

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

**DEPARTMENT:** General Administration, **DATE:** September 5, 2023  
Diversity Section

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

**FROM:** Richard L. Martinez, Jr., Acting Diversity Administrator 

**SUBJECT:** **Goal Review of Contract 14-253-5F, Flood Control Project on Midlothian Creek in Robbins, IL**

We have reviewed the specifications for the subject contract and the material, labor and equipment breakdown. The work under this contract should be classified as "General Construction Services." The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran-Owned Business Enterprise (VBE) individual goals are: **20% MBE, 10% WBE 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 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 Provisions for Apprentices as specified in Appendix K and to provide training opportunities throughout the life of the contract. For the purpose of this contract, the requirements Special Training Provisions for Apprentices are **1240** minority hours and **440** female hours.

In addition:

- A Pre-Bid Conference **must be** conducted.
- A Suppliers Exception **has not** been recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must** be included.
- Appendix K **must 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 must 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 memo dated, June 14, 2023, 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, Ms. PJ Spencer, at extension 1-5876.

RLM:PCS

Attachments

c: LoCascio, Morakalis, Velez, Cornier, file (2)