



CITY OF ORLANDO

MEMORANDUM

TO: Bob Rutter, P.E., Project Manager

THRU: Kevin Walsh, MBE Official *KW*

FROM: Dawn Chin Shue, Contract Compliance Investigator

DATE: June 13, 2016

SUBJECT: Engineering and Related Professional Services Associated with the Rehabilitation of the Dean Road Sanitary Sewer Interceptor, CIP0104_P

Project #RQS14-0292 Phase 2 & 3

Service Authorization Amount: **\$595,981.75**

With reference to the submission by **Woolpert, 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:

Antillian Engineering Associate	MBE	\$ 32,549.00	5.46%
EPIC Engineering & Consulting Group, LLC	MBE	\$ 8,749.00	1.46%
ASG Reprographics, Inc.	MBE	\$ 5,599.90	0.94%
L & S Diversified, LLC	WBE	<u>\$128,787.00</u>	<u>21.61%</u>
Total M/WBE Participation		\$175,684.90	29.48%

This is Phase #2, Design, Permitting and Bidding and Phase #3 Construction Administration of **Woolpert, Inc.'s** contract for Engineering and Related Professional Services Associated with the Rehabilitation of the Dean Road sanitary Sewer Interceptor agreement.

Based upon this office's interaction with **Woolpert, Inc.** and the review of proposed information provided to subcontract with the named firms, we find good faith efforts substantiated and proposed information sufficient.

In the event that **Woolpert, 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. **Woolpert, 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 **WOOLPERT, 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
Woolpert, Inc.

MINORITY BUSINESS ENTERPRISE

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