

INTEROFFICE MEMORANDUM

**METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO**

DEPARTMENT: General Administration
Diversity Section

DATE: July 16, 2025

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

FROM: Richard L. Martinez, Jr., Diversity Administrator *RLM/PCS*

SUBJECT: Goal Review for Contract 22-377-2D, Construction Trailer and Modifications of Supports for Raw Sewage Pump Discharge Pipes, KWRP (98% Review) - Revised

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.

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 **does not apply**
- Assist Agencies List **must** be included
- Appendix C **does not apply**
- 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, 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, Diversity Officer at 1-4030.

RLM:DH
Attachment(s)

c: D. LoCascio, S. Morakalis, N. Lopez, M. Valdez, G. Robson, C. Scalise, S. Alecci, L. Cornier, Hardney, file