



DATE: November 25, 2015
TO: Virginia Spillman, Water Resources
FROM: Tiffany Jones, M/WBE Specialist
DEPARTMENT: Water Resources
SUBJECT: Hilltop Lift Station

The M/WBE Office was asked to review the documentation submitted by Arcadis to determine compliance with the City's M/WBE Plan. Contract goals were not established for the project; however prospective respondents were required to solicit and make a Good Faith Effort towards certified M/WBEs as potential sources for goods and services necessary to complete the project.

Arcadis proposed to commit \$70,100 or 8.1% of the total contract value of \$865,000 to MBEs.

Certification	Firm Name	County	Description of Work	Dollar Value	Total Contract Percentage
MBE	JC Waller & Associates	Guilford, NC	Survey	\$57,300	6.1%
MBE	Cartographic Aerial Mapping	Guilford, NC	Aerial Mapping	\$12,800	1.5%

Please be reminded that during the performance of the contract, if there is a change to the scope of work either through change orders or additions; the contractor must contact the M/WBE Office prior to making any such changes or substitutions. Please give me a call at 336-373-7698 if you have any questions.

cc: Gwen Carter, M/WBE Coordinator