

**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 and Operations  
*Richard L. Martinez, Jr.*

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

**SUBJECT:** **Goal Review of Contract 25-942-11 Job Order Contracting Services  
Group C (Calumet Service Area)**

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 “General Construction Services.” The associated Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) individual goals are: **20% MBE, 10% 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.
- Assist Agencies List **must be** included.
- Appendix C **does not apply**.
- Appendix K **does not apply**.
- Appendix V **must be** included.

Also, please refer to the 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 Diversity Officer, Desirée Foster, at 312-330-5681.

RLM:DAF

Attachments

c: LoCascio, Morakalis, Cornier, Lopez, Kunath, Valdez, Skawski, Kursell, Matias, Wunderlich