

**INTEROFFICE MEMORANDUM**  
**METROPOLITAN WATER RECLAMATION DISTRICT**  
**OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** July 24, 2023

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

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



**SUBJECT:** **Goal Review for Contract 22-094-3D, Rehabilitation of Elevated Deck and Boat Dock at North Branch Pumping Station, NSA (98% Review)**

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 **1350 Minority Hours** and **480 Female Hours** for the purpose of this contract."

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
- Appendix K **should** 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, Diversity Officer at 1-4030.

RLM:DH  
Attachment(s)

c: D. LoCascio, S. Morakalis, G. Robson, L. Cornier, Hardney, file

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

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

SUBJECT: Goal Review for Contract 22-094-3D, Rehabilitation of Elevated Deck and Boat Dock at North Branch Pumping Station, NSA (98% Review)

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 1350 Minority Hours and 480 Female Hours for the purpose of this contract."

In addition:

- A Pre-Bid Conference must be conducted.
- A Supplier Exception has not been recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, must be included.
- Appendix K should 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.