

## INTEROFFICE MEMORANDUM

### METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** March 27, 2024

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

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

**SUBJECT:** **98% Review for Contract No. 20-161-3S, Salt Creek Intercepting Sewer No. 3 Rehabilitation, SSA**

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 "Construction Services" The associated tailored goals for Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran Business Enterprise (VBE) are: **4% MBE and/or WBE, and 3% VBE. The MBE, WBE and VBE Utilization goals do not apply to the portion of work identified in the contract as Allowance Items, Contingency Items, and Unit Price Items.** 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, and 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 are 960 Minority and 340 Female Hours for the purpose of this contract".*

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
- Appendix K **must be** included
- Appendix C **must be** included
- Appendix V **must be** included
- Assist Agencies List **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 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.

Due to the ratio of materials and equipment and per authorization by the Director of Procurement and Materials Management, the following language should be added on Page AU-1:

*“The Director of Procurement and Materials Management has granted an exception to Section 14(j) of the Affirmative Action Ordinance Revised Appendix D. This exception will allow the bidder to utilize MBE, WBE or SBE Suppliers for 100% goal attainment in their respective categories”.*

If you have any questions, please contact Diversity Officer, Jason H. Bullock, at extension 14038.

RLM:JHB

Attachment(s)

c: LoCascio, Cornier, Morakalis, Eum, Wu, Bullock, file