



CITY OF ORLANDO

MEMORANDUM

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

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

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

DATE: October 24, 2016

SUBJECT: **Iron Bridge Regional Water Reclamation Facility Bio-solids Dewatering System Improvement Project – Final Design, Bidding and Construction Phase Services for Sludge Conditioning Bay Improvements**

Project Number: RQS15-0312 Change Order #2

Service Authorization Amount: \$301,051.60

With reference to the submission by **Carollo Engineering, 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:

CPW Construction, Inc. (MWBE)	WBE	\$ 73,940.00	24.56%
Hillers Electrical Engineering, Inc.	MBE	\$ 49,344.00	16.39%
TKW Consulting Engineering, Inc.	WBE	\$ 35,545.00	11.81%
Total M/WBE Participation		\$158,829.00	52.76%

Carollo Engineering, Inc.'s overall M/WBE goal for their Iron Bridge Regional Water Reclamation Facility Bio-solids Dewatering System Improvement Project is **23.66%**, with **0% MBE** and **2.65% WBE** participation to date.

Based upon the proposal from **Carollo Engineering, Inc.** and their submittal of agreement to subcontract with the above named firms, we find good faith efforts substantiated and proposed information sufficient. **Carollo Engineering, Inc.** should continue to make an effort to provide M/WBE participation on future task authorizations.

In the event that **Carollo Engineering, 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. **Carollo Engineering, 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 **CAROLLO ENGINEERING, 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
Carollo Engineering, Inc.

MINORITY BUSINESS ENTERPRISE

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