



DATE: October 10, 2024

TO: Anna Blanchard, Community Development Analyst

FROM: Marjorie Manzanares, M/WBE Construction Project Coordinator

SUBJECT: M/WBE Memo for Goal Setting- Oakwood Park Apartments

The M/WBE Office reviewed the documentation submitted by the Housing & Neighborhood Development Department for the Oakwood Park Apartments to determine compliance with the M/WBE utilization requirements. The established goals for the project are MBE:20% and WBE: 17%.

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

Thank you

Cc: Allison Staton, M/WBE Compliance Officer