

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

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** June 27, 2025

**TO:** Shellie A. Riddle, Administrative Services Officer

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

**SUBJECT:** Review of 25-RFP-16, State Legislative Consulting Services

The Diversity Section has completed its review of the subject Request for Proposal ("RFP") and has determined that it should not contain goals for affirmative action participation.

The District is seeking to retain up to four (4) legislative consultants at a fixed price not to exceed \$25,000.00 per consultant. The associated consulting services may be assigned on an as needed basis during the 2026 legislative and veto sessions of the Illinois General Assembly. The award amount of this contract has increased from \$84,000.00 to \$100,000.00 for 2026.

In accordance with Appendix A, affirmative action participation goals apply where the total approved expenditure exceeds \$100,000.00. Given that the total estimated cost in this instance does not exceed \$100,000.00, affirmative action goals are not applicable. In addition, the District will be issuing four (4) purchase orders for \$25,000.00 each to four (4) separate vendors. As such, these four distinct and separate payments to vendors under this contract are well below the referenced \$100,000.00 threshold mandated by Appendix A. Consequently, Appendices A and V should not be included.

If further information concerning this review is required, please contact Diversity Officer Fred Fortier at (773) 999-6715.

RLM/FF

Attachment

C: D. LoCascio, S. Morakalis, C. O'Brien, L. Cornier, P. Kunath, N. Lopez, M. Valdez