

COMMUNITY INCLUSION PLAN

The Euclid City District of Education (the District) believes that a successful Project will result in the construction of excellent educational facilities. The District further believes that community involvement in all elements of the Project will best assure the construction of excellent educational facilities. To facilitate community involvement in the construction portion of the Project, the District is adopting a Community Inclusion Plan. That Community Inclusion Plan will require the District to partner with the community to develop and implement fair and effective programs for achieving local participation in all elements of the Project. To facilitate the Community Inclusion Plan the District is adopting a Local Enterprise Program and a Workforce Participation Program.

SECTION I. LOCAL BUSINESS ENTERPRISE PROGRAM

Program Purpose

The District has established the Local Business Enterprise Program for the purpose of promoting business opportunity for local businesses. A Local Business Enterprise (LBE) is a business with its corporate headquarters located within the City of Euclid or maintains an office with at least one employee.

The Local Business Enterprise Program aspires to achieve the goal of LBE participation of a minimum of **twenty percent (20%)** of the value of each prime contract in excess of **\$100,000**. Contractors are required by the Local Business Enterprise Program to use Good Faith Efforts to subcontract portions of the work to LBEs and to otherwise achieve the goals of the Local Business Enterprise Program.

To assist Prime Contractors, the District will publish a list of Euclid based businesses that will be available at all pre-bid meetings.

The District will also look to contract directly with Euclid based businesses that can provide goods or services to the District (e.g. print rooms, appliances).

Good Faith Efforts

A Bidder's compliance with the requirement to make Good Faith Efforts to locate and engage the services of LBEs in connection with the Project shall be a matter of Bidder responsibility. The Bidder can demonstrate that it has complied with the requirement by verifying, in writing, to the District or its designee, that as of the date of such verification, which date shall be subsequent to the opening of bids and prior to the award of the related contract, that (i) the Bidder has selected and engaged the services of LBEs, in which case the verification shall include (a) the names and addresses of those enterprises engaged by the Bidder (b) the value of the subcontract and (c) a description of the work on the

Project to be performed by such firm(s) and/or individuals, or (ii) if despite the Bidder's Good Faith Efforts, the Bidder was not able to select and engage the services of such enterprises, in which case the Bidder shall include in its written verification the following:

- (a) affirmation that the bidder attended any pre-bid meeting scheduled to inform LBEs of subcontracting opportunities.
- (b) a copy of the written notifications sent to LBEs soliciting their interest in being a subcontractor or supplier on the Project;
- (c) The names, addresses, and telephone numbers of LBEs contacted, the date of such contact and the date set for receipt of bids from those businesses;
- (d) A description of the information provided to LBEs regarding the plans and specifications for the work proposed to be subcontracted and information describing how a LBE could access that information;
- (e) A statement from the Bidder explaining why any LBE contacted by Bidder was not engaged; and
- (f) Upon written request of the District or an authorized representative thereof, an appropriate representative of the Bidder will attend a meeting of the District to discuss the specific measures the Bidder has utilized in undertaking the Bidder's Good Faith Efforts.

SECTION II. WORKFORCE PARTICIPATION PROGRAM

The District has established the Workforce Participation Program ("Workforce Participation Program") for the purpose of:

- (a) maximizing the involvement of the Euclid Community in the Project;
- (b) providing employment opportunities for Euclid residents qualified and capable of providing labor, materials and services in connection with the Project;
- (c) expanding employment opportunities for students and graduates of Euclid Schools; and
- (d) promoting the participation of Euclid residents in providing services in connection with the Project.

The Workforce Participation Program aspires to achieve the following goals; Euclid resident of **twenty-five percent (25%)** of all hours dedicated to the Project. Contractors are required by the Workforce Participation Program to use Good Faith Efforts to employ

Euclid residents to supply services in connection with the Project and to otherwise achieve the goals of the Workforce Participation Program.

Good Faith Efforts

A Bidder's compliance with the requirement to make Good Faith Efforts to employ Euclid residents to supply services in connection with the Project shall be a matter of bidder responsibility. A Bidder can demonstrate that it has complied with the requirement by verifying in writing to the District that as of the date of such verification, which date shall be subsequent to the opening of bids and prior to the award of the related contract, that:

(a) the Bidder employs the services of Euclid residents permitting it to reach Workforce Participation Program goals, in which case the Bidder shall verify in writing that it has the ability to achieve the goals and a preliminary description of the work on the Project to be performed by such individuals, or

(b) the Bidder does not employ Euclid residents permitting it to reach Workforce Participation Program goals, in which case the Bidder shall include in its written verification the following:

(1) An estimate of the number of full and part-time employees the Bidder will be deploying on the Project and the number of new hires it anticipates needing to perform the work;

(2) The Bidder attended any pre-bid meetings scheduled to inform Bidders of the availability of Euclid residents to provide labor for the applicable portion of the Project; and

(3) Preliminary staffing plan identifying Euclid Residents.

(4) If the Bidder were to be awarded a contract (such successful Bidder being referred to herein as a "Contractor"), the Contractor shall agree in the construction contract to:

(i) Continue to use good faith efforts to locate and employ as new hires Euclid residents to supply services in connection with the Project in accordance with Workforce Participation Program goals;

(ii) Maintain records detailing the Contractor's efforts to recruit Euclid residents;

(iii) Maintain a file of Euclid resident job applicants and the action taken regarding each such applicant, including the reasons therefor;

(iv) Give notice to the District or its designee of any practice by any party encountered by the Contractor that serves to impede the employment of Euclid residents;

(v) Compile and provide to the District or its designee monthly labor utilization reports in sufficient detail so as to allow the District or its designee to track the Contractor's good faith efforts to meet the Workforce Participation Program goals;

(vi) Upon written request of the District or an authorized representative thereof, the Contractor will provide to the District documentation (including, but not limited to, the records described above) describing the specific measures it has utilized in striving to comply with Workforce Participation Program goals;

(vii) Upon written request of the District or an authorized representative thereof, an appropriate representative of the Contractor will appear at a meeting of the District to discuss the specific measures the Contractor has utilized in striving to comply with Workforce Participation Program goals; and

(viii) Require its subcontractors with subcontracts in excess of \$100,000 to engage in Good Faith Efforts to meet the Program goals.

Determination of Good Faith Efforts

Compliance with the Local Business Enterprise and Workforce Participation Program is a matter of bidder responsibility, and the procedures governing the rejection of bids based on a Bidder's failure to make the Good Faith Efforts required by those Programs or other matters of bidder responsibility shall be governed by the Instructions to Bidders. The District and the Commission, or their respective designees, shall monitor the bid evaluation procedure.

SECTION V. MONITORING

In order to determine the effectiveness of the Local Business Enterprise and Work Force Participation Programs, the District will do the following:

- (1) Monitor contracts and change orders for LBE participation;
- (2) Monitor the work place to determine work force composition;
- (3) Provide periodic updates on the achievement of goals;
- (4) Develop relationships with community organizations/associations to ensure effective programs that promote local involvement in the Project;
- (5) Empower administrators to develop a procedure manual to effectuate the Local Business Enterprises Work Force Participation Programs.