

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

**DEPARTMENT:** General Administration,  
Diversity Section

**DATE:** June 6, 2025

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

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

**SUBJECT:** **Goal Review of Contract 12-369-3S, Upper Des Plaines Intercepting  
Sewer 11D Rehabilitation, NSA 98% Review**

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 "General Construction." The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran-Owned Business Enterprise (VBE) individual goals are: **2% MBE and/or WBE and 3% VBE. The MBE and WBE goals do not apply to the portion of the work identified in the contract as Allowance Items, Contingency Items and Unit Price Items.** 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.
- The 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 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 Ayanna Walker, Diversity Officer at walkera1@mwr.org.

RLM:AW

Attachments

c: LoCascio, Morakalis, McKinney, Cornier, Kunath, Lopez, Valdez, file (2)