

## INTEROFFICE MEMORANDUM

### METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** June 27, 2025

**TO:** Catherine A. O'Connor, Director of Engineering

**FROM:** Richard L. Martinez, Jr., Diversity Administrator

*Richard L. Martinez, Jr.*

**SUBJECT: Goal Review of Contract 22-878-1S – “Condition Assessment of Local Sewers” - Revised**

We have reviewed the specifications for the subject contract and the material, labor and equipment breakdown. The work under this contract should be classified as “Construction Services.” The associated tailored goals for Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran Business Enterprise (VBE) are: **7% MBE and/or WBE and 3% VBE**. 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 not** been recommended.
- The Affirmative Action Ordinance Revised Appendix D dated December 31, 2022, **must** be included.
- Appendix K **does not apply**.
- Assist Agencies List **must be** included.
- Appendix C **does not apply**.
- 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 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 Ms. Ouidie M. Pollard, Diversity Officer, at extension 1-3029.

RLM:omp

Attachments

cc: LoCascio, Morakalis, Gray, Sanchez, Cornier, Kunath, Lopez, Valdez