



DATE: March 1, 2023

TO: Jana Stewart, Water Resources Engineering Manager

FROM: Shadi Zeidan, Senior M/WBE Specialist

SUBJECT: M/WE Memo for 2023 Water Distribution System Master Plan

The M/WBE Office reviewed the request and documentation submitted for a supplemental agreement with Hazen and Sawyer to provide Water Distribution System Master Plan and to determine compliance with the M/WBE Program Plan. M/WBE goals were not established for this project.

Hazen and Sawyer 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 has committed to utilizing an MBE firm on the project. Hazen and Sawyer will subcontract 9.98% (\$59,500.00) of the total contract value of \$596,000 to the following MBE firm:

ID	Firm Name	County	Description of the Work	Contract Amount	Contract %
MBE	Stewart Engineering, Inc.	Wake	GIS, Data Management, and Cost Estimates	\$59,500.00	9.98%

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

Thank You,

SZ

Cc: Allison Staton, M/WBE Compliance Officer
Timothy Jackson III, M/WBE Coordinator