

## **AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY (AA/EEO)**

### **Contract Specifications**

#### **Definition of Terms:**

**City Funds** – Money originating from the City of Saint Paul or other federal and state funds. Some examples include: Capital Investment Bonds (CIB), U.S. Department of Housing and Urban Development Community Development Block Grant (CDBG), Federal Low Income Housing Tax Credits (LIHTC), Housing Redevelopment Authority (HRA), Home Investment Partnership Program (HOME), Metropolitan Council funding programs, multi-family Housing Revenue Bonds, Sales Tax Revitalization (STAR), Tax Increment Financing (TIF), and any combination of loans, grants, and land write-down or other funding vehicles.

**Contract** – A formal agreement between the City of Saint Paul and a contractor. For AA/EEO compliance monitoring, the word “contract” is used to refer to all agreements. A contract is defined as a development agreement, master contract, a professional service agreement, a purchase order, a service agreement, and any other contract where the City provides funding.

**Contractor** – Any person entering into a contract or agreement with the City of Saint Paul.

**Person** – Includes natural persons, firms, corporations, partnerships, joint ventures, companies, organizations, for profit and nonprofit, agencies, clubs, groups, or any other association of natural persons, legal entities, or both.

1. Contractors who have been awarded or enter into a contract with the City that meets or exceeds \$50,000 within the preceding twelve-month period are required to have an Affirmative Action Plan (AAP) certified for compliant.
2. The two things a contractor will need to submit are.
  - a. The Affirmative Action Plan. An AAP template is provided by the city for contractor to use as needed.
  - b. The \$75 fee to cover the cost of certifying and monitoring the affirmative action plan.

Make check payable to "City of St Paul". Mailing address is:

City of St Paul – HREEO  
Attention: AA/EEO  
15 West Kellogg Blvd, CH/CH280  
Saint Paul, MN 55102

3. An AAP is certified for a two-year period and covers all contracts within that two-year time frame. Semi-annual compliance reports of employment activities are required of companies located within the 15 greater Minneapolis – Saint Paul area.
4. Submission of the AAP indicates that the contractor will comply with affirmative action/equal employment opportunity for the next two years:
  - a. has a policy of equal employment opportunity
  - b. is committed to affirmative action equal employment opportunity

- c. fully supports incorporation of non-discrimination and affirmative action rules and regulations into contracts and agreements
  - d. intends to implement those policies.
- 5. The contractor shall take specific actions to ensure equal employment opportunity. The contractor shall document these efforts fully and shall implement affirmative action steps as indicated in the AAP.
  - a. Designate a responsible official to monitor employment activities.
  - b. Maintain an environment free of harassment, intimidation, coercion, and discriminatory acts.
  - c. Establish and maintain face to face relationship with recruitment sources for people of color and individuals with disabilities.
  - d. Annually review the affirmative action plan activities.
- 6. If the contractor fails to comply with the affirmative action requirements, its implementing rules, or these specifications, the Director may proceed with sanctions which may include: suspension, termination, cancellation of existing contracts until corrective steps are taken, and declarations of non-eligibility to bid.
- 7. The contractor shall not enter into any contract or agreement with any person or firm debarred from government contracts under Section 183 of the Saint Paul Legislative Code, Chapter 139 of the Minneapolis Ordinances, Federal Executive Order 11246, or whose state certificate of compliance has been suspended or revoked pursuant to Minnesota Statutes, Section 363.073.

**Contact:**

HREEO – AA/EO Contract Compliance Officer

Email: [yia.thao@ci.stpaul.mn.us](mailto:yia.thao@ci.stpaul.mn.us)

Phone: 651-266-8928

## Workforce Participation Goals for Construction Contracts

The following supplemental AA/EEO specifications shall apply to contracts for **construction** which receive City funding. All contractors need to include these specifications in all lower tier contracts for construction work. Developer and prime contractor shall communicate this information to all subcontractors.

City workforce participation goals for City funded construction projects of \$50,000 or more are expressed as a percentage of the total hours performed by female and minority construction workers.

<b>32%</b>	<b>Minority total project hours</b>
<b>20%</b>	<b>Female total project hours</b>

After the contract has been awarded, but before construction begins, all contractors that have been selected to work on the project will be required to meet in a pre-construction conference. This conference will be held to discuss the utilization goals for minority and women, how the goals will be met, and any problems that may affect the project's ability to achieve the goals.

Each contractor that utilizes subcontractors must submit the **Prime and Subcontractor Identification Form** identifying lower tier contractors and material suppliers.

All lower tier or sub-contractors must complete and submit the **Mandatory: Workforce Participation Goals projection** form indicating estimated total number of project work hours, and estimated women and minority workforce hours. Contractors must indicate on the bottom of the form if they will meet the goals with their internal workforce or by hiring additional employees. If they are unable to meet the goals, they must provide the reason at the bottom of the form. The prime contractor must collect the forms from subcontractors and submit them to the City's AA/EEO Compliance Officer at: [yia.thao@ci.stpaul.mn.us](mailto:yia.thao@ci.stpaul.mn.us)

Workforce participation goals on construction projects is monitored via certified payroll in **LCPtracker**. LCPtracker is a paperless, online system of entering certified payroll reports. In LCP Tracker, contractors are required to select the job classification, gender, and race of each individual worker. In instances where LCPtracker is not used, contractors shall report the project workforce participation goals manually on city provided spreadsheet.

### Failure to make Good Faith Efforts

If a contractor fails to make and demonstrate a good faith effort to meet the goals for participation of women and minorities, the Director may take appropriate measures to sanction the contractor. This may include suspension, termination, cancellation of existing contracts until corrective steps are taken, and declarations of non-eligibility to bid.

## Mandatory: Workforce Participation Goals projection

(To be completed by all contractors performing labor on the job. Please return completed form to the General Contractor and email the completed form to [via.thao@ci.stpaul.mn.us](mailto:via.thao@ci.stpaul.mn.us))

PROJECT DESCRIPTION \_\_\_\_\_

CONTRACTOR NAME \_\_\_\_\_ PRIME \_\_\_\_\_ SUB \_\_\_\_\_

CONTACT NAME and EMAIL \_\_\_\_\_

TYPE OF WORK TO BE PERFORMED \_\_\_\_\_

CONTRACT AMOUNT \_\_\_\_\_ EST START DATE \_\_\_\_\_ EST COMPLETION DATE \_\_\_\_\_

### WORKFORCE PARTICIPATION GOALS (City Funded Projects):

Minority Skilled/Unskilled Hours

32% of Total Project Work Hours

Female Skilled/Laborer Hours

20% of Total Project Work Hours

**Please complete the section below with your company's anticipated construction work hours on the project:**

A. TOTAL PROJECT WORK HOURS \_\_\_\_\_

B. TOTAL MINORITY WORK HOURS \_\_\_\_\_ %  
[(B÷A) ×100]

C. TOTAL FEMALE WORK HOURS \_\_\_\_\_ %  
[(C÷A) ×100]

D. TOTAL NO. OF EMPLOYEES TO WORK ON PROJECT \_\_\_\_\_

Indicate if company will use current employees and/or hire additional workers to meet the participation goals for this project. If you are unable to meet the goals, indicate the reason below. Include the name, job title, race, gender and hire date for all current employees in the job categories which will be used on this project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME (PLEASE PRINT)

SIGNATURE

TITLE

DATE