



IMPORTANT NOTICE: A \$25 FILING FEE MUST ACCOMPANY THIS APPEAL, WITHIN THE DEADLINE REFERENCED BY THE BILL.

Checks should be made payable to: City of Milwaukee and a copy of the bill should be included with your appeal

IMPORTANT NOTICE FOR CUSTOMERS PAYING BY CHECK

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

IF THE CHARGES HAVE ALREADY APPEARED ON YOUR TAX BILL, THIS APPEAL CANNOT BE FILED.

TO: Administrative Review Board of Appeals
City Hall, Rm. 205
200 E. Wells St.
Milwaukee, WI 53202
(414) 286-2231

598 W12575 Loomis Court

DATE: August 15, 2022

RE: Muskego, WI 53150
(Address of property in question)

Under ch. 68, Wis. Stats., s. 320-11 of the Milwaukee Code of Ordinances, this is a written petition for appeal and hearing.

I am appealing the administrative procedure followed by Dept. of Administration; Office of Equity & Inclusion
(Name of City Department)

Amount of the charges \$ _____

Charge relative to: SBE Certification denial

I feel the City's procedure was improper due to the following reasons and I have attached any supporting evidence, including city employee's names/dates which I spoke to regarding this issue and copies of any city orders received:

See the attached letter explaining my
appeal to the July 14th, 2022
Small Business Enterprise (SBE) certification denial

Christie Arend

Signature

Christine Arend

Name (please print)

598 W12575 Loomis Court

Muskego, WI 53150

Mailing address and zip code

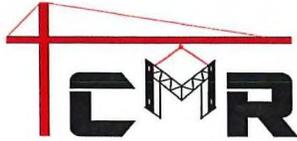
414-427-7747

Daytime phone number

Christine@cmrbuilds.com

E-Mail Address(es)

Construction Management Resources LLC



August 15, 2022

City of Milwaukee *-Administrative Board of Appeals*
Department of Administration
Office of Equity & Inclusion
200 East Wells Street, Room ~~606~~ *Rm 205*
Milwaukee, WI 53202

Dear Nikki Purvis or Whom, It May Concern,

I am appealing your decision on July 14, 2022 denying my Small Business Enterprise (SBE) certification with the City of Milwaukee.

Please see the following appeal to the reasons that my SBE application was denied;

- 1.) **Failure to perform independently or as a subcontractor.** We do perform services. We are a General Contracting management company. We are hired by individual clients or Real Estate Management companies to run building/construction projects. We control the entire construction process.

Our General Contracting job duties include but are not limited to;

- a.) Applying for any necessary permits.
- b.) Processing submittals from Architects and procuring subcontractors.
- c.) Qualifying, contracting, scheduling and quality control of all trades needed to successfully complete our projects.
- d.) Managing the project. If subcontractors were left on their own without any supervision, they could potentially run the project into the ground.
- e.) Assembling project close out materials and maintaining warranty logs.
- f.) Overseeing projects to completion while keeping deadlines & budgets in place.

- 2.) **Failure to control day-to-day critical operations.** We do control, manage, and oversee all day-to-day and critical operations for each project. We are hired by developers and all of our subcontractors sign a legally binding contract making them responsible for adhering to our schedule and quality control. We also have an onsite supervisor for project.
A copy of our Subcontract Agreement is available on request. We also carry Insurance for each jobsite and require our subcontractors to carry Insurance which is another control factor.
Our vendors sign purchase orders for materials & supplies.

3.) Lack of demonstrated control. I am the 51% owner and I have the general knowledge, control and technical experience to run CMR on my own. I grew up in a family run construction business. My husband who is the 49% owner is our Job Estimator. Because he is related to me, he is included in our finances & job operations. If he were to leave the company, I would hire an Estimator and continue running the business as I have since CMR was founded in 2017. I have over 2,000 contacts/clients in my Outlook files that are only a phone call or an email away.

Respectfully,



Christine Arend
President



Department of Administration
Office of Equity & Inclusion

Cavalier Johnson
Mayor

Sharon Robinson
Director of Administration

Nikki Purvis
Chief Equity Officer

July 14, 2022

VIA E-MAIL (christine@cmrbuils.com)

Christine Arend
Construction Management Resources LLC
S98W12575 Loomis Court
Muskego, WI 53150-4927

Dear Mrs. Arend:

Thank you for your application pursuing Small Business Enterprise (SBE) certification with the City of Milwaukee. After a thorough review, I regret to inform you that the Office of Equity & Inclusion (OEI) is unable to certify **Construction Management Resources LLC**. as a Small Business Enterprise.

This office based its decision to deny **Construction Management Resources LLC**. application on the following:

- **Failure to perform independently or as a subcontractor.** As defined by Chapter 370-25-3 of the Milwaukee Code of Ordinance, one of the requirements for certification states that the business shall have demonstrated capacity to perform independently or as a subcontractor relative to its field of operation. Per your application and communication with this office, the firm does not self-perform any services and subcontracts all work to independent contractors.
- **Failure to control day-to-day critical operations.** As defined by Chapter 370-25-6 of the Milwaukee Code of Ordinance, one of the requirements for certification states that the owner shall control the day-to-day critical operations of the firm. Per communication with this office, Construction Management Resources LLC. subcontracts all services to independent contractors and therefore is unable to control, manage or oversee critical operations essential to fulfilling contractual obligations.
- **Lack of demonstrated control.** As defined by Chapter 370-25-6 of the Milwaukee Code of Ordinance, one of the requirements for certification states that the owner shall control the day-to-day critical operations of the firm; however, Construction Management Resources LLC. relies on the credentials of others to perform its primary service. To qualify for this program, the 51% majority owner should have demonstrated control, meaning general knowledge and technical experience related to the primary industry classification. Also, there should be documentation by the 51% majority owner of adequate knowledge of each major operating aspect independent of outside expertise.



Because of the firm's inability to meet the above-mentioned criteria, **Construction Management Resources LLC** is denied certification with the City of Milwaukee's Office of Equity & Inclusion SBE program for a period of three (3) calendar years.

If you wish to appeal this decision, you must do so within 30 days of the date of this letter. Appeals should be filed with the Administrative Review and Appeals Board, Office of the City Clerk, City Hall Room 205, 200 East Wells Street, Milwaukee, WI 53202. Please call (414) 286-2221 for further instructions. A \$25 fee is required when filing this appeal.

If you have any questions, please feel free to email me at npurvi@milwaukee.gov and if, needed, we can schedule a conference call via GoTo Meeting.

Sincerely,

DocuSigned by:
Nikki Purvis
68EF51D474DB41A...

Nikki Purvis

Chief Equity Officer

Receipt of ARBA Appeal Fee

Date:	8/16/22
Received Of:	Christine Arend
For SBE Certification of:	Construction Management Resources, LLC
Received By:	LME
Check # (If Applicable):	4527
Amount Received	\$25.00