

**METROPOLITAN ST. LOUIS SEWER DISTRICT  
BUSINESS DIVERSITY**

**Minority and Women Workforce Utilization Program  
Engineering Professional Service Projects**

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**Effective November 1, 2017**

**PURPOSE**

The Metropolitan St. Louis Sewer District (MSD or District) has established workforce goals for Engineering Professional Service projects which concentrate on efforts to increase the utilization of underutilized classes by providing meaningful and representative opportunities.

The purpose of this procedure is to establish guidelines for compliance with the Diversity Program for minority and women workforce participation by consultants, bidders, contractors, service providers and any person, corporation, business, or other entity doing business with the District on Engineering Professional Service Projects.

**PROCEDURE**

**A. Minority and Women Workforce Goal Requirements**

1. The Metropolitan St. Louis Sewer District (District or MSD) has established minority workforce goals of 18.00% and woman workforce goals of 32.00% on all engineering professional service contracts in the amount of \$500,000 or more.

Minority is a male or female African American, Asian American, Hispanic American or Native American employed in the consultant's local office. Female is defined as a Caucasian female employed in the consultant's local office.

2. **Compliance With Workforce Goal Requirements**

Prime firms who fall under this requirement must first demonstrate their ability to meet the local office goal requirements by submitting the first workforce report before the conclusion of the first 30 day contract period. Thereafter, reporting quarterly on the local office that is registered with the District to demonstrate that their local office workforce meets the Diversity Program's goal requirements stated in paragraph A.1. above. To be in compliance with workforce reporting, Prime must utilize the online MSD Diversity Reporting System located at the following website link: [www.msddiversityreporting.com](http://www.msddiversityreporting.com). Primes shall begin submitting quarterly workforce utilization reports online by the 10th day following the end

of the previous quarter (using quarters based on an annual twelve month calendar period) as follows:

- January 1<sup>st</sup> – March 30<sup>th</sup> ends quarter (report due April 10<sup>th</sup>)
- April 1<sup>st</sup> – June 30<sup>th</sup> ends quarter (report due July 10<sup>th</sup>)
- July 1<sup>st</sup> – September 30<sup>th</sup> ends quarter (report due October 10<sup>th</sup>)
- October 1<sup>st</sup> – December 31<sup>st</sup> ends quarter (report due January 10<sup>th</sup>)

3. Prime firms who fall under this requirement and are unable to demonstrate with the first report submitted within the first 30 days of their contract agreement, that they can meet the local office goals will be required to perform good faith effort activities when seeking to add or fill positions specifically for the local office or MSD project as follows:

- a. Report the actual current workforce make-up of the local office registered with the District. In the rare occasion that there is no local office, then workforce goals will be measured by the number of employees specifically working on MSD's project. Provide the District with Employment Data to include the make-up of professional staff by specified categories including management, administrative, technical, ethnicity, and gender; and
- b. Submit a workforce plan for review and approval by the District regarding efforts to be taken during the next annual contract period to increase and diversify the workforce make-up of the local office. These efforts should consist of but are not be limited to the following:
  1. Include firm's Equal Employment Opportunity (EEO) policy statement in all policy manuals, and publicize on company's website and newsletters, annual reports, etc.
  2. Activities designed to develop and/or implement targeted recruitment, outreach, and marketing strategies through collaboration with;
    - Local Universities
    - Slate
    - NSBE
    - Stem Programs and Mentoring Programs
    - Minority and Women Internship Programs
    - Business and Local Community
    - Advocacy Groups
    - Underutilized subcontractors

3. Implement a training needs assessment, internal promotions and retention programs;
  4. Provide sufficient resources and efforts to enable the organization to continue diversity goals;
    - Management commitment
    - Financial support
    - Manpower
- c. Submit quarterly documentation of status results for the previous years' workforce plan.

B. Non-Compliance

In the event the prime fails to comply with the requirements of the Diversity Program, the Prime firm must furnish to the District, in writing, the reasons for non-compliance. If, in the sole judgment of the District, there have not been sufficient good faith efforts taken on the part of the prime firm to meet their originally stated contractual obligations, the District will advise the Prime firm, in writing, of corrective actions to be initiated. If the Prime fails to fully initiate the corrective actions in a timely manner, the District may institute appropriate actions pursuant to the provisions incorporated into the Prime Consultant's contract. This can include sanctions on doing future work with the District and up to and including a complete prohibition from performing work on District projects for a time period to be determined solely by the District.

C. Proposal Credit Opportunity for MWBE

In an effort to promote a more diverse workforce on all Engineering Professional Service contracts. Firms have the option to complete the attached Multiplier Calculation Worksheet where a multiplier will be applied to the RFP evaluation scoring process to receive credit for minority and women workforce participation.

**ENGINEERING PROFESSIONAL SERVICES DIVERSITY MULTIPLIER  
CALCULATION SHEET**

Starting multiplier- 1.000

**Vendor Diversity** (only one category allowed)

Is prime firm a WBE or Asian-American MBE? If yes, enter 0.100- \_\_\_\_\_

Is prime firm an MBE other than Asian or Hispanic-American? If yes enter 0.100- \_\_\_\_\_

PRIME CONTRACTOR VENDOR MULTIPLIER SUB-TOTAL (1.000 to 1.100) \_\_\_\_\_

ENTER THIS VALUE ON LINE 1 OF LAST SHEET

**Workforce Diversity- Prime Consultant (Minority Women may count as either Women or Minorities at the proposer’s discretion, but not both). Count all full time personnel working in your office for this calculation regardless of job duties. Full time personnel shall have worked for the company for the past three months and during that period averaged 30 hours of work per week. COUNT FULL-TIME PERSONNEL ONLY!**

- a. Total Local Office Workforce- \_\_\_\_
- b. Women in Local Office Workforce- \_\_\_\_
- c. Minorities in Local Office Workforce- \_\_\_\_
- d. “b” divided by “a” (drop all decimals/fractions)- \_\_\_\_%
- e. “c” divided by “a” (drop all decimals/fractions)- \_\_\_\_%
- f. If “d” is 32% or greater, ENTER 0.025 ON LINES 2 AND 3 OF LAST SHEET
- g. If “d” is 16% or greater, ENTER 0.025 ON LINE 3 OF LAST SHEET UNLESS THERE IS ALREADY A VALUE ENTERED
- h. If “e” is 18% or greater, ENTER 0.025 ON LINES 4 AND 5 OF LAST SHEET
- i. If “e” is 9% or greater, ENTER 0.025 ON LINE 5 OF LAST SHEET UNLESS THERE IS ALREADY A VALUE ENTERED

**Sub-consultant workforce scoring: Use only if a minimum of 25% of work is sub-contracted. Minority Women may count as either Women or Minorities at the proposer’s discretion, but not both). Count all full time personnel working in your office for this calculation regardless of job duties. Full time personnel shall have worked for the company for the past three months and during that period averaged 30 hours of work per week. COUNT FULL-TIME PERSONNEL ONLY!**

Names of sub-consultants **performing at least 25% of total contract** included in calculation (add more lines if needed)

Name of Sub-Consultant(s)	Authorized Signature of Sub-Consultant

- j. Combined Total Local Office Workforce of all listed sub-consultants- \_\_\_\_
- k. Women in Combined Total Local Office Workforce- \_\_\_\_
- l. Minorities in Combined Total Local Office Workforce- \_\_\_\_
- m. "k" divided by "j" (drop all decimals/fractions)- \_\_\_\_%
- n. "l" divided by "j" (drop all decimals/fractions)- \_\_\_\_%
- o. If "m" is 32% or greater, ENTER 0.025 ON LINES 2 AND 3 OF LAST SHEET UNLESS A VALUE IS ALREADY ENTERED
- p. If "m" is 16% or greater, ENTER 0.025 ON LINE 3 OF LAST SHEET UNLESS THERE IS ALREADY A VALUE ENTERED
- q. If "n" is 18% or greater, ENTER 0.025 ON LINES 4 AND 5 OF LAST SHEET UNLESS A VALUE IS ALREADY ENTERED
- r. If "n" is 9% or greater, ENTER 0.025 ON LINE 5 OF LAST SHEET UNLESS THERE IS ALREADY A VALUE ENTERED

**FINAL MULTIPLIER TABULATION**

- 1. PRIME CONTRACTOR VENDOR MULTIPLIER \_\_\_\_\_
- 2. WOMAN WORKFORCE 32% OR GREATER \_\_\_\_\_
- 3. WOMAN WORKFORCE 16% OR GREATER \_\_\_\_\_
- 4. MINORITY WORKFORCE 18% OR GREATER \_\_\_\_\_
- 5. MINORITY WORKFORCE 9% OR GREATER \_\_\_\_\_
- 6. **FINAL MULTIPLIER (TOTAL OF 1 THRU 5) (1.000 thru 1.200)** \_\_\_\_\_

The undersigned certifies on behalf of the entity submitting this Report that the above information is true and accurate as of the date set forth below:

\_\_\_\_\_  
Prime Firm Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative Name

\_\_\_\_\_  
Representative Title

\_\_\_\_\_  
Authorized Representative Signature