


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

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** August 14, 2025

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

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

**SUBJECT: Goal Review for Contract 23-379-3E, Electrical Power Distribution and Phosphorus Removal Improvements, KWRP - 98% Review**

We have reviewed the specifications for the subject contract and the material, labor, and equipment. The work under this contract should be classified as "Electrical." The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Business Enterprise (VBE) individual goals are: **13% MBE, 7%WBE and 3% VBE**. A 100% Suppliers Exception is recommended for this contract. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

The MBE, WBE and VBE utilization goals do not apply to the portion of the work assigned to sole source services and products to be provided by DCS Manufacturer Emerson, as specified in the contract's Detailed Specifications, Division 13 Section 13100, in the amount of \$984,743.

In addition:

- A Pre-Bid Conference must be conducted
- A Suppliers Exception **has** been recommended
- Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, must be included
- Appendix K **does not apply**
- Assist Agencies List **must** be included
- Appendix C **does not apply**
- Appendix V **must** be included
- The following language must be included: **"The Contractor agrees to 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 **Revised** 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 Denise Hardney at 1-4030

RLM:DH  
Attachment(s)

c: D. LoCascio, S. Morakalis, N. Lopez, M. Valdez, C. Scalise, E. Carlton, M. Torres, L. Cornier, D. Hardney, file