


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

**DEPARTMENT:** General Administration,  
Diversity Section

**DATE:** June 27, 2025

**TO:** Pinakin Desai, Acting Director of Maintenance and Operations

**FROM:** Richard L. Martinez, Jr., Diversity Administrator 

**SUBJECT:** **Goal Review of Contract 24-638-22, HVAC Improvements at Various Locations (Group B) - Revised**

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 Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran-Owned Business Enterprise (VBE) individual goals for **Group B** are: **20% MBE, 9% WBE and 3% VBE. The MBE and WBE Utilization goals do not apply to the portion of work identified in the contract as Allowance Items, Contingency Items, and Unit Price Items.** The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

The Prospective Bidder is required to indicate its participation in **Group B**, by signing the applicable Utilization Plan contained within the Contract Documents. *If the Bidder chooses not to participate in any group, that should be clearly indicated by writing "No Bid" on each Utilization Plan associated with the Bidder's non-participation in the applicable group.*

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.
- One copy of the MBE/WBE Utilization Plan, Waiver Request Form, and the MBE/WBE, Subcontractor's Letter of Intent (Pages UP-1 through UP-6) **must be included and labeled Group B.**
- Appendix K **does not apply.**
- Assist Agencies List **must be** included.
- Appendix C **does not apply.**
- Appendix V **must 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 attached **Revised** memo, dated 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 Ms. Susan Schaefer, Diversity Officer, at [schaefer@mwr.org](mailto:schaefer@mwr.org).

RLM:SMS

Attachments

c: D. LoCascio, S. Morakalis, M. Cavaretta, J. Skawski, P. O'Leary, M. Matias, L. Cornier, P. Kunath, N. Lopez, M. Valdez, H. Wunderlich