

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: January 30, 2020

TO: John Murray, Director of Maintenance and Operations

FROM: Regina D. Berry, Diversity Administrator

SUBJECT: **Goal Review of Contract 20-987-11 – Specialty Railroad Track
Services in the Stickney Service Area**

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 "Mechanical." The associated socially and economically disadvantaged individual tailored goals for Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Small Business Enterprise (SBE) are: **8% MBE and/or WBE and 8% SBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

The affirmative action participation goals are based on the limited availability of MBE and WBE suppliers that can perform a portion of the scope of work. Due to the specialization and training requirements of the railroad work there are no certified companies within this category. Therefore, the only portion of the scope that can be subcontracted is the furnishing of railroad ties and proper disposal of debris.

In addition:

- A Pre-Bid Conference **should be** conducted.
- A Suppliers Exception **has** been recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated June 4, 2015, **must** be included.
- Appendix K **should not** be included.
- Assist Agencies List **must** be included.
- Appendix C **must** be included.
- Appendix V **should not** be included.

Also, please refer to the attached **Revised** memo, dated August 15, 2016, 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, Malisa Torres, at extension 1-5711.

RDB:MGT

Attachments

c: LoCascio, Cornier, Morakalis, Grosko, Genser, Regan, Torres, file