



CITY OF ORLANDO

MEMORANDUM

TO: Richard Howard, P.E., Director of Public Works

THRU: Janeiro Coulter, Blueprint Special Project Manager *RL*

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

DATE: April 26, 2017

SUBJECT: Continuing Professional Surveying and Mapping Services: **2017 ADA Transition Plan Update Proposal**

Project Number: RQS15-0152-3

Service Authorization Amount: \$ 148,681.68

With reference to the submission by **Southeastern Surveying and Mapping Corporation (SSMC)** 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:

Horizon Geo Services, Inc.	WBE	\$19,714.40	13.3%
L & S Diversified, LLC	MBE	<u>\$13,443.75</u>	<u>9.0%</u>
Total M/WBE Participation		\$33,158.15	22.3%

Based upon review of the proposal and their submittal of agreement to subcontract with the named firms, we find good faith efforts substantiated and proposed information sufficient. SSMC should continue to make an effort to provide M/WBE participation on future authorizations. Please note SSMC made an affirmative declaration to make a good faith effort to achieve 18% MBE and 6% WBE subcontracting participation.

In the event that SSMC 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. SSMC 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 SOUTHEASTERN SURVEYING AND MAPPING CORPORATION 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.

MINORITY BUSINESS ENTERPRISE

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