

**Internal M/WBE Waiver Request Form**

Date:  Department:

Contact Name  Phone Number

Contract Name and Number (if applicable):

A waiver of the M/WBE participation requirement may be requested by the **Originating Department** at least 5 business days **prior** to advertisement or solicitation. In detail below, please explain your reason for requesting a waiver (attach RFP & supporting documentation as necessary). *As the requester, your signature is required at the bottom of this page.*  
Final approval of the request will be made by the City Manager's Office.

Samet has been issued a PO for installing and maintaining the shoring for the upper three floors of the Bellemeade Parking deck due to the failure of the Inverted Tee bracing and cracking on the structural support columns. SKA is under a separate contract (On Call) to investigate the cracking in the concrete of both these issues and determine what can be designed to repair the issues.  
As part of the investigation SKA needs a contractor to perform 6 core drills and chipping concrete to expose the support steel and operating ground penetrating radar for five days on the deck surface.

Since Samet is already under a PO for maintaining the shoring we would like to add the scope of work for assisting SKA with the investigation instead of bringing another contractor on site. This would also help speed up the investigation work and hopefully get the design documents prepared so the repairs could be bid out. I have attached Samet's proposal to this request.

**Note:** As the requester, your signature is required in order to process this request.

*Butch Shumate*

**\*Required\*** Requester's Signature



**\*This section is for M/WBE Office use only\***

Contact Name:

Phone Number:

The M/WBE Office supports the waiver request. Please submit any comments below.

1. The extraordinary and necessary requirements of the contract render application of the Program Elements infeasible or impractical. Please explain in detail. (Attach supporting documentation as necessary)

2. The nature of the goods or services being procured are excluded from the scope of this Program Plan.

Please check one of the exclusions below: (Attach supporting documentation as necessary)

- Contracts that are subject to the U.S. Department of Transportation Disadvantaged Business Enterprise Program;
- Sole Source: the required supplies or services are available from one responsible source
- Contracts for electricity or water and sewage services from a municipal utility district or governmental agency;
- Emergency contracts for goods or supplies;
- Contracts for the City's lease or purchase of real property where City is lessee or purchaser; and

3. Sufficient qualified M/WBEs providing the goods or services required by the contract are unavailable in the Relevant Market area of the project despite every reasonable attempt to locate them. Please explain in detail the reason for the request: (Attach RFP & supporting documentation as necessary)

The M/WBE Office does not support the waiver request. Please explain in detail the reason for not supporting the request: (Attach supporting documentation as necessary)

*Allison Staton*  
\*REQUIRED\* M/WBE Signature

**\*This section is for CMO OFFICE USE ONLY\***

Name:

\*REQUIRED\* CMO Office Signature

The CMO Office approves the waiver request

The CMO Office does not approve the waiver request.

Date:

*Sam Smith*