

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

**DEPARTMENT:** General Administration, **DATE:** February 16, 2023  
Diversity Section

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

**FROM:** Regina D. Berry, Diversity Administrator *RDB (2/16/23)*

**SUBJECT:** **98% Review of Contract 21-863-2C – Master Plan for Salt Creek at Fullersburg Woods (revised)**

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." The associated Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) individual goals are: **20% MBE, 9% WBE, and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

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 are 510 Minority and 180 Female Hours for the purpose of the contract".*

In addition:

- A **mandatory** Pre-Bid Conference **must** be held
- A Suppliers Exception **has not** been recommended
- The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must** be included
- Appendix K **must** 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 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, December 9, 2022, 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, Chase Carthen, at extension 14043.

RDB:CEC

Attachment(s)

c: LoCascio, Cornier, Morakalis, Schuessier, Carthen, file

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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 are 210 Minority and 180 Female Hours for the purpose of the contract."

In addition:

- A mandatory Pre-Bid Conference must be held
- A Supplier Exception has not been recommended
- The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, must be included
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- Appendix C must be included
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