



**DATE:** September 26, 2024

**TO:** Jana Stewart, Water Resources Engineering Manager

**FROM:** Shadi Zeidan, Interim M/WBE Coordinator

**SUBJECT:** M/WBE Memo for Design of the Pleasant Garden Road Water Line Extension

The M/WBE Office reviewed the request and documentation submitted for a supplemental agreement with Hazen and Sawyer, P.C for engineering services for the proposed Pleasant Garden Road Water Line Extension, and to determine compliance with the M/WBE Program Plan. M/WBE goals were not established for this service.

Hazen and Sawyer, P.C 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 34.96% (\$256,750.00) of the total contract value of \$734,400.00 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	Stewart Engineering Inc	Wake	Surveying Services	\$256,750.00	34.96%

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