



DATE: July 30, 2021

TO: Danny Briggs, Utility Design Engineer - Water Resources

FROM: Shadi Zeidan, MWBE Specialist

SUBJECT: M/WBE Memo for South Buffalo Creek Water Control Structure Evaluation

The M/WBE Office reviewed the request from the Water Resources Department for the supplemental agreement with Brown and Caldwell for South Buffalo Creek Water Control Structure Evaluation to determine compliance of the M/WBE Program Plan. M/WBE goals were not established for the contract.

Brown and Caldwell 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 7.12% (\$8,900.00) to MBE firm of the total contract value of \$124,986.00 as the following:

ID	Firm Name	County	Description of Work	Contract Value	%
MBE	CriTek Engineering Group, P.C.	Guilford	Field Investigation Support and CAD Support Services	\$8,900.00	7.12%

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

Thank you

Cc: Allison Staton, M/WBE Compliance Officer