



# CITY OF ORLANDO

## MEMORANDUM

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

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

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

DATE: April 9, 2014

SUBJECT: Professional Engineering Services for Lift Station No. 5 Replacement Project Design, Permitting, Cost Estimating and Bid/Construction Phase Services.

Project Number: 6304-1 Amendment I – Revised      Service Authorization Amount: \$ 835,086.00

With reference to the submission by **Brown & Caldwell** 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	\$3,016.04	0.35%
Brindley Pieters and Associates, Inc.	MBE	\$56,652.64	6.60%
Borelli + Partners, Inc.	MBE	\$105,840.01	12.32%
Electrical Design Associates, Inc. (MWBE)	WBE	\$14,195.68	1.65%
Nadic Engineering Services, Inc. (MWBE)	WBE	\$14,417.42	1.68%
Quest Corporation of America, Inc.	WBE	<u>\$9,721.00</u>	<u>1.13%</u>
<b>Total M/WBE Participation</b>		<b>\$203,842.79</b>	<b>23.73%</b>

**Brown & Caldwell's** current overall M/WBE participation during the preliminary design under this Professional Engineering Services for Lift Station No 5 Rehabilitation agreement is 34.70%, with 22.03% MBE and 12.67% WBE participation. With this Amendment the total anticipated percentages for this project will have a 26.16% overall M/WBE participation, with a 20.20% MBE and 5.97% WBE participation.

Based upon this office's interaction with **Brown & Caldwell** 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 **Brown & Caldwell** 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. **Brown & Caldwell** 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 BROWN & CALDWELL 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  
Brown & Caldwell

### MINORITY BUSINESS ENTERPRISE

CITY OF ORLANDO • 400 SOUTH ORANGE AVENUE • PO BOX 4990 • ORLANDO, FL 32802-4990  
PHONE (407) 246-2623 • FAX (407) 246-2878 • <http://www.cityoforlando.net>