



**DATE:** January 12, 2016  
**TO:** Ted Kallam, Mgr. Engineering  
**FROM:** Kirim McGee, M/WBE Specialist  
**DEPARTMENT:** Engineering & Inspections  
**SUBJECT:** Asphalt Inspection of the 2017 Resurfacing of Streets Contract

The M/WBE Office reviewed the documentation submitted by Volkert Inc. to determine compliance with the City's M/WBE Plan. There were no M/WBE goals established for the project. Volkert Inc. proposed to fulfill the work of the contract with its own work forces. Based on the nature of the work, it appears that the Consultant has the capacity to perform all of the work without the use of subconsultants.

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 or if a subcontractor is replaced; the contractor must contact the M/WBE Office prior to making any such changes or substitutions.

Please give me a call if you have any questions.

Kirim McGee

cc: Gwen Carter