



# CITY OF ORLANDO

## MEMORANDUM

TO: Robert Rutter, P.E., Project Manager II

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

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

DATE: December 3, 2014

SUBJECT: Continuing Professional Wastewater Related Engineering Services: Iron Bridge Water Reclamation Facility Biosolids Dewatering System Improvements, Preliminary and Final Design, Permitting and Bidding Phase Services

Project Number: RFQ12-0073-2 Task 05 Service Authorization Amount: \$ 241,034.92

With reference to the submission by **Carollo Engineering, 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:

|                                      |     |                      |               |
|--------------------------------------|-----|----------------------|---------------|
| Hillers Electrical Engineering, Inc. | MBE | \$ 80,980.00         | 33.60%        |
| TKW Consulting Engineers, Inc.       | MBE | \$ 12,262.00         | 8.99%         |
| Metzger & Willard, Inc.              | WBE | <u>\$ 7,710.00</u>   | <u>3.20%</u>  |
| <b>Total M/WBE Participation</b>     |     | <b>\$ 110,364.00</b> | <b>45.79%</b> |

**Carollo Engineering, Inc.'s** overall M/WBE participation on this Continuing Professional Wastewater Related Engineering Services agreement is **24.06%**, with **22.60%** MBE participation and **1.47%** WBE participation.

Based upon this office's interaction with **Carollo Engineering, Inc.** and their submittal of agreement to subcontract with the named firms, we find good faith efforts substantiated and proposed information sufficient.

In the event that **Carollo Engineering, 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. **Carollo Engineering, 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 **CAROLLO ENGINEERING, 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  
Carollo Engineering, Inc.

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### 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>