



CITY OF ORLANDO

MEMORANDUM

TO: Kristina Fries, P.E., Project Manager / Capital Improvement & Infrastructure Division

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

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

DATE: May 2, 2017

SUBJECT: Professional Engineering Services for Conserv II Biosolids Dewatering System Improvements:
Additional Construction Phase Services

Project Number: RQS13-0458 Phase II Change Order Service Authorization Amount: \$ 119,484.00

With reference to the submission by **Carollo Engineers, Inc.** regarding minority and women-owned business enterprise utilization for the above cited service authorization please note the following:

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

CPW Construction, Inc. (MWBE)	WBE	\$79,118.00	66.22%
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Based upon review of the proposal and their submittal of agreement to subcontract with the named firm, we find good faith efforts substantiated and proposed information sufficient. Carollo Engineers, Inc. should continue to make an effort to provide M/WBE participation on future authorizations.

In the event that Carollo Engineers, 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 Engineers, 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 ENGINEERS, 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

MINORITY BUSINESS ENTERPRISE

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