

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: July 1, 2025

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

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

Richard L. Martinez, Jr.

SUBJECT: Goal Review of Contract 22-093-2M, HVAC Improvements to UV Building and Switchgear Building, O'Brien Water Reclamation Plant – 98% Review - Revised

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 “Mechanical.” The associated Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) individual goals are: **20% MBE and/or 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.
- 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 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 Desirée Foster, Diversity Officer, at extension 312-330-5681.

RLM:DAF

Attachments

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

The following changes are requested:

- On page T-1, A-4 replace Title: MBE, WBE, SBE UTILIZATION PLAN... with MBE/WBE UTILIZATION PLAN, WAIVER REQUEST FORM AND THE MBE/WBE SUBCONTRACTOR'S LETTER OF INTENT
- On page I-4, A-17 replace paragraph 6 that begins with "The Bidder agrees to fulfill the Special Training Provisions for Apprentices..." with "The Bidder agrees to fulfill the Special Training Provisions for Apprentices as specified in the Appendix K and to provide training opportunities throughout the life of the contract. The requirements of the Special Training Provisions for Apprentices are 180 minority and/or female hours for the purposes of this contract.
- On page I-4, replace the paragraph that begins with "The bidder shall submit with the Proposal..." with The bidder shall submit with the Proposal a signed and completed MBE/WBE Utilization Plan, which lists the firms intended to be used as MBE/WBE, the type of work or service each will perform, and the dollar amount to be allocated to each MBE/WBE.
- On page I-5, A-16 replace the paragraph that begins with "Each Bidder must submit with the proposals ..." with "Each Bidder must with the proposals a signed and completed **MBE/WBE Utilization Plan** which lists each business intended to be used as a MBE/WBE on pages UP-2, UP-3 and UP-4 and supplemental pages as necessary. **The Bidder must sign the Signature Section page UP-5.** Failure to submit a signed MBE/WBE Utilization Plan will result in the bid being deemed non-responsive and the bid will be rejected. Also, if a Waiver is sought, the Bidder is required to sign pages UP-5 and UP-6, the Waiver Request Form; failure to do so will be viewed as non-responsive and the bid will be rejected."
- On page I-5, A-16 replace the paragraph that begins with "Each Bidder must submit **with their bid package**..." with "Each Bidder must submit **with their bid package** an original or facsimile copy of the **MBE/WBE Subcontractor's Letter of Intent, page UP-6** for each subcontractor listed on their MBE/WBE Utilization Plan. The submitted MBE/WBE Subcontractor's Letter of Intent must be completed and signed by the subcontractor and accompanied with a copy of the subcontractor's current Letter of Certification from a state, local government or agency or documentation demonstrating that the subcontractor is a MBE or WBE within the meaning of the **Affirmative Action Ordinance, Revised Appendix D**. Failure to submit the MBE/WBE Utilization Plan signed by the Bidder at the time of the bid opening and the MBE/WBE Subcontractor's Letter of Intent signed by each MBE and WBE will be viewed as non-responsive and the bid will be rejected."
- On page I-5, P-10, A-16 the paragraph that begins with " If the Bidder exceeds the allowable... "If the Bidder exceeds the allowable **Supplier Utilization** amount which is stated in the bid documents, the bid will be viewed as non-responsive. Therefore, the Bidder may not exceed the use of a MBE, WBE, VBE supplier for more than 50% of each of the respective MBE, WBE, VBE goal, unless the Administrator has authorized a Supplier's Exception noted on page AU-1.

- On page I-6, the paragraph that begins with “The work under this Contract... with “The work under this Contract is classified as “Mechanical” for the MBE/WBE Utilization Goals contained in the **Affirmative Action Ordinance Revised Appendix D**. The associated goals are 20% Minority-owned Business Enterprises (MBE) and/or Women-owned Business Enterprises (WBE), and 3% Veteran-owned Business Enterprises (VBE). Should you have any questions, please contact the Diversity Office at 312-751-4035.
- On page P-11, the paragraph that begins with “The work under this Contract... with “The work under this Contract is classified as “Mechanical” for the MBE/WBE Utilization Goals contained in the **Affirmative Action Ordinance Revised Appendix D**. The associated goals are 20% Minority-owned Business Enterprises (MBE) and/or Women-owned Business Enterprises (WBE), and 3% Veteran-owned Business Enterprises (VBE). This pertains to both the Lump Sum Item and the Contingency Items. Should you have any questions, please contact the Diversity Office at 312-751-4035.