



DATE: April 22, 2024

TO: Jana Stewart, Water Resources Engineering Manager

FROM: Marjorie Manzanares, MWBE Construction Project Coordinator

SUBJECT: M/WBE Memo for On-Call Engineering Services for the Development of a Sewer Master Plan 2024

The M/WBE Office has reviewed the documentation provided for a Supplemental Agreement with Hazen & Sawyer, P.C. to provide On-Call Engineering Services for the Development of the Sewer Master Plan 2024 for the Water Resources Department and to determine compliance with the M/WBE Program Plan. M/WBE goals were not established for the contract.

Hazen & Sawyer will be awarded an 18-month contract for a total of \$1,830,400.00. They made an effort to use certified M/WBE firms capable of providing services to fulfill the project and have committed to subcontract 12.9% (\$235,700.00) to the following MBE firm:

| ID | Firm Name | County | Description of the Work | Contract Amount | Contract % |
|-----------|--------------------------|---------------|---|------------------------|-------------------|
| MBE | CriTek Engineering Group | Guilford | Lift Station Evaluation & Cost Estimating | \$235,700.00 | 12.9% |

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

Cc: Allison Staton, MWBE Compliance Officer
Eric Eley, Sr Manager