

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: October 5, 2020

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

FROM: Regina D. Berry, Diversity Administrator

SUBJECT: Goal Review for Contract 06-360-3S – Upper Des Plaines Intercepting Sewer
14B Rehabilitation, NSA, 98% Review

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 "General Construction." The Socially and Economically Disadvantaged goals associated with this contract are Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Small Business Enterprise (SBE)) individual tailored goals are: **15% MBE and/or WBE, and 10% SBE**. There is also a **3% VBE** goal associated with this contract. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

Below are the items that need to be updated:

- On Pages I-3, Paragraph 3; and A-9, Paragraph 1: **Revise** the Apprentice Hours to:1050 Minority Hours and 370 Female Hours
- On Pages I-3, Paragraph 5; P-6, Paragraph 6, and A-8, Paragraph 2: **Revise** the last sentence to read "Failure to submit the MBE, WBE, SBE Utilization Plan signed by the Bidder at the time of the bid opening and the MBE, WBE, SBE Subcontractor's Letter(s) of Intent will be viewed as non-responsive and the bid will be rejected.
- On Pages I-4, Paragraph 4; and P-7, Paragraph 5: **Delete** the following two sentences: "If a waiver from Appendix D requirements is sought, the bidder should include with the bid package documentation of good-faith efforts to meet the Affirmative Action Ordinance Revised Appendix D utilization goals. The documentation should be provided with the bid package on the Contractor's Information form; the form is included in the package containing the contract documents" **Note:** There is **no replacement** for this deletion
- On Pages I-4, Paragraph 5; P-7, Paragraph 6, and A-7, Paragraph 7:
- **Revise the goals** to read the following: "The associated goals are 15% Minority-owned Business Enterprises (MBE) and/or Women-owned Business Enterprises (WBE), 10% Small Business Enterprises (SBE) and 3% Veteran-owned Business Enterprises (VBE)

The "Special Provisions for Apprentices are 1050 Minority and 370 Female hours for the purpose of this contract".

In addition:

- A Pre-Bid Conference should be conducted.
- A Suppliers Exception **has** been recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated May 21, 2020, must be included
- Appendix K **must** be included
- Assist Agencies List **must** be included
- Appendix C **must** be included
- Appendix V **must** be included

Also, please refer to the attached **Revised** Memo, dated June 29, 2020, 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 Hardncy, Diversity Officer at extension 1-4030.

RDB:DH
Attachment(s)

c: D. LoCascio, S. Morakalis, G. Ross, L. Cornier, file