

**INTEROFFICE MEMORANDUM**  
**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** May 11, 2022

**TO:** John P. Murray, Director of Maintenance and Operations

**FROM:** Regina D. Berry, Diversity Administrator 

**SUBJECT:** Goal Review of Contract 23-646-51 – Small Streams Maintenance in Cook County (Group A and B)

We have reviewed the specifications for the subject contract and the material, labor, equipment and man-hours breakdown by trades and has determined that Affirmative Action Ordinance Revised Appendix D, dated December 2, 2021, should be included for Group A and for Group B.

**Group A:** The work under this contract should be classified as “Miscellaneous Building Construction.” The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Small Business Enterprise (SBE) individual goals are: **20% MBE, 9% WBE, 10% SBE, and 3%VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

**Group B:** The work under this contract should be classified as “Excavation.” The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Small Business Enterprise (SBE) individual goals are: **20% MBE, 9% WBE, 10% SBE, and 3%VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

It is required that the Prospective Bidder indicate participation on at least one of **Groups A or B** by signing all applicable Utilization Plans (Exhibit A), contained with the Contract Documents. *If the Bidder chooses not to participate in a particular group, that should be clearly indicated by writing “No Bid” on each Utilization Plan associated with the Bidder’s non-participation on the applicable group.*

Furthermore, the following language pertaining to **Special Training Provisions for Apprentices**, as specified in Appendix K “Declaration of Policy Special Provisions for Apprenticeships” should be included in the Invitation to Bid, the Proposal, the Agreement, and elsewhere in the contract documents where goals are mentioned:

*“The Bidder agrees to fulfill the Special Training for Apprentices as specified in the Appendix K and to provide training opportunities throughout the life of the contract. The requirements of the Special Training for Apprentices for the purpose of this contract are as follows:*

*(Group A) 830 Minority and 300 Female Hours*

*(Group B) 150 Minority and/or Female Hours*

In addition:

- A Pre-Bid Conference **must be** conducted
- A Suppliers Exception **has been** recommended for Group B (only)
- Two copies (one for each Groups A and B) of The Affirmative Action Ordinance Revised Appendix D, dated December 2, 2021, **must be** included
- Two copies (one for each Groups A and B) of the MBE, WBE, SBE Utilization Plan, Waiver Request and the MBE, WBE, SBE Subcontractor's Letter of Intent (Pages UP-1 through UP-7) **should be** included
- Appendix K **must be** included
- Appendix C **must be** included
- Assist Agencies List **must be** included
- Appendix V **should not be** included
- The following language **must be** included: "The Contractor agrees to 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, January 6, 2022, 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 Diversity Officer, Chase Carthen, at extension 14043.

RDB:CEC

Attachments

c: LoCascio, Cornier, Morakalis, Grosko, Genser, Levy, Carthen, file