

**INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

DEPARTMENT: General Administration
Diversity Section

DATE: July 8, 2021

TO: Maureen Durkin, Managing Civil Engineer

FROM: Regina D. Berry, Diversity Administrator 

SUBJECT: 21-RFP-02 Professional Services in Connection with Wetland Specialist Services for Watershed Management Permits

Our review of the draft RFP indicates that this RFP should not contain goals for Affirmative Action participation. The total estimated cost for the requested services is \$195,000.00. However, the Engineering Department expects to select four different consultants to perform the services under this RFP. The four purchase agreements are anticipated to be no more than \$48,750.00 per contract.

Affirmative Action participation goals are applicable to District proposals where the estimated total expenditure is in excess of \$100,000.00. Since the cost for these services will be divided into four (4) separate purchase agreements, Affirmative Action participation goals will not apply. Therefore, Appendix A and Appendix V should not be included.

Should you have any questions, please contact PJ Spencer, Diversity Officer, at spencerpj@mwr.org.

RDB/PCS

c: Darlene A. LoCascio, Director of Procurement and Materials Management
Morakalis, Cornier, May, Pollard, Monko, file (2)