

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: September 23, 2020

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

FROM: Regina D. Berry, Diversity Administrator



SUBJECT: Review of Draft Request for Proposal 20-RFP-28 Biogas Combined Heat and Power, EWRP

Our review of this draft RFP indicates that due to the various items under the scope, Affirmative Action goals of 20% MBE, 10% WBE, 10% SBE and 3%VBE should be included.

The following changes are requested:

- On Page 14 under the section **E. AFFIRMATIVE ACTION** replace (See Appendix A) with (See Appendix A and Appendix V).
- The following language should be included in Section VII. EVALUATION AND SELECTION PROCESS
 6. Affirmative Action: It is the policy of the District that Minority, Small, Women, and Veteran-owned Business Enterprises have maximum practicable opportunity to participate in the performance of contracts or subcontracts. If such qualifications are present, they should be described in the proposal and will be taken into consideration in awarding the contract (see Appendix A and Appendix V).
- Please replace Appendix A with current Appendix A (attached).
- Please insert Appendix V as an additional appendix (attached).

All other references to Appendix A and Appendix V should remain in the RFP.

If you have any questions, please contact PJ Spencer, Diversity Officer, at extension 1-5876.

RDB/PCS
Attachments

c: Ms. Darlene A. LoCascio, Director of Procurement and Materials Management
Morakalis, Cornier, May, Storino, File (2)