




DATE: November 19, 2019

TO: Monica Jarrett, Utility Design Engineer

FROM:  Aisha Miller, M/WBE Specialist

DEPARTMENT: Water Resources

SUBJECT: MWBE Memo for the Townsend WTP Lagoon New Solids RPR/CA services

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, contractors 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 \$160,000 or 21.56% of the total contract value (\$742,000.00) to an MBE firm.

Certification	Firm Name	County	Description of Work	Dollar Value	Total Contract Percentage
MBE	John Davenport Engineering	Forsyth	Inspection	\$160,000	21.56%

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.

cc: Gwen Carter, M/WBE Coordinator
Jay Guffey, Engineering Supervisor