



**DATE:** December 30, 2020

**TO:** Monica Jarrett, Utility Design Engineer

**FROM:** Allison Staton, M/WBE Coordinator

**DEPARTMENT:** Water Resources

**SUBJECT:** M/WBE Memo for Professional Services to Conduct a Townsend Water Treatment Plant Hydraulics and Permanganate Study

The M/WBE Office reviewed the request and documentation submitted for a professional services supplemental agreement with HDR Engineering, Inc. of the Carolinas (HDR) to conduct a Townsend Water Treatment Plant Hydraulics and Permanganate Study for the Water Resources Department and to determine compliance with the City of Greensboro M/WBE Program Plan. M/WBE goals were not established for this project.

HDR was the selected firm and will be awarded a one year contract for \$221,423.60. The firm was requested to make an effort to use certified M/WBE firms capable of providing services needed to fulfill the supplemental agreement. HDR committed to subcontract 17.02 % (\$37,677.60) or of the total contract value of \$221,423.60 to the following MBE firms.

ID	Firm Name	County	Description of Work	Contract Value	Prime Utilization Percentage
MBE	SAMR, PLLC	Guilford	Oversight of CCTV work, Pilot and Sampling Assistance	\$36,177.60	16.34%
MBE	MLA Design Group, Inc.	Forsyth	Survey	\$1,500.00	0.68 %

Please be reminded that during the performance of the contract, if there are changes; the Department and Prime Contractor must contact the M/WBE Office for approval, before making any changes. The contractor is required to maintain the M/WBE participation throughout the contract unless approved in advance by the City.

AS

Cc: Tiffany Jones, Interim M/WBE Compliance Officer