


## INTEROFFICE MEMORANDUM

### METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** July 22, 2020

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

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

**SUBJECT:** Goal Review for Contract No. 20-701-31, Installation of Disc Filters at the Hanover Water Reclamation Plant

We have reviewed the specifications for the subject contract and the material, labor, equipment and man-hours breakdown by trades. The work under this contract should be classified as "Mechanical." The associated individual tailored goals for Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE) and Veteran-Owned Business Enterprises are: **13% MBE and/or WBE, 10% SBE, and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

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, and 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 are 400 Minority and 140 Female Hours for the purpose of this contract".*

In addition:

- A Pre-Bid Conference **should** be conducted
- A Suppliers Exception **has** been recommended
- The Affirmative Action Ordinance Revised Appendix D, dated May 21, 2020, **must** be included
- Appendix K **must** be included
- Appendix C **must** be included
- Appendix V **must** be included
- Exhibit C **must not** be included
- Assist Agencies List **must** be included

Due to the ratio of materials and equipment and per authorization by the Director of Procurement and Materials Management, the following language should be added on Page AU-1:

*"The Director of Procurement and Materials Management has granted an exception to Section 11(i) of the Affirmative Action Ordinance Revised Appendix D. This exception will allow the bidder to utilize MBE, WBE or SBE Suppliers for 100% goal attainment in their respective categories".*

I have notified the Director of Procurement and Materials Management of my recommendation to amend the bid documents to allow a 100% exception to Section 11(i) of the Affirmative Action Ordinance Revised Appendix D. The Director of Procurement and Materials Management's response will be forwarded upon our receipt.

Also, please refer to the attached memo, dated February 1, 2019, 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, Jason H. Bullock, at extension 14038.

RDB:JHB

Attachment(s)

c: LoCascio, Cornier, Morakalis, Cavarretta, Kursell, Grosko, Bullock, file

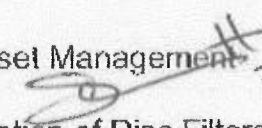
INTEROFFICE MEMORANDUM

***Metropolitan Water Reclamation District Of Greater Chicago***

**DEPARTMENT:** M&O - General Division

**DATE:** July 13, 2020

**TO:** Regina Berry, Diversity Administrator

**FROM:** J. Michael Cavarretta, Managing Engineer – M&O Asset Management  7/13/20

**SUBJECT:** Review of information for Contract 20-701-31, "Installation of Disc Filters at the Hanover Park Water Reclamation Plant."

Please review the attached information consisting of the cost estimate and draft detail specifications for the subject contract to determine the applicability of the Revised Appendix D and Appendix V.

Please forward your comments to Mr. Mark Kursell, Principal Mechanical Engineer, by July 27, 2020. Questions concerning the Contract shall also be directed to Mark at (708) 207-5634.

attachments

cc: J.P. Murray, J. Ryan, S. McNamara, M. Kursell, B. Kaundlis, M. Grosko

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO  
ASSET MANAGEMENT DIVISION

FINAL CONTRACT ESTIMATE  
DIVERSITY REVIEW

CONTRACT: 20-701-31  
Installation of Disc Filters at the HPWRP

DATE: 7/13/2020

LABOR / MATERIALS / EQUIPMENT BREAKDOWN (Not Including Subcontractor OH&P)

	MATERIALS	LABOR	EQUIPMENT	TOTAL	PERCENT
COLLECTIONS	\$0	\$0	\$0	\$0	0.0%
TREATMENT	\$1,232,629	\$902,543	\$156,432	\$2,291,604	83.8%
SOLIDS	\$0	\$0	\$0	\$0	0.0%
HVAC	\$0	\$0	\$0	\$0	0.0%
ELECTRICAL MAINTENANCE	\$133,410	\$217,521	\$45,150	\$396,081	14.5%
POWER	\$13,356	\$32,518	\$0	\$45,874	1.7%
DCS	\$0	\$0	\$0	\$0	0.0%
TOTALS	\$1,379,395	\$1,152,581	\$201,582	\$2,291,604	100%
CONTRACT PERCENTAGES	50.46%	42.16%	7.37%		

LABOR / MATERIALS / EQUIPMENT	\$2,733,559
MOBILIZATION/ESCALATION/OVERHEAD & PROFIT	\$710,726
CONTINGENCY/ALLOWANCE ITEMS	\$150,000
<b>TOTAL CONTRACT COST</b>	<b>\$3,594,284</b>

HOURS	TRADE
280	Carpenter
2429.9279	Electrician
1040	Iron Worker
2148	Laborer
144	Millwright
80	Operating Engineer (Hoister)
16	Painter
5221.75	Pipefitter
29	Plumber
11388.6779	TOTAL

PROVIDE COMMENTS BELOW FOR DIVERSITY SUCH A SPECIALTY WORK AND/OR A PREVIOUS PROJECT NUMBER THAT HAD SIMILAR WORK:

## INTEROFFICE MEMORANDUM

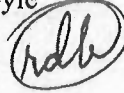
### METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration  
Diversity Section

DATE: February 1, 2019

TO: Department Heads, Mmes. McElligott, Boyle

FROM: Regina D. Berry, Diversity Administrator



SUBJECT: 2015 Affirmative Action Ordinance Revised Appendix D and 2019 Appendix V  
Memo – Bid Responsiveness

On June, 4, 2015, the **Affirmative Action Ordinance, Revised Appendix D** was adopted by the Board of Commissioners. Accordingly, all contracts that contain Affirmative Action Goals must include the Revised Appendix D effective June 4, 2015. This change will apply to all contracts advertised after June 4, 2015.

Subsequently, on November 15, 2018, the **Appendix V** was adopted by the Board of Commissioners. Accordingly, all contracts that contain Veteran Participation Goals must include the Appendix V effective January 1, 2019. This change will apply to all contracts advertised after January 1, 2019.

The following language must be included in the Invitation to Bid, the Proposal, and the Agreement. The Ordinance sets the parameters of the process affecting the MBE, WBE, SBE Utilization Plan and the MBE, WBE, SBE Subcontractor's Letter of Intent and the Appendix V sets the parameters of the newly implemented process affecting the VBE Commitment Form.

1. Each Bidder must submit with their proposals a signed and completed **MBE, WBE, SBE Utilization Plan** which lists each business intended to be used as a MBE, WBE, SBE on pages UP-2, UP-3 and UP-4 and supplemental pages as necessary. **The Bidder must sign the Signature Section page on UP-5.** Failure to submit a signed MBE, WBE, SBE Utilization Plan will result in a bid being deemed non-responsive and the bid will be rejected. Also, if a Waiver is sought, the Bidder is required to sign pages UP-5 and UP-6, the Waiver Request Form; failure to do so will be viewed as non-responsive and the bid will be rejected.
2. Each Bidder must submit **with their bid package** an original or facsimile copy of **MBE, WBE, SBE Subcontractor's Letter of Intent, page UP-7** for each subcontractor listed on their MBE, WBE, SBE Utilization Plan. The submitted MBE, WBE, SBE Subcontractor's Letter of Intent must be completed and signed by the subcontractor and accompanied with a copy of the subcontractor's current Letter of Certification from a state, local government or agency or documentation demonstrating that the subcontractor is a MBE, WBE or SBE within the meaning of the **Affirmative Action Ordinance, Revised Appendix D**. Failure to submit the MBE, WBE, SBE Utilization Plan signed by the Bidder at the time of the bid opening and the MBE, WBE, SBE Subcontractor's Letter of Intent signed by each MBE, WBE, SBE will be viewed as non-responsive and the bid will be rejected.



3. If the Bidder exceeds the allowable *Supplier Utilization* amount which is stated in the bid documents, the bid will be viewed as non-responsive. Therefore, the Bidder may not exceed the use of a MBE, WBE, SBE supplier for more than 25% of each respective MBE, WBE, SBE goal, unless the Administrator has authorized a Supplier's Exception notated on page AU-1.
4. Each Bidder must submit with their proposals a completed **VBE Commitment Form** which lists each business intended to be used as a VBE. The Bidder must make a **"Good Faith Effort"** to identify eligible Veteran Owned-Businesses by completing the VBE Commitment Form. If the Bidder is unable to identify qualified VBE subcontractors capable of providing goods or services required by the contract, the Bidder must write **"no participation"** on the VBE Commitment Form. Where a Bidder has failed to meet the VBE participation goal, the Administrator shall require the Contractor to submit a Veteran's Business Enterprise Good Faith Efforts Documentation Request Form and provide additional documentation of its good faith efforts in attempting to fulfill the VBE goal.

Should you have any questions please contact Regina Berry on ext. 14035.

RDB

# ASSIST AGENCIES LIST

Metropolitan Water Reclamation District of Greater Chicago

## African American Contractors Association (AACA)

Omar Shareef, Founder  
7445 S. South Chicago – Suite 1F  
Chicago, IL 60619  
312-915-5960 Fax: 312-567-9919  
[aacanatlassoc@gmail.com](mailto:aacanatlassoc@gmail.com)

## Asian American Small Business Association

John J. Lee  
1600 Golf Rd. – Suite 1200  
Rolling Meadows, IL 60008  
773-545-0600 Fax: 773-545-5449  
[services.aasba@gmail.com](mailto:services.aasba@gmail.com)

## Association of Asian Construction Enterprises

Perry Nakachi  
4100 S. Emerald  
Chicago, IL 60609  
847-525-9693 Fax: 312-666-1785  
[nakmancorp@aol.com](mailto:nakmancorp@aol.com)

## Black Contractors, Owners and Executives (BCOE)

Charlotte D. Taylor, Assistant to BCOE  
12900 S Throop St.  
Calumet Park, IL 60827  
773-346-5658  
[admin@bcoeichicago.org](mailto:admin@bcoeichicago.org)

## Black Contractors United (BCU)

Edward McKinnie, President  
Carole Williams, Office Manager  
12000 S. Marshfield Ave.  
Calumet Park, IL 60827  
708-389-5730 Fax: 708-389-5735  
[carole@blackcontractorsunited.com](mailto:carole@blackcontractorsunited.com)

## Cermak Road Chamber of Commerce

Jorge Linares, Founder  
2850 W. Cermak Road  
Chicago, IL 60623  
773-823-7390

## Chatham Business Association (CBA)

Melinda Kelly, Executive Director  
800 E. 78<sup>th</sup> Street  
Chicago, IL 60619  
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## Chicago Minority Supplier

Development Council (CMSDC)  
Phillip Barreda, Interim President  
105 W. Adams St. – Suite 2300  
Chicago, IL 60603  
312-755-2550 Fax: 312-755-8890  
[pbarreda@chicagomsdc.org](mailto:pbarreda@chicagomsdc.org)

## Chicago Urban League (CUL)

Kevin Davenport, Program Manager of Entrepreneurship  
& Innovation  
4510 S. Michigan Ave.  
Chicago, IL 60653  
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## Coalition for United Community Action

Carl Latimer, President  
2925 S. Wabash – Suite 102  
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## Cosmopolitan Chamber of Commerce (CCC)

Rhonda McGowan, Executive Director  
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## Elite SDVOB Network, Illinois Chapter

John Scifers, Board Member  
420 Lake Cook Road, Suite 104  
Deerfield, IL 60015  
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## Federation of Women Contractors (FWC)

Beth Doria, Executive Director  
4210 W. Irving Park Road  
Chicago, IL 60641  
312-360-1122 Fax: 773-853-2042  
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## Hispanic American Construction Industry (HACIA)

Jorge Perez, Executive Director  
650 W. Lake St. – Suite 415  
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Illinois Department of Commerce  
And Economic Opportunity  
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Little Village 26<sup>th</sup> Street Area Chamber  
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[Blanca@littlevillagechamber.org](mailto:Blanca@littlevillagechamber.org)

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Native American Contractors Association (NACA)  
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Rainbow PUSH Coalition:  
International Trade Bureau  
John Mitchell, Chief of Staff  
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Women's Business Development Center  
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