

AGENDA
Sub Committee of the
Building Advisory Committee
To work on Bidding procedures and the inclusion of Minority Owned
Businesses
March 11th, 2021
1:30 p.m. via Zoom
Contact Frazier.pam@wgmail.org or moore.cori@wgmail.org to be invited

1. Attendance
2. Comments on previous meeting minutes
3. Ongoing steps:
 - a. Gather info
 - b. Reach out to other contractors or other entities
 - c. Develop bidding documents. Review/revise/include additional language
4. Related items for Consideration (reference attachment #1 and #2)
 - a. Mission /Vision Statement (Tristen Wiley email dated Feb 4th 2021)
 - b. Strategic Objectives (reference printed objectives description)
5. Set future goals for developing draft information
 - a. Report to BAC
 - b. Report to BOE
5. Next Meeting Date/Time
6. Adjourn

Meeting Minutes

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

Meeting Date: February 4, 2021
Meeting Time: 1:30 pm
Meeting Location: via Zoom
Attendees: Pam Frazier
Mike Hazelton
Stephen Myers
Rob Steuber
Tristen Wiley

1. This is the first subcommittee meeting.
2. The meeting was called to order at 1:30 pm.
3. The School Board cannot specify quotas for bidding based on race but can encourage minority contractor participation.
4. Ideas for promoting minority contractor participation in future WGSD bidding projects:
 - a. The School District typically advertises project bidding in the *Webster-Kirkwood Times* and *St. Louis American*.
 - b. Sponsor future project publicity fairs to introduce the upcoming project and promote relationships with minority firms.
 - i. District currently hosts town hall meetings early in project design to show renderings and inform the public.
 - c. We can ask prime General Contractors (GC) bidding on WGSD projects how they are promoting minority contractor participation.
 - d. Consider developing bid procedures for future WGSD construction projects and establishing goals for minority subcontractor participation.
 - i. Requests for Qualifications (RFQ) and Requests for Proposal (RFP) should identify participation goals.
 - ii. Require minority subcontractors to provide proof of minority status and certify contract.
5. Next Steps for the subcommittee members:
 - a. Gather more information on this topic and other State of Missouri, municipalities, and school districts with minority participation policies.
 - b. Reach out to other General Contractors to get a cross-section of different processes.
 - c. Schedule a meeting for next month.
6. Having no further business, Tristen Wiley motioned to adjourn the meeting, seconded by Mike Hazelton. Motion passed by unanimous consent. The meeting adjourned at 2:30 pm.