

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: April 9, 2021

TO: Catherine O'Connor, Director of Engineering

FROM: Regina D. Berry, Diversity Administrator

SUBJECT: **98% Review for Contract No. 14-111-5F, Flood Control Project on 1st Avenue from Roosevelt Road to Cermak Road, SSA**

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 "Construction Services" The associated socially and economically disadvantaged individual goals for Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE) and Veteran-Owned Business Enterprises are: **20% MBE, 10% WBE, 10% SBE, and 3% VBE**. We recommend a **100% Supplier Exception**. 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" should be included in the Invitation to Bid, the Proposal, and 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 are 580 Minority and 210 Female Hours for the purpose of this contract".

In addition:

- A Pre-Bid Conference **should** be conducted
- A Suppliers Exception **has** been recommended
- The Affirmative Action Ordinance Revised Appendix D, dated May 21, 2020, **must** be included
- Appendix K **must** be included
- Appendix C **must** be included
- Appendix V **must** be included
- Exhibit C **must not** be included
- Assist Agencies List **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 the attached memo, dated February 22, 2021, for new boiler plate language. This language should be consistent in its incorporation in the Invitation to Bid, the Proposal, and the Agreement.

Due to the ratio of materials and equipment and per authorization by the Director of Procurement and Materials Management, the following language should be added on Page AU-1:

“The Director of Procurement and Materials Management has granted an exception to Section 11(i) of the Affirmative Action Ordinance Revised Appendix D. This exception will allow the bidder to utilize MBE, WBE or SBE Suppliers for 100% goal attainment in their respective categories”.

I have notified the Director of Procurement and Materials Management of my recommendation to amend the bid documents to allow a 100% exception to Section 11(i) of the Affirmative Action Ordinance Revised Appendix D. The Director of Procurement and Materials Management’s response will be forwarded upon our receipt.

If you have any questions, please contact Diversity Officer, Jason H. Bullock, at extension 14038.

RDB:JHB

Attachment(s)

c: Brosius, LoCascio, Cornier, Morakalis, Haucke, Sauter, Bullock, file