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**NOTICE  
INVITATION TO BID  
TO  
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**Technical Assistance Program**

**CONTRACT 25-RFP-23**

The Metropolitan Water Reclamation District of Greater Chicago (“District”) requests proposals from any prospective Proposer for the above captioned subject which is described in document 25-RFP-23.

**PROPOSALS ARE DUE FEBRUARY 20, 2026**

Sealed proposals, endorsed as above, will be submitted to the District via an electronic upload to the Euna Portal only. See “Submission Via the Euna Portal” for instructions. Proposals will be accepted from the date of the Invitation to Bid, up to 11:00 A.M. Central Time (“CT”), on Friday, February 20, 2026, stated above. Bids will be deemed non-responsive if not submitted using the Euna-project specific URL link, provided by the District with the bidding documents.

**No bids will be accepted after 11:00 A.M. CT on the above scheduled due date. Faxed, mailed, emailed, or hand delivered proposals will not be accepted. There is no Bid Depository safe for this purpose.**

The Metropolitan Water Reclamation District of Greater Chicago (“the District”) is committed to increasing access to economic opportunities for Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran-Owned Business Enterprise (VBE) firms and other small businesses by promoting participation and removing barriers that have historically limited their involvement in District contracting. Through this Technical Assistance Program, the District seeks proposals from qualified firms to provide innovative, comprehensive, and complementary services that will build the capacity of MBE, WBE, VBE, and other small businesses. The program will deliver education, direct services, and practical support—including training, business advising, and technical assistance—to help participating firms prepare responsive bids and proposals, secure contract awards, and successfully perform on contracts by developing the financial and operational capacity needed to sustain long-term success.

The estimated cost for these services is \$900,000 over a thirty-six (36) month period.

**Responsiveness Requirement:** Proposers may submit a proposal for Group A services, Group B services, or both Group A and Group B services. Proposals must clearly identify the service group(s) being proposed.

- If submitting for both Group A and Group B, proposers must submit two separate proposals—one for Group A and one for Group B—for the submission to be considered responsive. This includes two separate written proposals and two separate cost proposals.

**District Award Options:**

- The District anticipates awarding up to two (2) separate contracts, one for Group A services and one for Group B services. The combined value of both contracts is estimated at \$900,000 over the contract term.
- The District reserves the right to determine the dollar value allocation between Group A and Group B contracts. Contract values will not necessarily be divided equally; allocation will be based on the scope, quality, and cost of services proposed.
- Alternatively, the District reserves the right to award a single contract to one proposer capable of performing both Group A and Group B services.

### **Extension**

There shall be an option to extend the Agreement(s) for up to two (2) additional one-year periods following the initial thirty-six (36) month contract term. The option to extend is at the sole discretion of the District and is subject to approval by the Board of Commissioners.

- **Rates:** The hourly rates and fees during any extension periods shall remain fixed at the Year 3 rates established in the Proposer's "Best and Final Unqualified Offer."

The final award determination will be made at the District's sole discretion, based on the results of the technical evaluations, interviews, and the "Best and Final Offer" process as outlined in this RFP.

Proposers are cautioned that, due to unforeseen operating conditions, the full contract amount may not be expended. All contract awards are contingent upon the approval of annual funding by the District's Board of Commissioners.

No proposal deposit is required.

Copies of the Request for Proposal are only available online from the District's website at [www.mwrd.org](http://www.mwrd.org) (DOING BUSINESS → PROCUREMENT & MATERIALS MANAGEMENT → CONTRACT ANNOUNCEMENTS). No fee is required for the Request for Proposal documents. Any questions regarding the downloading of Request for Proposal documents should be directed to [contractdesk@mwrd.org](mailto:contractdesk@mwrd.org) or call (312) 751-6643.

The Affirmative Action Goals for this Request for Proposal are 15% Minority-owned Business Enterprises (MBE) and/or Women-owned Business Enterprises (WBE), and 3% Veteran-owned Business Enterprises (VBE).

Further, the District assumes no liability or responsibility for the failure or inability of any Proposer to successfully download any and all contract documents, including but not limited to specifications, proposal forms and/or plans, as a result of any type of technological computer and/or software system failure or breakdown that restricts, prohibits or prevents successful downloading of any and all District contract documents by the Proposer, whether caused by the District or other parties, directly or indirectly.

Proposers are to include with their proposal signed copies of any addenda, or acknowledge receipt of any addenda, if the District issued any addenda to this contract. Failure to do so may be cause for the rejection of any bid. Bidding documents are available only online, and any addenda issued for this contract will be available online at the District's website, [www.mwrd.org](http://www.mwrd.org) (Doing Business→Procurement and Materials Management→Contract Announcements). Addenda will also be emailed/faxed to each person receiving a set of such contract documents and to such other prospective Proposers as shall have requested that they be furnished with a copy of the addenda.

If any potential Proposer contemplating to submit a proposal is in doubt as to the true meaning of any part of the specifications or other contract documents, such inquiry should be submitted online at the District's website, [www.mwrd.org](http://www.mwrd.org). The path is as follows: Doing Business→Procurement and Materials Management→Contract Announcements. The District will provide an online response to such inquiries, as the District deems appropriate. Strings of appropriate questions and answers regarding the bidding documents will be available online on the District's website until the bid opening date of the bidding documents. No questions will be accepted by telephone, fax, email, mail, or any other such form of delivery.

The District will only respond to questions received online ONE WEEK prior to the date set to receive proposals. The District will not respond to questions received after this date. The District does not guarantee the timeliness of responses provided online, nor does the District guarantee that such responses

will be provided in adequate time to affect the submission of bids. The District shall provide responses online ONLY if the responses do not interpret or otherwise change the bidding documents.

The District's responses online are NOT official responses and, therefore, are not binding to the bidding documents. Any official interpretation or change to the bidding documents will be made only by addenda duly issued to all plan holders on record by the Director of Procurement and Materials Management.

The Voluntary Technical Pre-Bid meeting will be held online via a Zoom meeting on Wednesday, January 28, 2026, at 10:00 a.m. CT. The link to the Zoom meeting is attached in a separate Word document under the "Additional Documents" column on the District's website at [mwr.d.org](http://mwr.d.org) ([Doing Business](#)→[Procurement & Materials Management](#)→[Contract Announcements](#)→(Find correct project)→[Bidding Documents](#)). The purpose of the Voluntary Technical Pre-Bid meeting is to review the scope of work, to provide for identification and discussion of potential problems that might arise during the administration of this Contract and seek clarification of technical or procedural aspects of this Contract. There will be a Q&A session at the end of the meeting. Also, suppliers must give their contact information to register prior to entering the Zoom Pre-Bid meeting.

The contact person for the request for proposal is Malisa Torres, Senior Diversity Officer. This contact person will provide online responses to online inquiries.

The District reserves the right to accept any Request for Proposal or any part thereof or to reject any and all Request for Proposals.

Metropolitan Water Reclamation District  
of Greater Chicago

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By Darlene A. LoCascio

Director of Procurement & Materials  
Management

DATE OF ADVERTISEMENT: Wednesday, January 14, 2026