

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: October 29, 2024

TO: John P. Murray, Director of Maintenance & Operations

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



SUBJECT: Goal Review of Contract 25-655-11, “Manhole and Infrastructure Repairs.”

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 “Miscellaneous Building Construction.” The associated tailored goals for Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran-owned Businesses (VBE) are **17% MBE, 6% WBE and 3% VBE** for this contract. 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, the requirements Special Training Provisions for Apprentices are **230 Minority and/or Female Hours.**”*

In addition:

- A Pre-Bid Conference **must be** conducted.
- A Suppliers Exception **has not been** recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must** be included.
- The MBE/WBE, Utilization Plan, Waiver Request and the MBE/WBE, Subcontractor’s Letter of Intent (Pages UP-1 through UP-6) **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 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 Diversity Officer, Ms. Ouidie M. Pollard, at extension 1-3029.

RLM:omp

Attachments

cc: LoCascio, Cornier, Morakalis, Genser, Skawski, Lopez, Valdez, Genser, Sobanski