

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

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** May 3, 2022

**TO:** John Murray, Director of Maintenance and Operations

**FROM:** Regina D. Berry, Diversity Administrator *RDB [Signature]*

**SUBJECT:** **Goal Review of Contract 22-611-11 – Repairs and Alterations to Various Water Reclamation Facilities – Group C North Side WRP Area**

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 “General Construction Services.” The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Small Business Enterprise (SBE) and Veteran-Owned Business Enterprise (VBE) individual goals are: **20% MBE, 10% WBE, 10% SBE and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

*The Bidder agrees to fulfill the Special Training Provisions 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 Provisions for Apprentices are 750 Minority and 270 Female hours for the purpose of this contract.*

In addition:

- A Pre-Bid Conference **should be** conducted.
- A Suppliers Exception **has not** been recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated December 2, 2021, **must be** included.
- Appendix K **should be** included.
- Assist Agencies List **must be** included.
- Appendix C **must be** included.
- Appendix V **must be** included.
- The following language **must be** included: “The Contractor agrees to 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, January 6, 2022, 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, Malisa Torres, at extension 15711.

RDB:MGT

Attachments

c: LoCascio, Cornier, Morakalis, Grosko, Genser, Cavarretta, Skawski, Jankun, Torres, file