

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

**DEPARTMENT:** General Administration,  
Diversity Section

**DATE:** February 27, 2024

**TO:** John Murray, Director of Maintenance & Operations

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

**SUBJECT:** **Goal Review of Contract #24-653-11, "Underground Infrastructure Cleaning at Various Locations."**

*RLM/PCS*

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), and Women Business Enterprise (WBE) and Veteran-Owned Business Enterprise (VBE) individual goals are: **9% MBE and/or WBE and 3% VBE** for this contract. 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 not been recommended**.
- The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must be included**.
- The MBE/WBE, Utilization Plan, Waiver Request and the MBE/WBE, Subcontractor's Letter of Intent (Pages UP-1 through UP-6) **must be included**.
- Appendix K **must not be included**.
- Appendix C **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, Ms. Ouidie M. Pollard, at extension 1-3029.

RLM:omp

Attachments

cc: LoCascio, Cornier, Morakalis, Lopez, Valdez, , Skawski, Sobanski