

**OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT**  
**Governmental Center Annex**

115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674

**MEMORANDUM**

**DATE:** April 9, 2019

**TO:** Alicia Dunne, PE, Project Manager  
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 WA KA 17-07, District 3A STEP Area 3A-D**  
**Prime Consultant: Keith and Associates, Inc.**

The Office of Economic and Small Business Development (OESBD) has conducted a review of Keith and Associates, Inc.'s CBE participation to March 31, 2019. The CBE goal for this contract is 25%. Keith and Associates, Inc. committed to 26% CBE participation. An overview is provided as follows:

<u>CBE Firms:</u>	<u>Reported Amount</u>	<u>Verified Amount</u>
HBC Engineering Company	0.00	0.00
Metco Services Southeast, LLC	0.00	0.00
Dickey Consulting Services, Inc.	0.00	0.00
Premiere Design Solutions, Inc.	\$42,129.75	\$42,129.75
Radise International, LC	<u>\$12,292.06</u>	<u>\$12,292.06</u>
<b>Total:</b>	<b>\$54,421.81</b>	<b>\$54,421.81</b>

- Contract Not-To-Exceed Amount: \$ 5,000,000.00
- Total Payments to Keith & Associates, Inc. to 03/31/19: \$185,234.72
- Total Payments to CBE subcontractors to 03/31/19: \$54,421.81
- **CBE participation to date: 29.38%** (\$54,421.81 / \$185,234.72)

**Work Authorization (WA) KA 17-07, District 3A STEP Area 3A-D**

- WA KA 17-07 Not-To-Exceed (NTE) Total Amount: \$236,695.94
  - WA NTE Amount: \$214,055.94 + NTE Reimbursable Amount \$22,640.00
- CBE Proposed Participation for this WA: 14.69%
  - Premiere Design Solutions, Inc. - 12.38% CBE participation
  - Radise International, LC - 2.31% CBE Participation

CBE Evaluation for Work Authorization (WA) KA 17-07, District 3A STEP Area 3A-D  
RFP No. R1404111P1- Continuing Engineering Services for WDWCS

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**Compliance Comments:**

Keith and Associates, Inc. (K&A) committed to 26% and has attained 29.38% CBE participation to March 31, 2019. Payments to Premiere Design Solutions, Inc. and Radise International, LC were verified through an independent payment verification process. Payments to HBC Engineering Company, Dickey Consulting Services, Inc. and Metco Services Southeast, LLC were not reported. Water & Wastewater Engineering Division and K&A confirmed that these CBEs are currently involved in WA KA 17-11, which was approved by the Board of County Commissioners on January 29, 2019, and WA KA 17-09 and WA KA 17-10, which were approved by the Director of Purchasing on February 15 and February 26, 2019.

OESBD will continue to monitor Keith and Associates, Inc.'s compliance with the CBE participation commitment on this contract.

cc: Maribel Feliciano, Assistant Director, OESBD  
Oswaldo Casco, Small Business Development Supervisor, OESBD