

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration, DATE: November 21, 2023
Diversity Section

TO: John Murray, Director of Maintenance & Operations

FROM: Richard L. Martinez, Jr., Acting Diversity Administrator *RLM/P.S.*

SUBJECT: **Goal Review of Contract 24-624-11 Main Street Bridge Expansion Joint Replacement**

We have reviewed the specifications for the subject contract and the material, labor and equipment breakdown. The work under this contract should be classified as "General Construction Services." The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran Business Enterprise (VBE) individual goals are: **20% MBE, 9% WBE and VBE 3%**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

In addition:

- A Pre-Bid Conference **must be conducted**.
- A Suppliers Exception **has not been recommended**.
- The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must be included**.
- Appendix K **should not be included**.
- Assist Agencies List **must be included**.
- Appendix C **must be included**.
- Appendix V **should be included**.
- The following language **must be included**: "The Contractor must use the District's online compliance monitoring system administered by the Diversity Section for payment and reporting purposes, in order to fulfill the Affirmative Action Program requirements."

Also, please refer to the attached **Revised** memo, June 14, 2023, for new boiler plate language. This language should be consistent in its incorporation in the Invitation to Bid, the Proposal, and the Agreement.

If you have any questions, please contact Desirée Young, Diversity Officer, at extension 14036.

RLM:DY

Attachment

cc: D. LoCascio, L. Cornier, S. Morakalis, N. Lopez, M. Valdez, A. Hernandez, M. Cavarretta, file