



CITY OF ORLANDO

MEMORANDUM

TO: Robert Rutter, P.E., Project Manager / Capital Improvement and Infrastructure Division

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

FROM: Chisha Lewis, Contract Compliance Investigator II *CL*

DATE: August 29, 2016

SUBJECT: Professional Electrical Engineering Design and Construction Administration Services for 480 Volt Improvements at Iron Bridge Regional Water Reclamation Facility, Project 6282: **RTM Engineering - Additional Services**

Project Number: **RQS14-0193 Change Order #2** Service Authorization Amount: **\$151,769.24**

With reference to the submission by **RTM Engineering Consultants, LLC** regarding minority and women-owned business enterprise utilization for the above cited service authorization please note the following:

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

DAO Consultants, Inc.	MBE	\$ 13,703.25	9.03%
MLM – Martin Architects, Inc.	MBE	\$ 22,013.10	14.50%
Montgomery Consulting Group, Inc.	WBE	\$ 4,755.69	3.13%
Total MWBE Participation		\$ 40,472.04	26.66%

RTM Engineering Consultants, LLC's overall M/WBE participation on their Professional Electrical Engineering Design and Construction Administration Services agreement is **39.36%**, with **27% MBE** participation and **4.62% WBE** participation.

Based upon this office's interaction with **RTM Engineering Consultants, LLC** and their submittal of agreement to subcontract with the named firms, we find good faith efforts substantiated and proposed information sufficient. **RTM Engineering Consultants, LLC** should continue to make an effort to provide M/WBE participation on future task authorizations.

In the event that **RTM Engineering Consultants, LLC** 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. **RTM Engineering Consultants, LLC** 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 RTM Engineering, LLC 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
RTM Engineering, LLC

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>