

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

**DEPARTMENT:** General Administration, **DATE:** October 29, 2025  
Diversity Section

**TO:** Pinakin Desai, Acting Director of Maintenance & Operations

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

**SUBJECT:** Re-Review of Information for Contract 25-721-21, Restoration of Egan WRP Permeable Paver Parking Lot

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 Business Enterprise (VBE) individual goals are: **20% MBE and/or WBE and 3% VBE**. 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 22, 2022, **must be** included.
- Assist Agencies List **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 **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 Diversity Officer, Maalik J. Phipps, [phippsm@mwr.org](mailto:phippsm@mwr.org).

RLM:MJP

Attachment

cc: LoCascio, Morakalis, Skawski, Matias, Austin, Cornier, Kunath, N. Lopez, M. Valdez, Wunderlich, file