

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

DEPARTMENT: General Administration
Diversity Section

DATE: October 20, 2025

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

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

SUBJECT: 25-RFP-21 Rebuild of Dewatering Facility, Calumet WRP (Engineering Project 24-268-3P)

We have reviewed the specifications for the subject contract and the material, labor, and equipment breakdown. 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 MBE, WBE and VBE goals are not applicable to any services procured from Alfa Laval Inc. that are in addition to the services procured by the District under a separate contract, as this is specialized work specific to the centrifuge equipment supplied.

In addition:

- A Pre-Bid Conference **must be** conducted
- A Suppliers Exception **has not been** recommended
- Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must be** included
- Assist Agencies List **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 at 1-4030

RLM:DH

Attachment(s)

c: D. LoCascio, S. Morakalis, N. Lopez, M. Valdez, T. Talavia, L. Cornier, D. Hardney, file