

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO

DEPARTMENT: General Administration  
Diversity Section

DATE: October 5, 2023

TO: Catherine O'Connor, Director of Engineering

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

SUBJECT: **98% Review for Contract No. 01-103-AS, 39<sup>th</sup> Street Conduit  
Rehabilitation – Phase II, 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 tailored goals for Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran Business Enterprise (VBE) are: **12% MBE and/or 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 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 2770 Minority and 980 Female Hours for the purpose of this contract".*

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
- Appendix C **must** be included
- Appendix V **must** be included
- Assist Agencies List **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, Jason H. Bullock, at extension 14038.

RLM:JHB

Attachment(s)

c: LoCascio, Cornier, Morakalis, G.C. Patel, Bullock, file