

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

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** July 14, 2020

**TO:** Edward W. Podczerwinski, Director of Monitoring and Research

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



**SUBJECT:** Review of Request for Proposal 20-RFP-16 "Professional Services to Conduct Facility Needs Studies for the Hanover Park and Lemont Water Reclamation Plants"

Our review of this RFP indicates that due to the various items under the scope, Affirmative Action goals of 20% MBE, 10% WBE, 10% SBE and 3%VBE should be included.

References to Minority, Women, Small Business and Veteran requirements and Appendices A and V should remain in the RFP.

If you have any questions, please contact PJ Spencer, Diversity Officer, at extension 1-5876.

RDB/PCS

Attachments

c: Ms. Darlene A. LoCascio, Director of Procurement and Materials Management  
Morakalis (Law), Cornier, May, Chrostek, File (2)