

## INTEROFFICE MEMORANDUM

### METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration  
Diversity Section

DATE: August 20, 2020

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

FROM: Regina D. Berry, Diversity Administrator

SUBJECT: 98% Review for Contract No. 18-142-3H, "Mainstream Pumping Station  
Six Access Shafts Infiltration Mitigation, SSA"

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 associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE) and Veteran-Owned Business Enterprise (VBE) individual goals are: **20% MBE, 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, and 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 are 350 Minority Hours and 130 Female Hours for the purpose of this contract".*

Below are the items that need to be updated.

- **On page I-3 (5<sup>th</sup> paragraph); page P-8 (2<sup>nd</sup> paragraph); page A-10 (5<sup>th</sup> paragraph)** - replace the following sentence "Failure to submit the MBE, WBE or SBE Utilization Plan signed by the Bidder at the time of the bid opening and the MBE, WBE, SBE will....." to read as "Failure to submit the MBE, WBE or SBE Utilization Plan signed by the Bidder at the time of the bid opening and the MBE, WBE, SBE Subcontractor's Letter of Intent signed by each MBE, WBE, SBE will be viewed as non-responsive and the bid will be reject."

In addition:

- A Pre-Bid Conference **should** be conducted
- A Suppliers Exception **has not** been recommended
- The Affirmative Action Ordinance Revised Appendix D, dated May 21, 2020, **must** be included
- Appendix K **must** be included
- Appendix C **must** be included

- Appendix V **must** be included
- Exhibit C **must not** be included
- Assist Agencies List **must** be included

Also, please refer to the attached **Revised** memo, dated June 29, 2020, 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, Jason H. Bullock, at extension 14038.

RDB:JHB

Attachment(s)

c: LoCascio, Cornier, Morakalis, Fitzpatrick, Storino, Patel, Bullock, file