

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: June 28, 2022

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

FROM: Regina D. Berry, Diversity Administrator

SUBJECT: **Goal Review of Contract 21-262-3S – Calumet 18E Relief Connecting Structure & Sewer Work 98% Comments**

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 "General Construction." The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE) and Veteran-Owned Business Enterprise (VBE) individual goals are: **20% MBE and/or 10% WBE, 10% SBE and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

Furthermore, the following language pertaining to **Special Training Provisions for Apprentices**, as specified in Appendix K "Declaration of Policy Special Provisions for Apprenticeships" should be included in the Invitation to Bid, the Proposal, the Agreement, and elsewhere in the contract documents where goals are mentioned:

*"The Bidder agrees to fulfill the Special Training 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 for Apprentices for the purpose of this contract are as follows: **210 Minority and/or Female Hours***

In addition:

- A Pre-Bid Conference should be conducted.
- A Suppliers Exception **has not** been recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated June 2, 2022, **must** be included.
- Appendix K **should** be included.
- Assist Agencies List **must** be included.
- Appendix C **must** be included.
- Appendix V **should** be included.

Also, please refer to the attached **Revised** memo, 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.

If you have any questions, please contact Senior Diversity Officer, Antoinette Mitchell, at extension 1-4046.

RDB:AM

Attachments

c: O'Connor, LoCascio, Cornier, Morakalis, Jensen, Mitchell, file