

New SBE Application

TYPE	New SBE Application
CERTIFYING AGENCY	City of Milwaukee
BUSINESS NAME	Construction Management Resources LLC
CURRENT STATUS	Received & In Process
APPLICATION NUMBER	2822082
CONTACT PERSON	Christine Arend

Section 1: Contact Information

1.A. Company Name

Construction Management Resources LLC

1.B. Doing Business As (DBA)

1.C. Primary Contact and Title

Christine Arend, President

1.D. Company Phone

414-488-0601

1.E. Company Fax

414-488-0610

1.F. Company E-mail

christine@cmrbuils.com

1.G. Address

S98W12575 Loomis Court
Muskego, WI 53150-4927 [\[map\]](#)

Section 2: Company Information

2.A. Date Business Established

4/17/2017

2.B. Date of Incorporation

4/17/2017

2.C. State of Incorporation

WI

2.D. Federal Tax ID

821111449

2.E. Legal Structure of Business

LLC

2.F.1. Type of Business

Construction Related

2.F.2. Please provide the percent of each type of business activity your business performs, as selected above

General Contracting for Commercial Construction - 100%

2.G. Briefly describe the product(s) or service(s) the business provides

Construction Management Resources LLC (CMR) is a General Contractor and a Commercial Construction Management company. We oversee all phases of construction from start to finish; including permitting, budgeting, scheduling, the hiring and coordinating of all trades; quality and safety control.

We specialize in light commercial, industrial and multi family construction projects

2.H.1. Please identify the specific North American Industry Classification System Codes (NAICS) relative to your PRIMARY business efforts

NAICS 236116: Condominium, multifamily, construction general contractors

2.H.2. Additional NAICS code relative to your business efforts

Invalid code

2.H.3. Additional NAICS code relative to your business efforts

NAICS 236210: Addition, alteration and renovation, general contractors, industrial building (except warehouses)

2.H.4. Additional NAICS code relative to your business efforts**2.H.5. Additional NAICS code relative to your business efforts****2.H.6. Additional NAICS code relative to your business efforts****2.H.7. Additional NAICS code relative to your business efforts****2.H.8. Additional NAICS code relative to your business efforts****2.I. Please list gross receipts for the most recent three (3) years**

Year Ending	Total Receipts
2017	\$423,490
2018	\$292,430
2019	\$5,213,860

2.J. Please list the number of employees for the most recent three (3) years

Year Ending	Number Employees
2018	2
2019	6
2020	5

2.K. List three (3) of the business' largest or principal customers, accounts, contracts or projects

Company/Organization Name	Contact Person	Phone Number	Nature of the Work Performed
Cardinal Capital Mangement	Jack Reichl	414-3954997	General Contracting-Apartment Complex
The WEYCO Group Inc.	Lance Longhenry	414-908-1694	General Contracting-Office & Showroom Renovation
Cobalt Partners LLC	Dan Roskopf	414-271-5000	General Contracting-West Allis School District Redevelopment

Section 3: Ownership, Control & Management**3.A. Please provide the following ownership information for all owners**

Name	Title	Home Phone & Address	Gender	Ethnicity	Citizen Status	Date of Ownership	Ownership Percentage	Type of Shares	Salary
Christine Arend	President	Home Phone:414-427-7747 Home Address:8370 W Hillsdale Dr Franklin, WI 53132	Female	Caucasian	U.S. Citizen	4/17/2017	51.0%	Common	\$52,480
Robert Arend	Senior Project Manager	Home Phone:262-488-8118 Home Address:8370 W Hillsdale Dr Franklin, WI 53132	Male	Caucasian	U.S. Citizen	4/17/2017	49.0%	Common	\$89,370

3.B. Initial investment to acquire ownership interest in firm

Contributor/Source	Amount/Value	Type	Date of Contribution
Christine Arend	\$51,000	Personal Savings Account	4/17/2017
Robert Arend	\$49,000	Personal Savings Account	4/17/2017

3.C. Please identify the name, title, ethnicity and gender of those individuals (including owners and non-owners) who are responsible for the business' major decisions on policy, management and direction of the operations on a day-to-day basis.

1. Financial Decisions

Name	Title/Position	Ethnicity	Gender	Owner
Christine Arend	President	Caucasian	Female	Yes
Robert Arend	Senior Project Manager	Caucasian	Male	Yes

2. Estimating

Name	Title/Position	Ethnicity	Gender	Owner
Robert Arend	Senior Project Manager	Caucasian	Male	Yes

3. Bid Negotiations/Scheduling

Name	Title/Position	Ethnicity	Gender	Owner
Robert Arend	Senior Project Manager	Caucasian	Male	Yes

4. Bonding/Insurance

Name	Title/Position	Ethnicity	Gender	Owner
Christine Arend	President	Caucasian	Female	Yes

5. Acquisition of Lines of Credit

Name	Title/Position	Ethnicity	Gender	Owner
Christine Arend	President	Caucasian	Female	Yes
Robert Arend	Senior Project Manager	Caucasian	Male	Yes

6. Marketing & Sales

Name	Title/Position	Ethnicity	Gender	Owner
Christine Arend	President	Caucasian	Female	Yes
Robert Arend	Senior Project Manager	Caucasian	Male	Yes

7. Hiring & Firing of Management Personnel

Name	Title/Position	Ethnicity	Gender	Owner
Christine Arend	President	Native American	Female	Yes
Robert Arend	Senior Project Manager	Caucasian	Male	Yes

8. Supervising Field Operations

Name	Title/Position	Ethnicity	Gender	Owner
Robert Arend	Senior Project Manager	Caucasian	Male	Yes

9. Purchasing of Major Equipment/Supplies

Name	Title/Position	Ethnicity	Gender	Owner
Robert Arend	Senior Project Manager	Caucasian	Male	Yes
Christine Arend	President	Caucasian	Male	Yes

10. Managing & Signing Payroll

Name	Title/Position	Ethnicity	Gender	Owner
Christine Arend	President	Caucasian	Female	Yes

11. Negotiating/Signing Contracts

Name	Title/Position	Ethnicity	Gender	Owner
Christine Arend	President	Caucasian	Female	Yes

12. Check Signing

Name	Title/Position	Ethnicity	Gender	Owner
Christine Arend	President	Caucasian	Female	Yes
Robert Arend	Senior Project Manager	Caucasian	Male	Yes

13. Management Decisions

Name	Title/Position	Ethnicity	Gender	Owner
Christine Arend	President	Caucasian	Female	Yes

14. Office Management

Name	Title/Position	Ethnicity	Gender	Owner
Christine Arend	President	Caucasian	Female	Yes

15. Operating Management

Name	Title/Position	Ethnicity	Gender	Owner
Christine Arend	President	Caucasian	Female	Yes

3.D. If the business is a corporation or LLC, please list the following information

	Authorized Shares	Issued Shares
Common Stock	100	100
Preferred Stock		
Total Shares	100	100

3.E. Are there any restrictions that may limit the voting rights of members, who are shareholders, within the by-laws or Articles of Incorporation, or any other documents?

No

3.F. List the current Board of Directors

Name	Racial/Ethnic Group	Gender	Title/Position	Date of Service

Christine Arend	Caucasian American	Female	Member/Secretary	4/17/2017
Robert Arend	Caucasian American	Male	Member/Chairman	4/17/2017

3.G. Does the business have any agreements, written, oral or regular working arrangements with any other firm?

Yes - Our business has a written 5 year lease agreement for office space rental from "Loomis Court LLC"

3.H. Are any owner(s) or board member(s), an owner or former owner of another firm engaged in the same or similar type of enterprise?

No

3.I. Are any owner(s) or board member(s) of the business employed by any other firm?

No

3.J. Do any board member(s) of the business, own or work for other firms which have a relationship with the business?

Yes

Name of Person	Firm Name	Firm Address	Nature of Business	Nature of Affiliation
Christine Arend	Loomis Court LLC	S98W12575 Loomis Ct, Muskego, WI 53150	Storage & Office Rental	20% owner of Loomis Ct LLC
Robert Arend	Loomis Court LLC	S98W12575 Loomis Ct, Muskego, WI 53150	Storage & Office Rental	31% owner of Loomis Ct LLC

3.K. Has the owner of the business been rejected for certification by any other entity?

No

Section 4: General Ownership Information**4.A. Do you have any ownership and/or involvement, direct or indirect, in any other firm?**

Yes - Christine Arend has a 20% Ownership in Loomis Court LLC, which is a Storage and Office rental business.
Robert Arend has a 31% Ownership in Loomis Court LLC, which is a Storage and Office rental business.

4.B. Are you an employee, owner, former owner, or related to an owner of another firm engaged in the same or similar line of business?

No

4.C. Have there been any changes in ownership in the last year?

No

4.D. Does the business share personnel, office space, yard space, equipment, or machinery with any other firm?

No

4.E. Are there any stock options or other ownership options that are outstanding and/or any agreements between owners or third parties that restrict the ownership and/or control of any minority or female owners?

No

4.F. Is any owner, board member, or individual in a key decision making position currently employed by a competing firm?

No

4.G. Does your company hold current certification by any other government agencies?

Yes

Agency	Type of Certification	Renewal/Expiration Date
State of Wisconsin	WBE	1/23/2023

4.H. Does any company or entity account for 20% or more of your annual gross revenue in your most recent fiscal year?

No

Section 5: Small Business Enterprise Disadvantage Criteria**5.A. Explain why you and/or your business are at an ECONOMIC DISADVANTAGE**

SBE – Economic Disadvantage

My business is unable to complete on large projects due to lack of capital. Lack of capital limits my company's bonding capacity. Bonding is a requirement to be able to bid on large construction projects. This puts me at a disadvantage for securing large construction projects.

Surety companies usually will not bond for more than ten times the amount of a company's liquid assets. Securing a \$10MM project would require my company to have \$1,000,000.00 in liquid assets. My company does not have the capital to qualify for these projects which puts me at an economic disadvantage.

5.B. AT A SOCIAL DISADVANTAGE means an applicant's experience of substantial difficulty in attaining employment or business success at least in part due to location of the individual's residence and lack of mobility, physical handicap and/or other causes beyond the individual's reasonable control. Explain why you are at a SOCIAL DISADVANTAGE

SBE – Social Disadvantage

I am at a social disadvantage because of having Asthma as a health issue. Having Asthma has caused limitations on my activity in a work environment. I also have had missed workdays when it has been very symptomatic.

See additional documentation "SBE Social Disadvantage" attached along with my High School Transcript information for lack of anywhere else to enclose it.

Example 1:

Example 2:

5.C. AT A DISADVANTAGE WITH RESPECT TO EMPLOYMENT means a pattern of non-achievement in hiring or promotion and other aspects of employment advancement due to factors beyond the individual's reasonable control, a lack of current knowledge and skills necessary for employment, career advancement or consistent earning or average annual income below the median income level of adults of comparable age in this city.

Explain how you are at an EMPLOYMENT DISADVANTAGE

See additional documentation attached my High School Transcript information for lack of anywhere else to enclose it;

"20 1229 Employment Disadvantages"

"Average Individual Income from 1970-2019"

"CAA Earnings 1973-2019"

"CAA Social Security Stmt 06.05.20"

'tableA7 US Govt Census Medium Income Earnings 1960-2019

(Below is just a short synopsis)

SBE –Employment Disadvantage

I am at a disadvantage with respect to Employment because I have experienced a pattern of underemployment as my pay has been below the median income. I've also experienced non-achievement regarding getting promotions for the past positions that I have held.

Enclosed is a spread sheet (Document 1-titled CAA Earnings 1973-2019) that I have prepared using my Social Security Earnings record. This shows my total years of employment from 1973 through 2019.

The spread sheet shows that from 1973 through 1998 my total earnings for these first 26 years of employment was \$175,780.00. My average income earned for these 26 years was only \$6,761.00 per year.

From 1973 through 2019 my total earnings for all of my 47 years in the workforce was \$739,563.00. My average income earned over the 47 year period was \$15,735.38.

In 2019 I started my own Women's Owned Construction company (WBE).

Also enclosed is my current Social Security statement (Document 2-titled CAA Social Security Stmt 06.05.20) to support this information.

The third document I have enclosed is a word document (Document 3-titled Average Individual Income 1970 to 2019). I have cited information from www.census.gov, en.wikipedia.org, and www.infoplease.com>business. as to the average individual annual earnings every decade starting at the year 1970.

The fourth document (Document 4-tilted tableA7 US govt census median income earnings 1960-2019) is also from the www.census.gov website showing the median income in the United States from 1960 to 2019.

See documents substantiating that I was underemployed since 1973:

Year Income Averaged thru 1998 Median Income levels shown per Documentation

1970 \$ 6,761.00 \$ 9,870.00

1980 \$ 6,671.00 \$12,513.00

1990 \$ 6,671.00 \$20,402.00

Income Averaged from entire

Year work history 1973 thru 2019 Median Income levels shown per Documentation

2000 \$15,735.00 \$30,712.00

2010 \$15,735.00 \$31,144.00

2019 \$15,735.00 \$35,826.00

(4) Documents enclosed;

1.) CAA Earnings 1973-2019 continued - see page 2

SBE –Employment Disadvantage page 2

2.) CAA Social Security Stmt 06.05.20

3.) Average Individual Income 1970 to 2019

4.) tableA7 US govt census median income earnings 1960-2019

5.D. AT A DISADVANTAGE WITH RESPECT TO EDUCATION means failure to attain a high school degree or its equivalent for good reason or attendance in schools which have repeatedly achieved ratings below national, state and community averages in educational standards, educational standardized test scores and student grade point averages. Explain why you are at an EDUCATION DISADVANTAGE

SBE – Educational Disadvantage

See additional documentation that is attached with my High School Transcript

I am at an educational disadvantage because I have only a High School diploma.

My test scores in 1974 were at best mediocre. I did research to see if Franklin High School at that time was underperforming in their test scores and no information was available in for that time period.

I have enclosed 2 letters along with my transcript, One is from the Franklin School District and one from myself documenting my research.

Mandatory Documents

Certification Affidavit

Attached by Christine Arend on 6/21/2021

 [20 1230 Affidavit-Notarized 12.30.20.pdf](#) (PDF, 0.92 MB)

Business tax returns for the past 3 years, including all schedules

Attached by Christine Arend on 6/21/2021

 [2017 Corporate Income tax returns.pdf](#) (PDF, 2.82 MB)

 [2018 Corporation Income tax returns.pdf](#) (PDF, 4.01 MB)

 [2019 Corporate Income tax returns.pdf](#) (PDF, 4.02 MB)

 [2020 S-Corp Fed State CMR - 20S 526-01 V1.pdf](#) (PDF, 6.00 MB)

List of all capital assets and evidence of ownership of assets

Attached by Christine Arend on 6/21/2021

 [EQUIPMENT ASSETS-UPDATED 11.5.20 for SBE Certification.xlsx](#) (XLSX, 14.27 KB)

Personal tax returns for the past 3 years, including all schedules

Attached by Christine Arend on 6/21/2021

 [2017 Personal Income taxes.pdf](#) (PDF, 1.93 MB)

 [2018 Personal Income taxes.pdf](#) (PDF, 1.15 MB)

 [2019 Personal taxes income taxes.pdf](#) (PDF, 3.24 MB)

 [2020 TAXES 20I ARENDR V1Need Passcode.PDF](#) (PDF, 601.77 KB)

Proof of citizenship or permanent residency status (i.e. Birth Certificate, Green Card, Tribal Registration, and Passport).

Attached by Christine Arend on 6/21/2021

 [19 1025 US Passport-Christine Arend.pdf](#) (PDF, 0.96 MB)

Articles of Organization

Attached by Christine Arend on 6/21/2021

 [17 0424 Articles of Organization-CMR.pdf](#) (PDF, 136.00 KB)

Completed signed contracts; invoices from suppliers; billings to customers. (3 samples each)

Attached by Christine Arend on 6/21/2021



[20 0406 Confidential-CMR AJAX II Fully Executed Subcontract.pdf](#)

(PDF, 26.39 MB)

 [20 0913 Confidential-CMR WEYCO Fully Executed Subcontract.pdf](#)


(PDF, 0.89 MB)

 [20 1014 Confidential-CMR Lange Fully Executed Subcontract signed CA.pdf](#)

(PDF, 7.32 MB)

 [20 1104 Eagle Disposal Inv. 489142-Nov pmt.pdf](#) (PDF, 1.16 MB)

 [20 11132 Cans to Go Inv. 76193-Nov pmt.pdf](#) (PDF, 2.32 MB)

 [20 1117 Chaney Inv 201934 11-17-20.pdf](#) (PDF, 713.01 KB)

 [Billing Pay App 1 05.17.19 Cobalt-Pay request signed by RA.pdf](#) (PDF, 2.36 MB)

 [Billing Pay App 2 Jan 2020 WEYCO-Pay Request-signed by RA.pdf](#) (PDF, 2.25 MB)

 [Billing Pay App 9 Ajax II Pay Request-signed RA.pdf](#) (PDF, 2.32 MB)

Current financial statements

Attached by Christine Arend on 6/21/2021

 [20 1231 Balance Sheet.pdf](#) (PDF, 19.08 KB)

 [20 1231 Profit and Loss Statement.pdf](#) (PDF, 21.18 KB)

Verification of business location

Attached by Christine Arend on 6/21/2021

 [21 0621 WE Energies due 7-06-21.pdf](#) (PDF, 3.84 MB)


 [City of Muskego Business Registration 11.11.19.pdf](#) (PDF, 35.07 KB)

High School transcripts for owner(s) of business

Attached by Christine Arend on 6/22/2021

 [20 1229 SBE- Employment Disadvantage.docx](#) (DOCX, 16.54 KB)

 [21 0428 Christine s Ltr to SBE RE Education Disadvantage.docx](#)
(DOCX, 36.06 KB)

 [21 0428 Frnkln Public School Ltr-1974 Graduate Request State Standardized test scores.pdf](#) (PDF, 50.40 KB)

 [CAA Earnings 1973-2019.xlsx](#) (XLSX, 14.68 KB)

 [CAA Social Security Stmt 06.05.20.pdf](#) (PDF, 55.14 KB)

 [High School Transcript-Graduated 6-2-1974.pdf](#) (PDF, 112.67 KB)

 [SBE- Social Disadvantage.docx](#) (DOCX, 98.23 KB)

 [tableA7 USGovt Census-Median Income Earnings 1960-2019.xlsx](#)
(XLSX, 21.79 KB)

Resumes of each owner, officer, board member and key management personnel of the company

Attached by Christine Arend on 6/21/2021

















 [Resume 2020 Robert Arend-Construction Management Resources.pdf](#)
(PDF, 109.55 KB)

 [Resume-2020-Christine-Construction Mangament.pdf](#) (PDF, 42.47 KB)

Required Documents

All form W-2s, W-3 Transmittals, 1099 forms and 1096 Summary Transmittals issued by the company in the past 3 years

Attached by Christine Arend on 6/22/2021

-   [1099 1096 Corrected 1 for 2019.pdf](#) (PDF, 2.30 MB)
-   [1099 1096 for 2018 7-run with DBA.pdf](#) (PDF, 644.21 KB)
-   [1099 1096 for 2019 26.pdf](#) (PDF, 4.95 MB)
-   [2020 1096 Transmtl 1099NEC signed and mailed 1-30-21.pdf](#) (PDF, 3.90 MB)
-   [2020 W-3 Transmtl and W-2 Forms signed CA mailed 1-30-21.pdf](#) (PDF, 9.12 MB)
-   [W-2 for 2017 Robert and Christine CMR W-2 s X2 only-No Employees.pdf](#)
(PDF, 100.80 KB)
-   [W-2 W-3 2018.pdf](#) (PDF, 230.06 KB)
-   [W-2 W-3 2019.pdf](#) (PDF, 682.85 KB)

Bank signature cards for the business account(s)**Attached** by Christine Arend on 6/22/2021

-   [Bank Signature Ltr-Old Nat. Bank 12.09.20.pdf](#) (PDF, 773.74 KB)

Signed loan notes for the past 3 years, including Security/Collateral agreements, personal guarantees, etc**Attached** by Christine Arend on 6/22/2021

-   [PPP Loan Documents.pdf](#) (PDF, 3.79 MB)

Copy of All Issued and Voided Membership Certificates**Not Applicable**, noted by Christine Arend on 6/21/2021**Copy of Agreement/Regulations/Operating Agreement, as applicable****Attached** by Christine Arend on 6/22/2021

-   [19 0417 LLC Operating Agreement.pdf](#) (PDF, 17.68 MB)

Current copy of your payroll register, for all employees in the past 3 months**Attached** by Christine Arend on 6/22/2021

-   [Payroll Register Report 04.02.21 to 06.11.21.pdf](#) (PDF, 9.35 KB)

Letter(s) showing MBE, WBE, DOT DBE, SBA or 8(a) certification, a denial letter and/or decertification letter, with other agencies**Attached** by Christine Arend on 6/22/2021

-   [20 0123 WBE Certification Certificate.pdf](#) (PDF, 1.13 MB)

Signed agreements for the past 3 years**Attached** by Christine Arend on 6/22/2021

-   [CMRLoomis Ct-Lease Agreement-signed.pdf](#) (PDF, 1.06 MB)









Copies of all licenses and permits required to do business**Attached** by Christine Arend on 6/22/2021

-   [20 1110 Owner Drivers License Info.pdf](#) (PDF, 0.96 MB)

Proof of each initial cash contribution to the business for each owner, and initial equipment contributed to establish the business**Attached** by Christine Arend on 6/22/2021

-   [17 0427 ONB Documents opening CMR business accts..pdf](#) (PDF, 1.59 MB)
-   [21 0507 Letter Proof of Contributions and Source.pdf](#) (PDF, 122.35 KB)
-   [CMR-Capital Contributions and Units Showing Ownershippg 31 of 37 of Operating Agreement.pdf](#) (PDF, 582.08 KB)

Proof of vehicle and/or equipment**Attached** by Christine Arend on 6/22/2021

-   [2003 Ford White F350 Title.pdf](#) (PDF, 3.65 MB)
-   [2015 Ford Blue F250 title.pdf](#) (PDF, 4.57 MB)
-   [2016 Ford Explorer Confirmation of Ownership.pdf](#) (PDF, 1.96 MB)
-   [2019 Quality Steel trailer title.pdf](#) (PDF, 234.68 KB)

 [21 0622 CMR Vehicle Equipment Value.xlsx](#) (XLSX, 13.57 KB)

Electronic Signature

SIGNATURE	<i>Christine Ann Arend</i>
TITLE	President
ORGANIZATION	Construction Management Resources LLC
DATE	6/22/2021
IP NUMBER	74.87.124.202
TOKEN	5B2388718A8001E4816A6F312335DC703ED1BDD9C8185EA1A8...

Q & A

Hello Mrs. Arend,

My review of your application is near complete. Can you provide the password for the 2020 personal taxes. Also, provide the documentation to support your response for the economic disadvantage. Documentation would consist of written notification denial of bonding.

Asked: 11/4/2021

Due: 11/11/2021

Answered: 11/11/2021

Reviewed: 11/15/2021

**Best,
Dontreal T.**

Dontreal,

The password for the 2020 personal taxes is: 53132

I am attaching a letter of written notification for my denial for bonding.

I appreciate your review of my SBE application.

Christine Arend
Construction Management Resources LLC
christine@cmrbuils.com
414-488-0601

 [21 11.11 CMR Bonding Letter from AON.pdf](#) (PDF, 253.67 KB)

Please upload the employee handbook to this message.

Thank you

Asked: 1/18/2022

Due: 1/25/2022

Answered: 1/25/2022

Reviewed: 1/27/2022

Dontreal,

Attached is our Employee Handbook per your request.

I have downloaded it several times and for some reason it will not go thru.

Thank you,

Christine Arend

  [Employee Handbook Construction Management Resources LLC 12 21 2021.pdf](#) (PDF, 150.22 KB)
CMR Company Handbook

Hi Christine,

Can you submit copies of current financial statements for Construction Management Resources, the P&L and balance sheet submitted with the application were for Loomis Court LLC.



Asked: 3/10/2022
Due: 3/17/2022
Answered: 3/10/2022
Reviewed: 3/14/2022

Thanks,
Dontreal

Dontreal,

Attached is our Statement of Operations and Balance sheet.

thank you,

  [CMR FS 123121.pdf](#) (PDF, 520.00 KB)