



CITY OF ORLANDO

MEMORANDUM

TO: Steve Wiedenbeck, Project Manager

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

FROM: Byron Raysor *BR* Contract Compliance Investigator III

DATE: May 19, 2014

SUBJECT: Additional Services for WBQ Design & Engineering, Inc. to provide Post Redesign Services for the Church Streetscape-West Phase Project (DBE)

Project # 1275 (DBE)

Proposal Amount: \$124,474.53

With reference to the submission by **WBQ Design & Engineering, Inc.** regarding their Disadvantage Business Enterprise utilization for the above referenced project, please note the following:

WBQ Design & Engineering, Inc. will utilize the below listed cited firm that has been identified as certified in the FDOT DBE Certification Program Directory as DBE:

WBQ Design & Engineering, Inc	DBE	\$79,290.72	64%
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The City has requested **WBQ Design & Engineering, Inc.** to provide additional services to modify the roadway, hardscape, irrigation, lighting and landscape plans in front of the Citrus Bowl.

Based upon this office's review of the proposed information provided by **WBQ Design & Engineering, Inc** and their submittal of the proposed named firm, we find the proposed information substantiated and sufficient.

In the event that **WBQ Design & Engineering, Inc.** has not submitted signed subcontract(s), please remind them of the requirements to execute and submit those agreements to this office within seven (7) day(s) after the contract is award.

WBQ Design & Engineering, Inc. should also be informed that any changes to any of the FDOT DBE utilization should be promptly reported to this office.

cc: Richard Howard, Director of Public Works
 Byron Raysor, Contract Compliance Investigator III
 WBQ Design & Engineering, Inc.

MINORITY BUSINESS ENTERPRISE