



**DATE:** January 24, 2020

**TO:** Virginia Spillman, Engineering Manager

**FROM:** Gwen Carter, M/WBE Coordinator

**DEPARTMENT:** Water Resources

**SUBJECT:** MWBE Memo for Liberty Road Water and Sewer Construction Administration

The M/WBE Office reviewed the documentation submitted by HDR Inc. to determine compliance with the City's M/WBE Program Plan. M/WBE goals were not established for the contract. The respondent was required to solicit and make efforts to use certified M/WBE firms that were potential sources for goods and services required to perform the services.

HDR Inc. will commit 27.53% of the total contract value (\$397,786.00) to an MBE firm.

Certification	Firm Name	County	Description of Work	Dollar Value	Total Contract Percentage
MBE	A1 Consulting Group, Inc.	Wake	Geo-tech Testing	\$109,506.00	27.53%

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.

GC