



**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:** January 23, 2024

**TO:** Merle Medina, Expansion Project Administrator  
Water & Wastewater Engineering Division

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

**FROM:** Donna-Ann Knapp, Small Business Development Manager  
Office of Economic and Small Business Development

**SUBJECT:** Contract No. R1061305P1, Consultant Services for Engineering Services for Fine  
Bubble Aeration Basin Conversion  
**CBE Compliance Review for Third Amendment to the Agreement**  
**Prime Vendor: Hazen & Sawyer, PC**

**SANDY-MICHAEL MCDONALD** Digitally signed by SANDY-MICHAEL MCDONALD  
Date: 2024.01.22 17:20:49 -05'00'

**DONNA-ANN KNAPP** Digitally signed by DONNA-ANN KNAPP  
Date: 2024.01.22 14:45:31 -05'00'

The Office of Economic and Small Business Development (OESBD) has conducted a review of **Hazen & Sawyer, PC**'s County Business Enterprise (CBE) participation through December 31, 2023. The CBE goal for this contract was 22%. Hazen & Sawyer, PC has committed to 22% CBE participation.

**Participation Performance**

<b><u>Subcontractor Name</u></b>	<b><u>Reported Amount</u></b>	<b><u>Verified Paid Amount</u></b>
CES Consultants	\$46,793.83	\$46,793.83
Corporate Project Services, Inc.	\$141,224.28	\$141,224.28
Metco Services Southeast, LLC	\$806,123.63	\$806,123.63
<b>Total</b>	<b>\$994,141.74</b>	<b>\$994,141.74</b>

Initial Contract Award Amount: \$3,901,288.00

First Amendment Amount: \$0.00

Second Amendment Amount: \$294,821.00

Revised Contract Amount through Second Amendment: \$4,196,109.00

Total Amount paid to the CBE Prime Vendor per MUR thru 12/31/2023: \$4,073,146.99

Total Verified payment to the CBE: \$994,141.74

CBE Attainment to date: 24.41% (\$994,141.74/\$4,073,146.99)

Contract No. R1061305P1 - CBE Compliance Review for Renewal of the Agreement -  
Prime Vendor: **HAZEN & SAWYER, PC**

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**Proposed Third Amendment: Hazen & Sawyer, PC's commitment remains 22%.**

Proposed Third Amendment Amount: \$889,209.00

Revised Contract Amount Through Proposed Third Amendment: \$5,085,318.00

Proposed Extension Number of Days: 540. Original No. of Days 2,035. Updated No. Days 3,845.

**Compliance Comments:**

Hazen & Sawyer, PC (Prime) has achieved 24.41% CBE participation as of December 31, 2023, and is in compliance with the CBE Program requirements of the contract. Payment to the Prime and CBE firms was verified through an independent payment verification process. The CBE commitment for this project remains at 22%. OESBD will continue to monitor this project through the completion for compliance with the CBE Program Requirements.

Cc: Maribel Feliciano, Assistant Director, OESBD  
Olga Sheyner, Small Business Development Specialist, OESBD