

DATE: November 6, 2019

TO: Virginia Spillman, Water Resources

FROM: Gwen Carter, M/WBE Coordinator

DEPARTMENT: Water Resources

SUBJECT: 2019 – 080 M/WBE Memo for Webster Road Stream Stabilization

The M/WBE Office reviewed the proposal submitted by CH Engineering, PLLC, to determine compliance with the City's M/WBE Program Plan. M/WBE goals were not established for the project. The respondent was required to solicit and make efforts to use certified M/WBEs that were potential sources for goods and services required to fulfill the contract.

CH Engineering, PLLC, a certified WBE firm has committed 6.96% of the total contract value (\$106,630.45) to a certified MBE firm:

Certification	Firm Name	County	Description of Work	Dollar Value	Total Contract Percentage
MBE	Davenport Engineering	Forsyth	Construction Administration	\$7,424.00	6.96%

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.

GC