





CITY OF ORLANDO

MEMORANDUM

TO: Hector Sanchez, P.E., Project Manager

THRU: Kevin Walsh, Minority Business Enterprise Official 

FROM: Rene Carcamo, Contract Compliance Investigator 

DATE: May 27, 2015

SUBJECT: Continuing Professional Wastewater Related Engineering Services: **Lift Stations 28, 54, 60, & 67 Upgrades**

Project Number: **RFQ12-0073-3 Task 07**

Service Authorization Amount: **\$ 259,106.32**

With reference to the submission by **Tetra Tech** 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:

Antillian Engineering Associates, Inc.	MBE	\$ 14,609.28	5.64%
Electrical Design Associates, Inc. (MWBE)	MBE	\$ 54,256.86	20.94%
C.P.W. Construction, Inc. (MWBE)	WBE	\$ 12,610.00	4.87%
Total M/WBE Participation		\$ 81,476.14	31.45%

Tetra Tech's current overall M/WBE participation for this Continuing Professional Wastewater Related Engineering Services agreement is **33.32%**, with **33.32% MBE** participation and **0% WBE** participation. Although, **Tetra Tech** did have WBE participation on Task 03, Task 05 and Task 06, there have not been any reported payments to subconsultant.

Based upon this office's interaction with **Tetra Tech** 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 **Tetra Tech** 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. **Tetra Tech** 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 **TETRA TECH** 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
Tetra Tech

MINORITY BUSINESS ENTERPRISE

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