

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: August 18, 2022

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

FROM: Regina D. Berry, Diversity Administrator *RDB* *emmy*

SUBJECT: **Document Review for Contract 06-360-3SR, Upper Des Plaines
Intercepting Sewer 14B Rehabilitation, NSA (Re-Bid)**

We have reviewed the specifications for the subject contract and the material, labor, equipment and man-hour breakdown by trades. The work under this contract should be classified as "General Construction." The Socially and Economically Disadvantaged goals associated with this contract are Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE) and Veteran Business Enterprise (VBE) individual **tailored goals** set at **5% MBE and/or WBE, 5% SBE and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement. A 100% Supplier Exception has been recommended for this contract.

The following language pertaining to Special Training Provisions for Apprentices as specified in the Appendix K "Declaration of Policy Special Provisions for Apprenticeships should also be included in the Invitation to Bid, the Proposal, and the Agreement:

"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 for the Special Training for Apprentices are **1160 Minority Hours** and **410 Female Hours** for the purpose of this contract"

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** be included
- Assist Agencies List **must** be included
- Appendix C **must** be included
- Appendix V **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 **Revised Memo**, dated June 9, 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 additional questions, please contact Denise Hardney, Diversity Officer at HardneyD@mwr.org and cc: MartinezR@mwr.org and BerryR@mwr.org

RDB:DH
Attachment(s)

c: D. LoCascio, S. Morakalis, G. Ross, A. Zogas, L. Cornier, Hardney, file