

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: July 21, 2023

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

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

SUBJECT: **Goal Review of Contract 21-168-3S, "Westchester Pumping Station Relief Sewer, SSA."**

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 "General Construction." The associated tailored goals for Minority Business Enterprise (MBE), and/or Women Business Enterprise (WBE) and Veteran-owned Businesses (VBE) are **15% 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. This is based on our analysis of the Engineer's estimate, specifications and availability.

Furthermore, the following language pertaining to **Special Training Provisions for Apprentices**, as specified in Appendix K "Declaration of Policy Special Provisions for Apprenticeships" should be included in the Invitation to Bid, the Proposal, the Agreement, and elsewhere in the contract documents where goals are mentioned:

*"The Bidder agrees to fulfill the Special Training for Apprentices as specified in the Appendix K and to provide training opportunities throughout the life of the contract. The requirements of the Special Training for Apprentices for the purpose of this contract, the requirements Special Training Provisions for Apprentices are **400 Minority and 140 Female Hours.**"*

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, 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) **should be included.**
- Appendix K **must** be included.
- Appendix C **must** be included.

- Assist Agencies List **must** be included.
- Appendix V **should** 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.**”

Due to the ratio of materials and equipment and per authorization by the Director of Procurement and Materials Management, the following language should be added on Page AU-1:

“The Director of Procurement and Materials Management has granted an exception to Section 14(j) of the Affirmative Action Ordinance Revised Appendix D. This exception will allow the bidder to utilize MBE or WBE Suppliers for 100% goal attainment in their respective categories.”

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. I have also attached for your review, copies of the updated Appendix D, Appendix V, Exhibit C, and an updated Agency Assist List.

If you have any questions, please contact Diversity Officer, Ms. Ouidie M. Pollard, at extension 1-3029.

RLM:omp

Attachments

c: LoCascio, Cornier, Morakalis, Jensen