



# CITY OF ORLANDO

## MEMORANDUM

TO: Bob Rutter, P.E., Project Manager II

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

FROM: Rene Carcamo, Contract Compliance Investigator II *[Signature]*

DATE: March 18, 2015

SUBJECT: Engineering and Related Professional Services Associated with the Rehabilitation of the Dean Road Sanitary Sewer Interceptor, CIP0104\_P: **Preliminary Engineering Phase**

Project Number: **RQS14-0292**

Service Authorization Amount: **\$ 192,285.65**

With reference to the submission by **Woolpert, 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:

ASG Computer & Reprographic, Inc., dba ASG Reprographics	MBE	\$ 294.93	0.16%
Epic Engineering & Consulting Group, LLC	MBE	<u>\$ 17,217.39</u>	<u>8.95%</u>
<b>Total M/WBE Participation</b>		<b>\$ 17,512.32</b>	<b>9.11%</b>

This is **Woolpert, Inc.'s** initial contract for this *Engineering and Related Professional Services Associated with the Rehabilitation of the Dean Road Sanitary Sewer Interceptor agreement*. The engineering services for this Professional Services agreement are anticipated to be completed in three phases: 1. *Preliminary Engineering*; 2. *Design, Permitting and Bidding* and 3. *Construction Administration*. The purpose of the preliminary engineering phase is to present alternatives to the City. Since the Preliminary Engineering Phase will consist of data collection, review, analysis and comparative preliminary design alternatives, M/WBE participation is limited.

Based upon this office's interaction with **Woolpert, Inc.** and the review of proposed information provided to subcontract with the named firms, we find good faith efforts substantiated and proposed information sufficient.

In the event that **Woolpert, 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. **Woolpert, 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 **WOOLPERT, 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  
Woolpert, Inc.

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### MINORITY BUSINESS ENTERPRISE

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