

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: June 27, 2025

TO: Pinakin Desai, Acting Director of Maintenance & Operations

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

Richard L. Martinez, Jr.

SUBJECT: Goal Review of Contract 25-721-21, Restoration of Egan WRP Permeable Paver Parking Lot - **Revised**

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 "Construction Services." 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**. 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 22, 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 **Revised** memo, 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 Maalik J. Phipps, Diversity Officer, at phippsm@mwr.org.

RLM: MJP

Attachment

cc: LoCascio, Morakalis, Cavarretta, Skawski, Matias, Austin, Cornier, Kunath, N. Lopez, Valdez, Wunderlich, file