



# CITY OF ORLANDO

## MEMORANDUM

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

THRU: *for* Kevin Walsh, Minority Business Enterprise Official *Y-E-B*

FROM: Byron Raysor, Contract Compliance Investigator III

DATE: December 29, 2015

SUBJECT: Continuing Professional Architectural Services: **Orlando Wetlands Park Center, Permitting and Site Development & Base Building**

Project Number: **RFQ12-0074-1 Task 05**

Service Authorization Amount: **\$140,423.06**

With reference to the submission by **Le-Huu Partners, P. A.** 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:

BASE Consultants, Inc.	MBE	\$ 9,689.19	6.9%
Native Florida Consultant, Inc.			
/dba NFC Landscape Architects, Inc.	WBE	\$ 6,740.31	4.8%
ASG Computer Reprographics, Inc.			
/dba ASG Reprographics	MBE	<u>\$ 7,863.69</u>	<u>5.6%</u>
<b>Total M/WBE Participation</b>		<b>\$24,293.19</b>	<b>17.3%</b>

Based upon this office's interaction with **Le-Huu Partners, P. A.** 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 **Le-Huu Partners, P. A.** 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. **Le-Huu Partners, P. A.** 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 LE-HUU PARTNERS, P. A. 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  
Le-Huu Partners, P. A.

### MINORITY BUSINESS ENTERPRISE

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