

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

**DEPARTMENT:** General Administration, **DATE:** February 27, 2024  
Diversity Section

**TO:** John Murray, Director of Maintenance & Operations

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

**SUBJECT:** **Goal Review of Contract #24-653-11, "Underground Infrastructure Cleaning at Various Locations."**

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 Minority Business Enterprise (MBE), and Women Business Enterprise (WBE) and Veteran-Owned Business Enterprise (VBE) individual goals are: **9% MBE and/or WBE and 3% VBE** for this contract. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

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 not** 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, 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, Lopez, Valdez, , Skawski, Sobanski