

DATE: February 14, 2018

TO: Richard Lovett, Environmental Compliance Support Manager

FROM: Gwen Carter, M/WBE Office

DEPARTMENT: Field Operations Department

SUBJECT: MWBE Memo for the Environmental Investigation and Assessment of the Kitchen Building

The M/WBE Office reviewed the documentation submitted by CDM Smith, Inc. to determine compliance with the City's M/WBE Program Plan. M/WBE goals were not established for the contract; however, prospective respondents were required to make an effort to solicit and use certified M/WBEs that were potential sources for services necessary to fulfill the contract.

CDM Smith, Inc. proposed to commit \$10,000.00 or 3.37% of the total contract value (\$297,000.00) to an MBE firm.

Certification	Firm Name	County	Description of Work	Dollar Value	Total Contract Percentage
MBE	JC Waller & Associates PC	Guilford	Surveying	\$10,000.00	3.37%

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 if you have any questions.

GM