

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: June 4, 2025

TO: Ed Staudacher, Acting Director of Maintenance and Operations

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

SUBJECT: **Goal Review for Contract 25-730-21 HVAC Improvements at the Egan & Kirie Water Reclamation Plants - Groups A (Egan) and B (Kirie)**

We have reviewed the specifications for the subject contract and the material, labor, equipment and man-hour breakdown by trades. The work under this contract should be classified as "Mechanical." The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Business Enterprise (VBE) individual goals are: **20% MBE, 9% WBE and 3% VBE. Affirmative Action goals are applicable only to Group A bid items A1 and A4, and Group B bid items B1 and B3.**

An 100% Suppliers Exception is recommended for this contract. 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** been recommended
- Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must** be included
- Assist Agencies List **must** be included
- 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, 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 Denise Hardney at 1-4030.

RLM:DH
Attachment(s)

c: D. LoCascio, S. Morakalis, N. Lopez, M. Valdez, M. Cavarretta, J. Skawski, M. Matias, H. Wunderlich, P. O' Leary, PJ Spencer, L. Cornier, P. Kunath, D. Hardney, file