



CITY OF ORLANDO

MEMORANDUM

TO: Kristi L. Fries, P.E., Project Manager II

THRU: Kevin Walsh, Minority Business Enterprise Official *KW*

FROM: Rene Carcamo, Contract Compliance Investigator II *RC*

DATE: February 26, 2015

SUBJECT: Professional Engineering Services for Conserv II Biosolids Dewatering System Improvements: **Additional Services for Final Design, Permitting and Construction Phase Services**

Project Number: **RQS13-0458 Phase II Change Order 1**

Service Authorization Amount: **\$ 130,001.00**

With reference to the submission by **Carollo Engineers, Inc.** regarding minority and women-owned business enterprise utilization for the above cited service authorization please note the following:

The cited firms have been identified as City of Orlando certified:

EPIC Engineering & Consulting Group, LLC	MBE	\$ 51,870.00	39.90%
Hilliers Electrical Engineering, Inc.	MBE	\$ 42,385.00	<u>32.60%</u>
Total M/WBE Participation		\$ 94,255.00	72.50%

Carollo Engineers, Inc.'s current overall M/WBE participation for Phase I of this Professional Engineering Services for Conserv II Biosolids Dewatering System Improvements is **18.62%**, with **18.62% MBE** participation and **0% WBE** participation. Since Phase II was recently awarded, there were not posted payments and no M/WBE participation to report. However, **Carollo Engineers, Inc.**'s overall M/WBE commitment for Phase II was **34.35%**, with **31.13% MBE** participation and **3.22% WBE** participation.

Based upon this office's interaction with **Carollo Engineers, Inc.** and their submittal of agreement to subcontract with the named firm, we find good faith efforts substantiated and proposed information sufficient.

In the event that **Carollo Engineers, Inc.** has not submitted signed subcontract agreements, please remind them of the requirements to execute and submit to this office within seven (7) days after contract award, copies of all Ordinance related subcontracts. **Carollo Engineers, Inc.** should also be informed that any change orders, up or down, require 24% M/WBE participation on the total amount of such change order.

IMPORTANT: PLEASE INFORM **CAROLLO ENGINEERS, INC.** THAT ANY MATERIAL CHANGES IN THE CONTRACTUAL RELATIONSHIP HEREINAFTER ESTABLISHED BETWEEN THE PRIME AND THE SUBCONTRACTOR AGREEMENT MUST BE PROMPTLY REPORTED TO MINORITY BUSINESS ENTERPRISE OFFICIAL FOR APPROVAL.

cc: Richard Howard, Director of Public Works
Carollo Engineers, Inc.

MINORITY BUSINESS ENTERPRISE

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