

MEMORANDUM

TO: Hector Sanchez, P.E., Project Manager / Public Works

THRU: Janeiro Coulter, MBE/Blueprint Division Manager

FROM: Chisha Lewis, Contract Compliance Investigator/II

DATE: August 6, 2018

SUBJECT: **Professional Engineering Services for Grand National Drive and Greenbriar Parkway Widening Project**

Project Number: RQS18-0008

Service Authorization Amount: \$ 1,721,112.69

With reference to the submission by **Kimley-Horn and Associates, 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:

Base Consultants, Inc.	MBE	\$ 25,272.60	1.47%
JCR Consulting	WBE	\$ 38,440.86	2.23%
NADIC Engineering Services, Inc.	WBE	\$102,916.30	5.98%
Quest Corporation of America, Inc.	WBE	\$ 16,431.08	0.95%
WBQ Design & Engineering, Inc.	MBE	<u>\$307,219.58</u>	<u>17.85%</u>
Total M/WBE Participation		\$490,280.42	28.48%

Based upon review of the proposal and their submittal of agreement to subcontract with the named firms, we find the proposed information sufficient.

In the event that Kimley-Horn 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.

IMPORTANT: PLEASE INFORM KIMLEY-HORN THAT ANY MATERIAL CHANGES IN THE CONTRACTUAL RELATIONSHIP HEREINAFTER ESTABLISHED BETWEEN THE PRIME AND THE SUBCONTRACTOR AGREEMENT MUST BE PROMPTLY REPORTED TO THE MINORITY BUSINESS ENTERPRISE MANAGER FOR APPROVAL.

cc: Richard Howard, Public Works Director