

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration  
Diversity Section

DATE: January 25, 2024

TO: Catherine A O'Connor, Director of Engineering

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



SUBJECT: **Goal Review of Contract 23-098-3P – “Overburden Removal at Location of Battery E, OWRP – 98% Review.”**

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 “Construction Services.” The associated goals for Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Business Enterprise (VBE) are: **20% MBE, 10% WBE 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” must 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, the requirements Special Training Provisions for Apprentices are **290 Minority and/or Female Hours.**”*

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.
- The MBE/WBE, Utilization Plan, Waiver Request and the MBE/WBE, Subcontractor’s Letter of Intent (Pages UP-1 through UP-6) **must be included.**
- Appendix K **must** be included.
- Appendix C **must** be included.
- Assist Agencies List **must** be included.
- 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 the attached 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.

RLM:omp

Attachments

cc: LoCascio, Cornier, Morakalis, Sanchez, Lopez, Valdez, O'Brien, Bajerek