



DATE: March 13, 2019
TO: Stanley Wilson, Neighborhood Development Director
FROM: Gwen Carter, M/WBE Office
DEPARTMENT: Neighborhood Development
SUBJECT: MWBE Memo for Affordable Housing Plan Consulting Services

The M/WBE Office reviewed the documentation submitted by HR&A Advisors, Inc to determine compliance with the City's M/WBE Plan. M/WBE goals were not established for the contract; respondents were eligible to receive bonus points in the scoring criteria for including certified M/WBE firms on their teams. HR&A Advisors, Inc will subcontract the HUD-required Five-Year Consolidated Plan scope of work to a non-M/WBE firm. There are no certified M/WBE firms in the marketplace to provide this service.

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.

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