



# 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: November 17, 2016

SUBJECT: Continuing Professional Wastewater Engineering Services: Wastewater Force Main System Evaluation – Phase I Preliminary Design

Project Number: RQS15-0382-1 Task 01

Service Authorization Amount: **\$521,778.21**

With reference to the submission by **Tetra Tech, 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:

Barnes, Ferland & Associates, Inc.	MBE	\$33,491.40	6.4%
Civil Site Engineering, Inc.	WBE	<u>\$49,139.97</u>	<u>9.4%</u>
Total M/WBE Participation		\$82,631.37	15.8%

This memo supports Phase I of the Wastewater Force Main System Evaluation project. Separate proposals will be submitted for the final design, bidding and construction phase services to meet or exceed the 24% M/WBE requirement.

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

In the event that **Tetra Tech, 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. **Tetra Tech, 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 **TETRA TECH, 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  
Tetra Tech, Inc.

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### MINORITY BUSINESS ENTERPRISE

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