



DATE: January 16, 2020

TO: Jana Stewart, Engineering Supervisor

FROM: Shadi Zeidan, MWBE Specialist

DEPARTMENT: Water Resources

SUBJECT: M/WBE Memo for On-Call Water Valve Criticality Assessment

The M/WBE Office reviewed the request from the Water Resources Department for the supplemental agreement with Freese and Nichols, Inc. to provide On-Call for Water Valve Criticality Assessment and to determine compliance of the M/WBE Program Plan. M/WBE goals were not established for the contract.

Freese and Nichols, Inc. was requested to solicit and make an effort to use certified M/WBE firms capable of providing services needed to fulfill the supplemental agreement. The vendor committed to utilizing a WBE firm for the project.

The firm committed to subcontract 20.20% (\$40,000.00) of the total contract value of \$198,000.00 to the following WBE firm.

Certification	Firm Name	County	Description of Work	Annual Contract Value	Utilization Percentage
WBE	Taylor Engineering & Consulting, PLLC	Guilford	Field Condition Assessment	\$40,000.00	20.20%

Please be reminded that during the performance of the contract, if there are any changes to the contract; the M/WBE Office must be contacted prior to making any changes.

Thank you

cc: Gwen Carter, M/WBE Coordinator
Virginia Spillman, Engineering Manager