


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

**DEPARTMENT:** General Administration, **DATE:** September 2, 2022  
Diversity Section

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

**FROM:** Regina D. Berry, Diversity Administrator 

**SUBJECT:** **Goal Review of Contract 23-902-31 – Pavement Rehabilitation at the Lawndale Avenue Solids Management 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 "Road Construction." 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.

In addition:

- A Pre-Bid Conference **should be** conducted.
- A Suppliers Exception **has** been recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated June 2, 2022, **must be** included.
- Appendix K **should not 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, June 9, 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, PJ Spencer, at extension 1-5876.

RDB:PCS

Attachments

c: LoCascio, Cornier, Morakalis, Grosko, Podgorny, Skawski, Cavarretta, file (2)