



OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT
Governmental Center Annex

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MEMORANDUM

DATE: November 16, 2018

TO: Gregory M. Balicki, Director
Water & Wastewater Engineering Division

THRU: Sandy-Michael McDonald, Director *SM*
Office of Economic and Small Business Development

FROM: Freddy Castillo, Small Business Development Manager *FC*
Office of Economic and Small Business Development

SUBJECT: RFP No. R1404111P1 Continuing Engineering Services for Water Distribution, Wastewater Collection and Stormwater Collection
CBE Evaluation for Work Authorization: KA 17-11
Project No. 104247/ 9327 District 3A Step Area 3A-N
Prime Consultant: Keith and Associates, Inc.

The Office of Economic and Small Business Development (OESBD) has evaluated Keith and Associates, Inc.'s CBE participation for RFP No. R1404111P1 Continuing Engineering Services for Work Distribution, Wastewater Collection and Stormwater Authorization (WA) KA 17-11. The overall CBE goal for the agreement is 25%. Keith and Associates, Inc.'s CBE commitment is 26%. As a part of this contract, professional services are performed through the issuance of work authorizations. The proposed CBE Participation for WA KA17-11 is 13.1%. An overview is provided as follows.

| <u>Keith and Associates Inc., Prime</u> | <u>Status</u> | <u>Committed CBE Participation</u> |
|---|---------------|------------------------------------|
| Dickey Consulting Services, Inc. | CBE | 8.3% |
| METCO Services Southeast, LLC | CBE | 4.8% |
| Total | | 13.1% |

- Work Authorization KA 17-11 Amount: \$288,751.73

Evaluation for RFP No. R1404111P1 Continuing Engineering Services Agreement:

- Agreement Amount Not to Exceed: \$ 5,000,000.00
- Total Payments to prime consultant to date: \$94,420.32
- Total CBE sub consultant payments to date: \$23,421.55
- Overall CBE participation for the agreement to date: 24.8% (\$23,421.55/\$94,420.32)

CBE Evaluation for WA KA 17-11
RFP No. R1404111P1- Continuing Engineering Services agreement for WDWCSW
Page 2

Compliance Comments

Keith and Associates, Inc. committed to 26% and has attained 24.8% CBE Participation to date. This is a five-year contract which was awarded in March 2017 and currently is in the first year of administration. OESBD will continue to monitor Keith and Associates, Inc.'s compliance with the established goal.

cc: Maribel Feliciano, Assistant Director, OESBD
Sylvester Sammy, Contract Grant Administrator, WWS
James Vose Jr., Small Business Development Specialist, OESBD