



CITY OF ORLANDO

MEMORANDUM

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

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

FROM: Byron Raysor, Contract Compliance Investigator III *BR*

DATE: November 30, 2015

SUBJECT: Continuing Wastewater Related Professional Engineering Services: **West Gore Street Sanitary Sewer Replacement**

Project Number: **RFQ12-0073-4 Task 07**

Authorization Amount: **\$273,370.36**

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	\$ 28,878.74	10.6%
Buchheit Associates, Inc. Surveyors & Mappers	WBE	\$ 46,456.00	17.0%
Epic Engineering & Consulting Group, LLC	MBE	\$ <u>1,818.47</u>	<u>0.7%</u>
Total M/WBE Participation		\$ 77,153.21	28.3%

Woolpert, Inc.'s overall M/WBE participation for this Continuing Wastewater Related Professional Engineering Services agreement is **13.1%**, with **4.9% MBE** and **8.2% WBE** participation. **Woolpert, Inc.** should continue to make an effort to increase their M/WBE participation on future task authorizations where feasible.

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.

MINORITY BUSINESS ENTERPRISE

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