


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 25-942-11 Job Order Contracting Services
Group A (North Side Area)**

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) and Women Business Enterprise (WBE) individual goals are: **20% MBE, 10% WBE, and 3% VBE**. 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.
- Assist Agencies List **must be** included.
- Appendix C **does not apply**.
- Appendix K **does not apply**.
- Appendix V **must be** included.

Also, please refer to the 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 Diversity Officer, Desirée Foster, at 312-330-5681.

RLM:DAF

Attachments

c: LoCascio, Morakalis, Cornier, Lopez, Kunath, Valdez, Skawski, Kursell, Matias, Wunderlich