



CITY OF ORLANDO

MEMORANDUM

TO: Nate Boyd, EI, LEED AP BD+C, Energy Project Manager

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

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

DATE: June 1, 2015

SUBJECT: Professional Engineering Services for Facilities Energy Efficiency Improvements:
**Additional Services ASHRAE Level II Energy Audit, Design, Permitting,
Bidding, Construction Phase and Commissioning Services of 55 City Selected
Facilities, TLC Project 113097**

Project Number: RQS13-0496 Change Order 1 Rev 4 Service Authorization Amount: \$847,640.00

With reference to the submission by **TLC Engineering for Architecture, Inc.** regarding minority and women-owned business enterprise utilization for the above cited service authorization please note the following:

The cited firm has been identified as City of Orlando certified:

Milan Engineering, Inc. MBE \$ 321,140.00 37.89%

TLC Engineering for Architecture, Inc.'s current overall M/WBE participation on their Professional Services for Energy Efficiency Improvements Project at various City Facilities is 30.15%, with 30.15% MBE participation and 0% WBE participation.

Based upon this office's review of proposed information provided by **TLC Engineering for Architecture, Inc.** 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 **TLC Engineering for Architecture, 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. **TLC Engineering for Architecture, 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 **TLC ENGINEERING FOR ARCHITECTURE, 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
TLC Engineering for Architecture, Inc.

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>