



**DATE:** November 4, 2024  
**TO:** Jay Guffey, Water Resources Engineering Supervisor  
**FROM:** Shadi Zeidan, Interim M/WBE Coordinator  
**SUBJECT:** M/WBE Memo for Townsend Water Treatment Plant (WTP) Master Plan

The M/WBE Office reviewed the request and documentation submitted for a supplemental agreement with CDM Smith Inc. to conduct a flocculation study at the Townsend WTP, and to determine compliance with the M/WBE Program Plan. M/WBE goals were not established for this service.

CDM Smith Inc. 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 10.72% (\$75,000.00) of the total contract value of \$699,900.00 to the following MBE vendor:

<b>ID</b>	<b>Firm Name</b>	<b>County</b>	<b>Description of Work</b>	<b>Contract Value</b>	<b>Utilization Percentage</b>
MBE	CriTek Engineering Group	Guilford	Cost Estimating, Jar Testing, Report Level Figure Development	\$75,000.00	10.72%

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.

SZ

Cc: Gwen Carter, M/WBE Office