INTEROFFICE MEMORANDUM METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration **DATE:** June 23, 2022

Diversity Section

TO: Catherine O'Connor, Director of Engineering

FROM: Regina D. Berry, Diversity Administrator

SUBJECT: 98% Review for Contract No. 20-859-3SR, "Drop Shaft Modifications

& Collection Facilities, NSA"

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 tailored individual goals for Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE) and Veteran-Owned Business Enterprises (VBE) are: 15% MBE and/or WBE, 10% SBE, and 3% VBE. We recommend a 100% Supplier Exception. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

In addition:

- A Pre-Bid Conference should be conducted
- A Suppliers Exception has been recommended
- The Affirmative Action Ordinance Revised Appendix D, dated June 2, 2022, **must** be included
- Appendix K should not be included
- Appendix C must be included
- Appendix V must be included
- Exhibit C must not be included
- Assist Agencies List must be included
- The following language must be included: "The Contractor agrees to 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 memo, dated January 6, 2022, for new boiler plate language. This language should be consistent in its incorporation in the Invitation to Bid, the Proposal, and the Agreement.

Due to the ratio of materials and equipment and per authorization by the Director of Procurement and Materials Management, the following language should be added on Page AU-1:

"The Director. of Procurement and Materials Management has granted an exception to Section 11(i) of the Affirmative Action Ordinance Revised Appendix D. This exception will allow the bidder to utilize MBE, WBE or SBE Suppliers for 100% goal attainment in their respective categories".

I have notified the Director of Procurement and Materials Management of my recommendation to amend the bid documents to allow a 100% exception to Section 11(i) of the Affirmative Action Ordinance Revised Appendix D. The Director of Procurement and Materials Management's response will be forwarded upon our receipt.

If you have any questions, please contact Diversity Officer, Jason H. Bullock, at extension 14038.

RDB:JHB

Attachment(s)

c: LoCascio, Cornier, Morakalis, Wu, Bullock, file