

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: December 18, 2025

TO: Pinakin Desai, Acting Director of Maintenance and Operations

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

SUBJECT: **Goal Review of Contract 26-822-31, TARP Mechanical Equipment Improvements at the Calumet Water Reclamation Plant.**

We have reviewed the specifications for the subject contract including the material, labor, and equipment. The work under this contract should be classified as "Mechanical." The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran-Owned Business Enterprise (VBE) individual goals are: **3% MBE and/or WBE and 3% VBE**. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

Additionally, the MBE, WBE and VBE utilization goals do not apply to Bid Item 2 which consists of off-site labor, or Bid Item 4, which involves sole source work related to the ABB Medium Voltage Drives at the Calumet WRP.

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.
- One copy of the MBE/WBE Utilization Plan, Waiver Request Form, and the MBE/WBE, Subcontractor's Letter of Intent (Pages UP-1 through UP-6) **must be included**.
- Assist Agencies List **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 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 Maalik Phipps, Diversity Officer, at phippsm@mwr.org.

RLM:MJP

Attachments

c: D. LoCascio, S. Morakalis, M. Cavaretta, B. Sullivan, M. Matias, L. Cornier, P. Kunath, N. Lopez, M. Valdez, H. Wunderlich