

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

**DEPARTMENT:** General Administration,  
Diversity Section

**DATE:** June 12, 2024

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

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



**SUBJECT: 98% Review of Contract 17-273-4P – Furnish and Install Odor Control System at Thornton Reservoir, CSA**

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 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 MBE, WBE and VBE Utilization goals do not apply to the portion of work identified in the contract as Allowance Items, Contingency Items, and Unit Price Items.** The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

In addition:

- A Pre-Bid Conference **must** be conducted.
- A Suppliers Exception **has been** recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2024, **must be** included.
- Appendix K **should not be** included.
- Assist Agency List **must be** included.
- Appendix C **must be** included.
- 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, 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 Malisa Torres, Diversity Officer at 1-5711.

RLM:MGT

Attachments

c: LoCascio, Cornier, Morakalis, Valdez, Lopez, O'Brien, Busza, Fink-Finowicki