

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration,  
Diversity Section

**DATE:** August 8, 2025

**TO:** Pinakin Desai, Acting Director of Maintenance and Operations

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

*Richard L. Martinez, Jr.*

**SUBJECT: Review of Information for Contract 26-625-11, Diving Services at  
Various Locations**

Our review of this contract and specifications indicates that affirmative action goals are not recommended.

The District is seeking a Contractor to furnish all necessary labor, supervision, tools, equipment, materials and appurtenances, including transportation and fuel, to provide the services of skilled underwater diving personnel to perform inspection, repair, and videotaping of underwater structures. Additionally, the contract requires the qualified underwater divers to be experienced working within sewage treatment plants, confined areas, and open bodies of water, as well as to be able to perform underwater welding. The estimated total cost for these services is \$190,000.00 over a two-year period.

Our analysis has determined that there are insufficient numbers of certified MBEs, WBEs, and VBEs available to perform this specialized scope of work. Therefore, Appendix D and Appendix V requirements should not be included in this contract.

If you have any questions, please contact Diversity Officer, Susan M. Schaefer, [schaefer@mwr.org](mailto:schaefer@mwr.org).

RLM/SMS

cc: D. LoCascio, S. Morakalis, M. Cavarretta, J. Skawski, M. Matias; A. Hernandez, H. Wunderlich, L. Cornier, P. Kunath, N. Lopez, M. Valdez, file