



**DATE:** June 16, 2020

**TO:** Jay Guffey, Engineering Supervisor

**FROM:** Shadi Zeidan, MWBE Specialist

**DEPARTMENT:** Water Resources

**SUBJECT:** M/WBE Memo for the Birch Creek Sewer Extension Phase I – Construction Administration.

The M/WBE Office reviewed the request from the Water Resources Department for the supplemental agreement with Arcadis G&M of North Carolina, Inc. for the Birch Creek Sewer Extension Phase I – Construction Administration project to determine compliance with the M/WBE Program Plan. M/WBE goals were not established for the contract.

Arcadis G&M of North Carolina, 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 firm committed to subcontract 15.56% or \$50,000.00 of the total contract value of \$321,400.00 to the following MBE firm.

ID	Firm Name	County	Description of Work	Contract Value	Utilization Percentage
MBE	CriTek Engineering Group	Guilford	Construction Administration Services	\$50,000.00	15.56%

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