



**DATE:** June 18, 2024  
**TO:** Monica Jarrett, Utility Design Engineer  
**FROM:** Shadi Zeidan, Interim M/WBE Coordinator  
**SUBJECT:** M/WBE Memo for Townsend WTP Laboratory CA, RPR, and LIMS Support Services

The M/WBE Office reviewed the request and documentation submitted for a supplemental agreement with Hazen and Sawyer to provide Construction Phase Office and Field Services for the Townsend WTP Laboratory Improvements Project and LIMS Implementation Support, and to determine compliance with the M/WBE Program Plan. M/WBE goals were not established for this service.

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 committed to utilizing 7.20% (\$81,000.00) to MBE and 21.32% (\$239,800.00) to WBE of the total contract value of \$1,125,000.00, as follows:

<b>ID</b>	<b>Firm Name</b>	<b>County</b>	<b>Description of Work</b>	<b>Contract Value</b>	<b>Utilization Percentage</b>
MBE	SAMR, PLLC	Guilford	HVAC Related CA Services	\$81,000.00	7.20%
WBE	Taylor Engineering & Consulting, PLLC	Guilford	Resident Project Rep. (RPR)	\$239,800.00	21.32%

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.

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Cc: Eric Eley, M/WBE Program Senior Manager  
Allison Staton, M/WBE Compliance Officer