

# APPENDIX A

## MINORITY, WOMEN AND SMALL BUSINESS REQUIREMENTS

1. The Proposer will make positive efforts to satisfy the Minority (MBE), Small (SBE), and Women (WBE) Business Enterprise requirements set forth in the Affirmative Action policy of the Metropolitan Water Reclamation District of Greater Chicago (MWRD).
2. The standard Affirmative Action participation goals for consulting services are 20% MBE, 10% WBE, and 10% SBE, unless otherwise specified in the Invitation to Bid. Affirmative Action participation goals are applicable to District proposals where the estimated total expenditure is in excess of \$100,000.00.
1. The Proposer will undertake **“Good Faith Efforts”** to ensure that qualified MBE, WBE and SBE firms are utilized in the performance of the contract and will provide maximum opportunities for MBE, SBE, WBE participation, notwithstanding the fact that the Proposer may have the capability to complete the project without the use of sub-contractors.
4. Commitment to meet MBE/WBE/SBE goals:
  - Complete the **MBE/WBE/SBE COMMITMENT FORM**. Provide the names, contact information and qualifications for the prospective PCE firms that you plan to use. Delineate the various anticipated categories and/or disciplines of work/services to be provided by PCE firms.
  - Summarize Proposer’s commitment to comply with the MBE/WBE/SBE goals regarding Minority Business Enterprise (MBE), Women-owned Business Enterprise (WBE) and Small Business Enterprise (SBE) for this project.
5. In accordance with the District’s Affirmative Action Ordinance Revised Appendix D, the Proposer shall make every effort to comply with the following requirements:
  - Where a contractor is a business owned and controlled by minority women (“M/WBE”) or where the contractor utilizes an M/WBE in a joint venture or as a subcontractor, the contractor may count the M/WBE participation either toward the achievement of MBE or WBE goal, but not both. A contractor may count toward the achievement of its SBE goals the utilization of any MBE or WBE which also satisfies the definition of a SBE.
  - *A “Small business enterprise” or “SBE” means any contractor who has received gross receipts of \$41.25 million or less, per year averaged over the preceding five business years. Size determinations shall include the SBE concern and all its domestic and foreign affiliates.*
  - All minority, women and small businesses must conform to the definition of “Participating Businesses.” A participating business means a business located within the counties of Cook, DuPage, Kane, Lake, McHenry or Will in the State of Illinois or Lake County in the State of Indiana which has the majority of its regular full-time work force located in this region and/or a business which has been placed on the District’s vendor list and/or has bid on or sought District construction work.

### **MBE/WBE/SBE COMMITMENT FORM**

1. Name of MBE/WBE/SBE: Demeter Strategy Design

Identify MBE, SBE, WBE Status: MBE/SBE Address: 5 E.14th Place #1608

City, State Zip Code: Chicago, IL 60605

Contact Person: Wendy Manning Telephone Number: 312.316.5627

Dollar Amount of Participation: \$41,300 Percent of Participation: 20% %

Scope of Consulting Contract: Direction & Strategy

2. Name of MBE/WBE/SBE: Kearns Design Group

Identify MBE, SBE, WBE Status: WBE/SBE Address: 1132 S Wabash, 5th Floor

City, State Zip Code: Chicago, IL 60605

Contact Person: Kathleen M. Kearns Telephone Number: 773.296.9824

Dollar Amount of Participation: \$20,650 Percent of Participation: 10% %

Scope of Consulting Contract: Visual Design

3. Name of MBE/WBE/SBE: \_\_\_\_\_

Identify MBE, SBE, WBE Status: \_\_\_\_\_ Address: \_\_\_\_\_

City, State Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Dollar Amount of Participation: \$ \_\_\_\_\_ Percent of Participation: \_\_\_\_\_ %

Scope of Consulting Contract: \_\_\_\_\_

4. Name of MBE/WBE/SBE: \_\_\_\_\_

Identify MBE, SBE, WBE Status: \_\_\_\_\_ Address: \_\_\_\_\_

City, State Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Dollar Amount of Participation: \$ \_\_\_\_\_ Percent of Participation: \_\_\_\_\_ %

Scope of Consulting Contract: \_\_\_\_\_

Attach a copy of qualifications for each PCE firm

Please duplicate this blank page when additional certified MBE/WBE subcontractors are being used on this contract.



## CHICAGO MBE/SBE/WBE FIRM QUALIFICATIONS



Interpersonal Frequency confirms that Demeter Strategy Design meets the definition of a "participating business" for this Minority-owned Business (MBE) requirement. Demeter Strategy Design is located at in Cook County, and has the majority of its regular full-time work force located in this region. Demeter Strategy Design also qualifies as a Small Business Enterprise (SBE) by receiving less than \$41.25 million per year averaged over the preceding five business years.

### Kearns Design Group



Interpersonal Frequency also confirm that Kearns Design Group meets the definition of a "participating business" for the Women-owned Business Enterprise (WBE) requirement. Kearns Design Group is located at in Cook County, and has the majority of its regular full-time work force located in this region. Demeter Strategy Design also qualifies as a Small Business Enterprise (SBE) by receiving less than \$41.25 million per year averaged over the preceding five business years.