



DATE: April 19, 2018
TO: Mike Borchers, Water Resources
FROM: Tiffany Jones, M/WBE Office
DEPARTMENT: Water Resources
SUBJECT: MWBE Memo for Update of WRD Electrical Safety Program

The M/WBE Office reviewed the documentation submitted by Hazen and Sawyer 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.

Hazen and Sawyer proposed to commit \$19,500 or 13% of the total contract value of \$150,000 to an MBE firm.

Certification	Firm Name	County	Description of Work	Dollar Value	Total Contract Percentage
MBE	SAMR	Guilford	Electrical Safety SOP Development	\$19,500	13%

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