

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: July 17, 2025

TO: Catherine A. O'Connor, Director of Engineering

FROM: Richard L. Martinez, Jr., Diversity Administrator *RLM/PCS*

SUBJECT: Project 24-384-3D, Rehabilitation of Service Tunnel Expansion Joints and Replacement of Road E, Kirie Water Reclamation Plant - 98% Review

We have reviewed the specifications for the subject contract and the material, labor and equipment. The work under this contract should be classified as "Construction Services." The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran Business Enterprise (VBE) 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 22, 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.
- 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 **Revised** memo, 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, Maalik J. Phipps, phippsm@mwr.org.

RLM: MJP

Attachment

cc: LoCascio, Morakalis, Scalise, Cornier, Kunath, Lopez, Valdez