



# CITY OF ORLANDO

## MEMORANDUM

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

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

FROM: Byron Rayson, *BR* Contract Compliance Investigator III

DATE: March 16, 2016

SUBJECT: Professional Engineering Services for Lift Station No. 3 Rehabilitation Design Services –  
Construction Phase Services

Project Number: 6304-3 (RQS11-0057) Amendment III Amendment Amount: **\$62,460.00**

With reference to the submission by **Hazen & Sawyer, P.C.** 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:

PMA Consultants, Inc.	MBE	\$7,920.00	12.7%
Electrical Design Associates, Inc.	WBE	\$17,080.00	27.3%
<b>TOTAL M/WBE PARTICIPATION</b>		<b>\$25,000.00</b>	<b>40.0%</b>

**Hazen & Sawyer, P.C.'s** overall M/WBE participation for this Professional Engineering Services for Lift Station No. 3 Rehabilitation Design Services agreement was **38.1%**, with **25.4%** MBE and **12.7%** WBE participation.

Based upon this office's review of proposed information provided by **Hazen & Sawyer, P.C.** 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 **Hazen & Sawyer, P.C.** 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. **Hazen & Sawyer, P.C.** 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 **HAZEN & SAWYER, P.C.** 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  
Hazen & Sawyer, P.C.

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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>