

INTEROFFICE MEMORANDUM

**METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO**

DEPARTMENT: General Administration
Diversity Section

DATE: July 19, 2024

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

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



SUBJECT: **Goal Review for Contract 23-169-1S – McCook Reservoir Stage 1 Sediment Removal, SSA**

We have reviewed the specifications for the subject contract and the material, labor, equipment and man-hour breakdown by trades. The work under this contract should be classified as “General Construction.” The Socially and Economically Disadvantaged Goals associated with this contract are Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Business Enterprise (VBE) individual goals set at **20% MBE, 10% WBE and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

The following language pertaining to Special Training Provisions for Apprentices as specified in the Appendix K “Declaration of Policy Special Provisions for Apprenticeships” should also be included in the Invitation to Bid, the Proposal, and the Agreement:

“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 for the Special Training for Apprentices are **410 Minority and/or Female Hours** for the purpose of this contract.”

In addition:

- A Pre-Bid Conference should be conducted
- A Suppliers Exception **has not** been recommended
- Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, must be included
- Appendix K **must** be included
- Assist Agencies List **must** be included
- Appendix C **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, dated 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 Denise Hardney at 1-4030

RLM:DH
Attachment(s)

c: D. LoCascio, S. Morakalis, N. Lopez, M. Valdes, P. Jensen, P. Kanuth, L. Cornier, D. Hardney, file