



# CITY OF ORLANDO

## MEMORANDUM

TO: John H. Rodgers Jr., PhD, PE, Project Manager II

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

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

DATE: June 29, 2016

SUBJECT: Professional Engineering Consultant Services for the Final Design of the West Livingston Street Extension

Project Number: RQS13-0536

Service Authorization Amount: \$130,214.69

With reference to the submission by **Littlejohn Engineering Associates, 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:

Bobes Associates Consulting Engineers, Inc.	MBE	\$ 6,557.91	5.0%
WBQ Design & Engineering, Inc.	MBE	\$ 22,448.22	17.2%
Nancy Prine Landscape Architect	WBE	<u>\$ 2,628.00</u>	<u>2.0%</u>
<b>Total M/WBE Participation</b>		<b>\$ 31,634.13</b>	<b>24.2%</b>

Littlejohn Engineering Associates, Inc.'s overall M/WBE participation for this Professional Engineering Consultant Services agreement is **43.6%** with **36.8%** MBE and **6.8%** WBE participation.

Based upon this office's interaction with **Littlejohn Engineering Associates, 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 **Littlejohn Engineering Associates, 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. **Littlejohn Engineering Associates, 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 LITTLEJOHN ENGINEERING ASSOCIATES, 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  
Littlejohn Engineering Associates, Inc.

### MINORITY BUSINESS ENTERPRISE

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