928.00	
					20.25%	Teska Associates			X		\$25,420.00	
CMO	2/13/2023	RFP 22-59	Legacy Business Program Logo and Website Design	\$47,300.00		<b>Glantz Design</b>						
					100%	Glantz Design			X		\$47,300.00	
PWA	2/27/2023	RFP 23-04	Engineering Services Related to the Evanston Service Center North Fuel Island Replacement	\$212,946.00		<b>Greeley and Hansen, LLC</b>						
					23.90%	CCJM Engineers, Ltd.	X				\$51,000.00	Asian (C)
					3.40%	O'Brien & Associates, Inc.		X			\$7,275.00	
<b>February Total</b>				<b>\$1,589,949.00</b>							<b>\$480,676.00</b>	
<b>Total to Date</b>				<b>\$2,896,114.00</b>	<b>54.00%</b>		<b>4</b>	<b>3</b>	<b>7</b>	<b>0</b>	<b>\$1,548,861.00</b>	
PWA	3/13/2023	Bid 23-03	Evanston Skate Park at Twiggs Park	\$1,757,266.00		<b>Hacienda Landscaping, Inc. (LEP Eligible)</b>						
					52%	Hacienda Landscaping, Inc	X				\$921,296.00	Hispanic or Latino (C)
PWA	3/27/2023	Bid 23-14	Green Bay Road Water Main Improvements	\$1,269,508.95		<b>Pan Oceanic Engineering Co. (LEP Eligible)</b>						
					85.95%	Pan Oceanic Engineering Co., Inc.	X				\$1,091,178.87	Asian (C)
					0.70%	J.A.C.K. Contractor Services, Inc.		X			\$8,835.00	
					1.20%	City Lights, Ltd.		X			\$15,275.00	
PWA	3/27/2023	No Proj #	2023 Facility Envelope Repairs, Contract 1	\$389,727.00		<b>Garland/DBS Inc. (LEP Eligible)</b>						
					84%	KG Roofing, Inc.	X				\$328,057.00	Hispanic or Latino (C)
ED	3/27/2023	RFP 23-13	2023 Great Merchant Grant Planters and Landscape Maintenance	\$77,368.00		<b>Herrera Landscape &amp; Snow Removal, Inc.</b>						
					100%	Herrera Landscape & Snow Removal, Inc.			X		\$77,368.00	
<b>March Total</b>				<b>\$3,493,869.95</b>							<b>\$2,442,009.87</b>	
<b>Total to Date</b>				<b>\$6,389,983.95</b>	<b>62.00%</b>		<b>7</b>	<b>5</b>	<b>8</b>	<b>0</b>	<b>\$3,990,870.87</b>	

### 2023 MWDEBE Goal Compliant

Dept.	Date	RFP/Bid #	Project Title	Total Project Amount	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount	MBE Group
PWA	4/10/2023	Bid 23-09	Oakton Street Corridor Improvement Project	\$4,156,960.10		<b>Landmark Contractors, Inc. (LEP Eligible)</b>						
					31.3%	Elmund & Nelson Co.				X	\$1,300,679.90	
				\$45,500.00		<b>Futurity 19</b>						
PWA	4/24/2023	Bid 23-22	Robert Crown Community Center Gymnasium Acoustic Panel Installation Project		100.00%	Futurity 19		X			\$45,500.00	
<b>April Total</b>				<b>\$4,202,460.10</b>							<b>\$1,346,179.90</b>	
<b>Total to Date</b>				<b>\$10,592,444.05</b>	<b>50.00%</b>		<b>7</b>	<b>6</b>	<b>8</b>	<b>1</b>	<b>\$5,337,050.77</b>	
PWA	5/8/2023	Bid 23-26	2023 Water Main Improvements and Street Resurfacing Project	\$6,551,795.40		<b>Bolder Contractors, Inc. (LEP Eligible)</b>						
					0.20%	Chicago Cut Concrete Cutting		X			\$16,000.00	
					1.70%	Flader Plumbing			X		\$110,000.00	
					10.20%	JG Demo				X	\$670,000.00	
					1.10%	Precision Pavement	X				\$73,075.00	Hispanic or Latino (C)
					1.00%	Smith Maintenance	X				\$40,000.00	Black or African American (C)
					3.10%	Sonican Trucking	X				\$200,000.00	Hispanic or Latino (C)
PWA	5/8/2023	Bid 23-16	2023 MFT Street Resurfacing Project	\$1,214,412.00		<b>J.A. Johnson Paving Co (Not subject to LEP)</b>						
					11.44%	Galaxy Underground, Inc.		X			\$138,870.00	
ED	5/8/2023	RFP 23-19	Independent Ryan Field Rebuild Economic Impact Study Consulting Services	\$78,500.00		<b>C.H. Johnson Consulting, Inc.</b>						
					22%	Desman Inc,	X				\$17,500.00	Asian (C)
<b>May Total</b>				<b>\$7,844,707.40</b>							<b>\$1,265,445.00</b>	
<b>Total to Date</b>				<b>\$18,437,151.45</b>	<b>35.00%</b>		<b>11</b>	<b>8</b>	<b>9</b>	<b>2</b>	<b>\$6,602,495.77</b>	
PWA	6/12/2023	No Proj #	Engineering Services for the Central Street/Central Park Avenue Traffic Signal Modernization Project	\$88,200.00		<b>Christopher B. Burke Engineering, Ltd</b>						
					89.00%	Christopher B. Burke Engineering, Ltd			X		\$78,861.00	
PWA	6/12/2023	No Proj #	2023 Capital Improvements Projects Construction Engineering	\$107,624.00		<b>TERRA Engineering, Ltd.</b>						
					100.00%	TERRA Engineering, Ltd.		X			\$107,624.00	
PWA	6/12/2023	No Proj #	Engineering Services for Leon Place Reconstruction Project (Simpson Street to Ridge Avenue)	\$138,364.00		<b>Christopher B. Burke Engineering, Ltd</b>						
					93%	Christopher B. Burke Engineering, Ltd			X		\$128,364.00	
PWA	6/26/2023	Bid 23-27	2023 Alley Improvements	\$1,317,934.00		<b>Capitol Cement Co., Inc. (Not subject to LEP)</b>						
					13.60%	Ozinga Ready Mix			X		\$179,750.32	
					0.50%	Smith Maintenance	X				\$6,079.79	Black or African American (C)
					6.30%	L&B Trucking	X				\$82,605.85	Hispanic or Latino (C)
					1.90%	ALF Cartage Inc		X			\$24,709.06	
					1.40%	Petromex, Inc	X				\$17,842.86	Hispanic or Latino (C)
					1.40%	DMA Construction		X			\$18,503.71	
PWA	6/26/2023	RFQ 23-18	Engineering Services for Sidewalk Improvement Related to Safe Routes to School Grant	\$65,207.00		<b>TERRA Engineering, Ltd.</b>						
					100.00%	TERRA Engineering, Ltd.		X			\$65,207.00	
<b>June Total</b>				<b>\$1,717,329.00</b>							<b>\$709,547.59</b>	
<b>Total to Date</b>				<b>\$20,154,480.45</b>	<b>37.00%</b>		<b>14</b>	<b>12</b>	<b>12</b>	<b>2</b>	<b>\$7,312,043.36</b>	
PWA	7/10/2023	RFP 22-51	Consulting Services Related to the Ecology Center	\$248,532.12		<b>Studio AH, LLC dba HPZS</b>						
					54%	Studio AH, LLC dba HPZS	X				\$135,000.00	
					42%	CCJM Engineers Ltd.		X			\$105,000.00	

### 2023 MWDEBE Goal Compliant

Dept.	Date	RFP/Bid #	Project Title	Total Project Amount	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount	MBE Group	
CD	7/10/2023	RFP 23-32	New Comprehensive Plan and Zoning Code	\$750,000.00		<b>HDR Architecture, Inc. (Not subject to LEP)</b>							
					20%	Morreale Communications		X			\$150,000.00		
					5%	Multilingual Connections			X		\$37,500.00		
PWA	7/24/2023	RFP 23-01	PFAS Treatment Technique Study	\$1,572,410		<b>CDM Smith, Inc., (Not subject to LEP)</b>							
					5.50%	Sustainable Systems LLC		X			\$85,800.00		
					19.70%	Specialty Consulting, Inc	X				\$310,000.00		
PWA	7/24/2023	Bid 23-27	2023 Alley Improvements (Special Assessment)	\$676,377.00		<b>Capitol Cement Co., Inc. (Not subject to LEP)</b>							
					13.60%	Ozinga Ready Mix			X		\$92,249.68		
					0.50%	Smith Maintenance	X				\$3,120.21	Black or African American (C )	
					6.30%	L&B Trucking	X				\$42,394.15	Hispanic or Latino (C )	
					1.90%	ALF Cartage Inc		X			\$12,680.94		
					1.40%	Petromex, Inc	X				\$9,157.14	Hispanic or Latino (C )	
					1.40%	DMA Construction		X			\$9,496.29		
<b>July Total</b>				<b>\$3,247,319.12</b>							<b>\$992,398.41</b>		
<b>Total to Date</b>				<b>\$23,401,799.57</b>	<b>36.00%</b>		<b>19</b>	<b>17</b>	<b>14</b>	<b>2</b>	<b>\$8,304,441.77</b>		
PWA	8/28/2023	RFQ 23-18	Engineering Services for Transit Stop Improvements at CTA and Pace Routes	\$53,278.00		<b>Terra Engineering</b>							
					100.00%	Terra Engineering		X			\$53,278.00		
<b>August Total</b>				<b>\$53,278.00</b>							<b>\$53,278.00</b>		
<b>Total to Date</b>				<b>\$23,455,077.57</b>	<b>36.00%</b>		<b>19</b>	<b>18</b>	<b>14</b>	<b>2</b>	<b>\$8,357,719.77</b>		
PWA	9/26/2023	RFQ 23-18	2024 Alley Survey Services	\$32,880.00	100.00%	<b>Christopher B. Burke Engineering, Ltd</b>							
						Christopher B. Burke Engineering, Ltd			X		\$32,880.00		
<b>September Total</b>				<b>\$32,880.00</b>							<b>\$32,880.00</b>		
<b>Total to Date</b>				<b>\$23,487,957.57</b>	<b>36.00%</b>		<b>19</b>	<b>18</b>	<b>15</b>	<b>2</b>	<b>\$8,390,599.77</b>		
PWA	10/23/2023	Bid 23-36	Desiccant Dehumidification System Installation Services Staff	\$284,786.00		<b>Air Comfort, LLC (Partial Waiver)</b>							
					1.10%	Hillco Distributing Company Inc		X			\$3,000.00		
					0.50%	RD'S HVAC Inc.	X				\$1,320.00	Black or African American (C )	
PWA	10/23/2023	RFQ 23-40	Lincoln Street Bridge Replacement Engineering Services	\$686,215.00		<b>Stanley Consultants, Inc.,</b>							
					17.23%	Lin Engineering, Ltd.	X				\$118,220.00	Asian (C )	
					10.76%	Interra, Inc.	X				\$73,824.00	Asian (C )	
					7.57%	Muller & Muller		X			\$51,976.00		
					5.68%	Teska Associates, Inc.			X		\$38,958.00		
<b>October Total</b>				<b>\$971,001.00</b>							<b>\$287,298.00</b>		
<b>Total to Date</b>				<b>\$24,458,958.57</b>	<b>35.00%</b>		<b>22</b>	<b>20</b>	<b>16</b>	<b>2</b>	<b>\$8,677,897.77</b>		
							<b>M BE</b>	<b>W BE</b>	<b>E BE</b>	<b>D BE</b>			
				<b>LEP Penalty Fund as of 12.15.2023</b>									
				<b>\$1,427.49 Fines added</b>									
				<b>Current LEP Balance was <span style="color: red;">\$92,328.61</span></b>									

2023 MWDEBE Goal Waived							
Dept.	Date	RFP/Bid #	Base Bid Amount	Project Title	Company	Reason Waived	Notes
PWA	2/27/2023	Bid 23-05	\$537,687.50	2023 CIPP Sewer Rehabilitation – Contract A	Hoerr Construction, Inc. (Goodfield, IL)	Contractor will self-perform all work	Specialized work. Precludes subcontracting opportunities.
PWA	2/27/2023	Bid 23-12	\$129,550.00	Arrington Lakefront Lagoon Repairs	Blinderman Construction Co., Inc. (Chicago, IL)	Contractor will self-perform all work	One bid was received and due to time constraints could not re-bid project. This project is scheduled for construction in the spring of 2023 with completion anticipated in mid-June.
PRCS	3/27/2023	BID 23-08	\$65,000.00	Dredging of the Church St Boat Ramp	Kovilic Construction Company, Inc. (Franklin Pk, IL)	Contractor will self-perform all work	Dredging is a single specialized operation/ no other operations is required. Precludes subcontracting opportunities.
PWA	5/8/2023	Bid 23-15	\$686,668.59	Dutch Elm Tree Injection Program	Robert Kinnucan Tree Experts & Landscaping Company, Inc. (Lake Bluff, IL)	Precludes Subcontracting Opportunities	Precludes subcontracting opportunities. Specialized work - sought out licensed, experienced companies in Dutch Elm Disease treatment.
PWA	5/22/2023	BID 23-23	\$73,910.00	Two 30" Filter Backwash Valves W/ Hydraulic Actuators	Core & Main LP (Lake Bluff, IL)	Precludes Subcontracting Opportunities	Commodity Purchases MWDEBE not included (Work on this project includes providing two Pratt 301FF-0542-SSAWZ-4SCMO: 30" Flanged 2FII AWWA 150B Butterfly Valve with Duracyl Actuator.)
PRCS	5/22/2023	BID 23-31	\$43,040.00	2023 Summer Bus Transportation	Compass Transportation (Chicago, IL)	Precludes Subcontracting Opportunities	Commodity Purchases MWDEBE not included (bids from suitable bus transportation providers for oneway, roundtrip and shuttle services for the City's Summer Camp field trips.)
PWA	6/12/2023	Bid 23-33	\$82,882.00	Water Treatment Plant Window & Door Reglazing	Auburn Corporation (Orland Park, IL)	Contractor will self-perform all work	The project precludes subcontracting opportunities, mwdebe participation is impracticable due to the project size and the technical nature
PWA	7/24/2023	Bid 23-37	\$199,677.21	2023 to 2025 Root Treatment	Duke's Root Control, Inc., (Elgin, IL)	Precludes Subcontracting Opportunities	The project precludes subcontracting opportunities, due to the technical nature; Duke's Root Control, Inc, will self-perform all work.
CMO	7/24/2023	RFQ 23-35	\$38,500.00	Insurance Broker Services	Arthur J. Gallagher & Co., (Rolling Meadows, IL)	Project precludes subcontracting opportunities	Due to the administration of insurance services at cost effective savings for the City; therefore Arthur J. Gallagher & Co., will self-perform all work.
PWA	9/11/2023	Bid 23-39	\$1,457,301.00	James Park Athletic Lighting	Jasco Electric Corporation, (McHenry, IL)	Project precludes subcontracting opportunities	Due to limited subcontracting opportunities, union contract requirements and to provide competitive price for the project.
PWA	9/26/2023	Bid 23-46	\$94,513.20	2023 Light Sewer Cleaning, 24-inch Diameter & Smaller	Pipe View America, (Azle, TX)	Contractor will self-perform all work	Due to the technical nature of the project and bid pricing will provide the city with substantial cost-effective savings.
PWA	10/9/2023	No Proj #	\$89,500.00	Consulting Services Related to Service Center Building D Concrete Repairs & Structural Monitoring	Wiss, Janney, Elstner, Associates, Inc, (Northbrook, IL)	Contractor will self-perform all work	Due to the technical nature of the project which includes a specialized field of structural engineering, namely forensic engineering of concrete structures.
PWA	12/11/2023	RFP 23-29	\$390,000.00	Computerized Maintenance Mgmt System (CMMS) Procurement (Vertical Assets)	Novotx, LLC (Syracuse, UT)	Project precludes subcontracting opportunities	Due to the technical nature of the project which includes proprietary technologies in which subcontractors are not authorized to perform and deliver. To minimize risk and ensure the best project outcome,



# Memorandum

To: Members of the M/W/D/EBE Development Committee

From: Tammi Nunez, Purchasing Manager  
John Gonzalez, Purchasing Specialist

Subject: Approval of the 2024 Meeting Schedule

Date: December 20, 2023

Recommended Action:

Staff recommends approval of the M/W/D/EBE Development Committee proposed 2024 meeting schedule.

Summary:

The M/W/D/EBE Development Committee meeting is held in person every month on the third Wednesday at the Lorraine H. Morton Civic Center 2100 Ridge Ave., Evanston, IL 60201, Room 2402. The meeting's start time is 6:00 p.m.

<b>2024 M/W/D/EBE Committee Meeting Schedule</b>
Wednesday, January 17, 2024
Wednesday, February 21, 2024
Wednesday, March 20, 2024
Wednesday, April 17, 2024
Wednesday, May 15, 2024
Wednesday, June 19, 2024
Wednesday, July 17, 2024
Wednesday, September 18, 2024
Wednesday, October 16, 2024
Wednesday, December 18, 2024
Months No Meeting Scheduled: August and November



# Memorandum

To: Members of the M/W/D/EBE Development Committee

From: Tammi Nunez, Purchasing Manager  
John Gonzalez, Purchasing Specialist

Subject: MWDEBE Development Committee and Business Diversity Web Pages

Date: December 20, 2023

## Recommended Action:

Staff was asked to provide web page information for the city's MWDEBE Development Committee and Business Diversity Web Pages for Committee discussion and to provide recommendations for changes to refresh the pages. Below is a brief review of the M/W/D/EBE Development Committee and Business Diversity webpages.

## Summary:

[Government](#) >> [Boards, Commissions, and Committees](#) >>

## **M/W/D/EBE Development Committee**

**PURPOSE:** To Identify and assess the needs of the M/W/D/EBE (Minority, Women, Disadvantage and Evanston Business Enterprises) community on a regular basis, develop a program to address the established needs of the M/W/D/EBE community. The committee was formed per [Resolution 71-R-97](#).

**# OF MEMBERS:** 10 members

**QUALIFICATIONS:** Housing and Community Development Committee representative, an Economic Development Committee Representative, an Evanston Chamber of Commerce Representative, Four (4) members from the local business community, and two (2) citizens at large.

**TERM:** 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.

**MEETING SCHEDULE:** 3rd Wednesday of every month at 6:00 P.M.

**PLACE:** Room 2402

**REPORTS TO:** City Council

[Business](#) >>

## **Business Diversity**

There were two links that did not work and one link to a document that is from 2013 with outdated city council information.

The City of Evanston Business Diversity webpage provides information to site visitors seeking details on the City's intent to include diversity within city funded projects (M/W/D/EBE) and the hiring of Evanston residents for construction projects through the Local Employment Program (LEP)

The Business Diversity webpage provides the following:

- Brief description of the City's M/W/D/EBE goal and Local Employment Program (LEP).
- Examples to assist firms with meeting the 25% M/W/D/EBE participation goal
- Explanation of expectations from firms regarding participation.
- Active links to related city forms, documents, and resources to assist interested firms.

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;

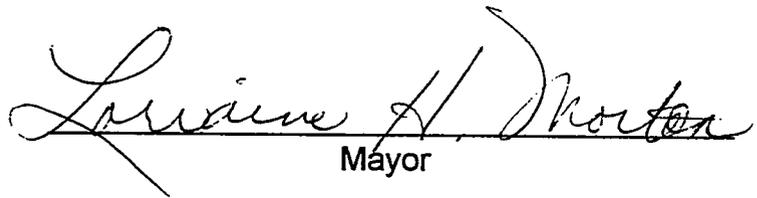
NOW, THEREFORE, BE IT RESOLVED that the Mayor, with advice and consent of the City Council, shall appoint a Minority, Women and Evanston Business Enterprise (M/W/EBE) Development Committee within sixty days of the effective date of the

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

MWDEBE Committee Work Plan	Status	Next Step	Timeline
<b>Goal 1: Position Evanston's MWDEBE Committee as a leader in MWDEBE advocacy in Evanston.</b>	<b>Working Group Members: Angela &amp; Jared &amp; Kemone</b>		
Strategy 1: In collaboration with community partners, develop and maintain a MWDEBE directory that is accessible to the public.			
Tactic 1: Prepare and distribute an email form to gather directory information for MWDEBE businesses	Economic Development staff is updating the business registration process to include this information; MWDEBE committee has provided input	Launch new business registration process	7/2023
Tactic 2: Aggregate available business registration information on MWDEBE businesses to create a directory	Will be able to proceed as businesses register in the new system	Await new business registration process	7/2023
Tactic 3: Seek input from and / or collaboration with the Black Business Consortium, Evanston Chamber of Commerce and other potential partners.			
Strategy 2: Identify and assess the needs of the MWDEBE community through a minimum of quarterly initiatives and outreach efforts.			
Tactic 1: Survey businesses that identify as MWDEBE through the business registration process	Initial survey questions being collected	Finish survey and distribute to any businesses we currently have information for	
Tactic 2: Host in-person and virtual listening events, including ward meeting attendance	Inaugural contracting fair held	Plan follow up events	
Strategy 3: Collaborate with the Economic Development Committee to facilitate discussion of their agenda items, allowing the MWEBE Committee to provide an assessment of impact on the MWDEBE community.	MWDEBE liaison serving on Economic Development Committee	Active engagement with agenda and full MWDEBE committee input	
Strategy 4: Seek opportunities to collaborate with community partners to provide networking and supportive programming for the MWDEBE community.			
Tactic 1: Provide an MWDEBE Committee presence at existing and planned networking events.			
Strategy 5: Prepare an annual report to the Mayor and City Council, summarizing actual versus proposed MWEBE participation in city budget items and related cost factors, as well as the assessed needs of the MWEBE community and supportive activities of the MWDEBE committee.			
<b>Goal 2: Increase local firms that provide goods and services the City needs</b>	<b>Working Group Members: Bonaventure &amp; Krissie &amp; Devon</b>		
Strategy 1: 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.			
Strategy 2: Review and evaluate the City of Evanston's procurement and competitive bidding practices in order to maximize opportunities for MWDEBE businesses.			

MWDEBE Committee Work Plan	Status	Next Step	Timeline
Tactic 1: Include questions about procurement and the procurement process in surveys, focus groups and biannual town hall meetings assessing the needs of the City's MWDEBE community			
Tactic 2: Post procurement opportunities 10 days earlier to the MWDEBE community			
Tactic 3: Actively advertise opportunities and recruit MWDEBE contractors for participation in the procurement process, including open houses featuring different vendors			
Tactic 4: Create a self-assessment and hold Q&A sessions to help MWDEBE businesses prepare for participating in the City's procurement process			
Tactic 5: Partner with workforce development organizations to provide training for MWDEBE growth in Evanston			
Tactic 6: Specify percentage of work/bids to be awarded to MWDEBE through contracting and subcontracting processes			
Tactic 7: Breakdown municipal contracts into smaller sizes to increase accessibility for small businesses.			
<b>Goal 3: Increase the number of local contractors that work as general contractors and subcontractors on major projects in Evanston</b>	<b>Working Group Members: Michael, Ernest &amp; Rachel</b>		
Strategy 1: Provide training, networking and business opportunities for MWDEBE businesses connecting them to major projects in Evanston, such as the NU stadium project			
Tactic 1: Launch a training center to create a pipeline for laborers into the trades, as well as supporting transition from tradespeople to business owners			
Tactic 2: Create a directory of active contractors			
Tactic 3: Re-evaluate hiring criteria to increase work opportunities			
Tactic 4: Incentivize real estate owners with a possible tax incentive to utilize local small businesses			
Strategy 4: Increase access to small business training resources			
Tactic 1: Consider the SBA 8A Mentor/Protégé program to support a regenerative business environment in which local business mentor small businesses to gain greater access to opportunities			
Tactic 2: Consider a permanent home for small business assistance program for Evanston businesses, aimed at clearing obstacles to growth and opportunities			
Tactic 3: Engage with the high school to educate the promote small business and entrepreneurship, including training in the 8A program requirements			