

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: August 28, 2024

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

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

Richard L. Martinez, Jr.

**SUBJECT: 98% Review of Contract 23-378-2S – Upper Des Plaines Dropshaft
1/1A, 5 Rehabilitation and Calumet Dropshaft 34 Modifications, NSA
& CSA**

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 Services” The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran-Owned Business Enterprise (VBE) individual goals are: **12% MBE and/or WBE, and 3% VBE. The MBE and WBE Utilization goals do not apply to the portion of work identified in the contract as Allowance Items, Contingency Items, and Unit Price Items.** 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, and the Agreement, and elsewhere in the contract documents where goals are mentioned:

The Bidder agrees to fulfill the Special Training Provisions 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 Provisions for Apprentices are 390 Minority and 140 Female hours for the purpose of this contract.

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.
- Appendix K **must be** included.
- Assist Agency List **must be** included.
- Appendix C **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 Malisa Torres, Diversity Officer at 1-5711.

RLM:MGT

Attachments

c: LoCascio, Cornier, Morakalis, Valdez, Lopez, Eum