



DATE: September 26, 2024

TO: Danny Briggs, Utility Design Engineer

FROM: Nora Gardner, M/WBE Specialist

SUBJECT: M/WBE Memo for On-Call Design, Evaluation, Construction Inspection, and Management Services for Generator Upgrade Project at the TZO Water Reclamation Facility

The M/WBE Office reviewed the request from the Water Resources Department for a supplemental agreement with Hazen and Sawyer, P.C. to provide On-Call Design, Evaluation, Construction Inspection, and Management Services for Generator Upgrade Project at the TZO Water Reclamation Facility On-Call Support Services to determine compliance with the M/WBE Program Plan. M/WBE goals for the contract were not established.

Hazen and Sawyer, P.C. were requested to solicit and make an effort to use certified M/WBE firms capable of providing the services needed to fulfill the contract agreement. The firm committed to utilizing MBE firms on the project and will subcontract 21.10% (\$211,000.00) of the total contract value of \$1,000,000.00 to the following firms:

Certification	Firm Name	County	Description of Work	Contract Value	Utilization Percentage
MBE	JC Waller & Associates	Guilford	Civil Design, Surveying Services, Permitting	\$37,000.00	3.70%
MBE	Critek Engineering	Guilford	Resident Project Representative Services	\$174,000.00	17.40%

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



Shadi Zedan, Interim MWBE Coordinator
Eric Eley, Senior MWBE Manager