

AGENDA
Sub Committee of the
Building Advisory Committee
To work on Bidding procedures and the inclusion of Minority Owned
Businesses
November 4, 2021
1:00 p.m. via Zoom
Contact Hazelton.Mike@wgmail.org to receive the Zoom link to the meeting

1. Call to Order
2. Adoption of Meeting Agenda
2. Review and approval of previous meeting minutes dated 3/11/21
3. Ongoing steps:
 - a. Gather info – any additional information for consideration
4. Related items for Consideration
 - a. Mission /Vision Statement (Tristen Wiley email dated Feb 4th 2021)
 - b. Strategic Objectives
 - c. Outline project exposure means and methods
 - d. Develop bidding documents. Review/revise/include additional language
 - e. confirm/document participation before, during and after both bidding process and during project duration
5. Set future goals for developing draft information
 - a. Report to BAC
 - b. Report to BOE
5. Next Meeting Date/Time
6. Adjournment

Meeting Minutes

Bidding and Minority Group Inclusion Subcommittee of the WGSD Building Advisory Committee

Meeting Date: March 11, 2021
Meeting Time: 1:30 pm
Meeting Location: via Zoom
Attendees: Mike Hazelton
Stephen Myers
Rob Steuber
Tristen Wiley

1. The meeting was called to order at 1:34 pm.
2. The subcommittee is continuing to explore potential strategies for increasing awareness and diversity participation in WGSD construction projects and will develop a mission statement and strategic objectives for implementing our goals.
3. The subcommittee is compiling examples of diversity outreach programs; RFPs and RFQs that include minority business participation requirements; and other examples of contractor bidding requirements that could be considered for use on future WGSD projects.
4. Federal, state, and regional programs for diversity participation include a range of requirements, including the following:
 - a. Diverse business certification
 - i. Certified minority business status (e.g., MBE and WBE) is strictly based on ownership, not employee/workforce diversity.
 - ii. Examples of agencies who offer certification include:
 1. U.S. Small Business Administration.
 2. Missouri Office of Equal Opportunity.
 3. St. Louis Lambert International Airport Business Diversity Development Department (certifying body for the City of St. Louis).
 4. 8(a) Business Development Program (federal mentoring program for small, disadvantaged businesses).
 - b. Participation goals
 - i. Typically based on a percentage of the total contract.
 - ii. Federal and state agencies and some municipalities have legislation in place that establishes diversity participation requirements.
 - iii. Some local businesses (e.g., Boeing and BJC HealthCare) have diversity contracting and procurement policies.
 - iv. The Webster Groves School Board cannot specify quotas for bidding based on race but can encourage minority contractor participation.
 - c. Methodology for evaluating bids and validating performance.
 - i. Some bid proposal evaluations include a qualifier point system based on levels of diversity participation.
 - ii. Most contracts require documentation after contract award to track participation levels/subcontracting dollars.
5. Next Steps for the subcommittee members:
 - a. Draft a mission statement and strategic objectives for implementing diversity participation goals. Tristen Wiley is leading this effort.
 - b. Continue to compile examples of minority participation policies for regional agencies and school districts for reference. Rob Steuber is leading this effort.
 - c. Schedule a subcommittee meeting for next month.

6. Having no further business, Rob Steuber motioned to adjourn the meeting—seconded by Mike Hazelton. Motion passed by unanimous consent. The meeting adjourned at 2:38 pm.