



**DATE:** March 31, 2020

**TO:** Jana Stewart, Engineering Supervisor

**FROM:** Allison Staton, Senior MWBE Specialist

**DEPARTMENT:** Water Resources

**SUBJECT:** M/WBE Memo for Sanitary Sewer Assessment Services

The M/WBE Office reviewed the proposal from Hydrostructures, P.A., to determine compliance with the M/WBE Program Plan for a supplemental agreement to provide engineering services for sanitary sewer assessment.

M/WBE goals were not established; the company was required to solicit and make an effort to use certified M/WBE firms capable of providing services needed to fulfill the agreement.

The total contract amount is \$306,000.00. The M/WBE utilization is MBE 34.48% (\$105,520.00). Hydrostructures, P.A. will utilize the following MBE firm.

ID	Firm Name	County	Description of Work	Contract Value	Utilization Percentage
MBE	J.C. Waller & Associates P.C.	Guilford	Equipment and Field Assistance	\$105,520.00	34.48%

Please be reminded that during the performance of the contract, if there is a changes; the Department and Prime Contractor must contact the M/WBE Office for approval, prior to making any such change.

Thank you

cc: Gwen Carter, M/WBE Coordinator