



DATE: May 19, 2016
TO: Virginia Spillman, Water Resources
FROM: Tiffany Jones, M/WBE Office
SUBJECT: Rock Creek Lift Station Construction Administration

The M/WBE Office reviewed 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 \$15,000 or 8% of the total contract value of \$190,600 to a MBE firm.

Certification	Firm Name	County	Description of Work	Dollar Value	Total Contract Percentage
MBE	CriTek Engineering Group, PC	Guilford	Construction Administration Assistance	\$15,000	8%

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.

TJ

cc: Gwen Carter, M/WBE Coordinator