



DATE: August 24, 2022

TO: Blake Strumbel, Stormwater Project Coordinator- Water Resources

FROM: Shadi Zeidan, Senior M/WBE Specialist

SUBJECT: M/WBE Memo for Engineering Design for Wright Avenue and Mayflower Drive Culvert Replacement

The M/WBE Office reviewed the request and documentation submitted for a supplemental agreement with Tetra Tech Engineering PC to perform project management, topographic and utility survey, geotechnical investigation, environmental services and permitting, culvert modeling evaluation, and engineering design for Wright Avenue and Mayflower Drive Culvert Replacement, and to determine compliance with the M/WBE Program Plan. Water Resources Department received approval to enter into a supplemental agreement that ends approximately 12-months from Notice to Proceed. M/WBE goals were not established for this service.

Tetra Tech Engineering PC were requested to solicit and make an effort to use certified M/WBE firms capable of providing services needed to fulfill the project. The firm committed to utilizing M/WBE firms on the project and will subcontract 14.08% (\$30,000.00) to MBE and 6.51% (\$13,884.00) to WBE of the total contract value of \$213,120.00 to the following firms:

ID	Firm Name	County	Description of Work	Contract Value	Utilization Percentage
MBE	CriTek Engineering Group	Guilford	Design Analysis Support, QA/QC, Other Support Services	\$30,000.00	14.08%
WBE	Three Oaks Engineering	Durham	Stream and Wetland Delineation, Stream Bank Assessment, Permitting Services	\$13,884.00	6.51%

Please be reminded that during the performance of the contract, if there are any changes, including subcontractor replacement, the Department and Vendor must contact the M/WBE Office for approval before making any such changes or substitutions.

Cc: Allison Staton, M/WBE Compliance Officer
Timothy Jackson III, M/WBE Coordinator
Jana Stewart, Water Resources Engineering Manager