



# CITY OF ORLANDO

## MEMORANDUM

TO: Lihua Wei, P.E., Project Manager / Public Works

THRU: Janeiro Coulter, Blueprint Special Project Manager *J. Coulter*

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

DATE: May 1, 2017

SUBJECT: Construction Engineering and Inspection Services for Streets / Stormwater: **Vineland Road Drainage Improvements**

Project Number: RQS17-0054

Service Authorization Amount: \$ 391,670.48

With reference to the submission by **CDM Smith, 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:

Civil/Site Engineering, Inc.	WBE	\$89,840.80	22.94%
Page One Consultants, Inc.	WBE	<u>\$ 5,000.00</u>	<u>1.28%</u>
Total MWBE Participation		\$94,840.80	24.22%

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. CDM Smith, Inc. should continue to make an effort to provide M/WBE participation on future authorizations.

In the event that CDM Smith, 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. CDM Smith, 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 CDM SMITH, 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

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### MINORITY BUSINESS ENTERPRISE

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