

# Memorandum



**TO:** Mayor, Mayor Pro Tempore, and Members of City Council  
**FROM:** Zachary Taylor, Diversity Compliance Specialist  
**DATE:** April 29, 2024  
**SUBJECT:** M/WBE Participation for N Cleveland Ave & Willie Davis Apartment Project  
**CC:** Ben Rowe, Assistant City Manager  
 Ken Millett, Director, Business Inclusion and Advancement  
 Jakira Westbrook, Business Inclusion Manager

Office of Business  
 Inclusion and Advancement

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## N Cleveland Ave & Willie Davis Apartment Project

After reviewing the scope of work, confirming the relative availability of M/WBE firms, and discussing contract specifications, the City's Internal M/WBE Committee identified subcontracting opportunities in the areas of landscaping, concrete, carpentry, painting, and electrical. M/WBE participation goals were set at 10% MBE and 5% WBE.

The contractor solicited quotes from certified firms for any work for which the company is qualified, including the specific trades listed below. The contractor received quotes from certified M/WBE firms for those in *italics*.

- *Mechanical*, (MBE Quotes Received; Used in Bid)
- Plumbing, (Non-MBE Quotes Received: Not Used in Bid)
- Electric, (Non-MBE Quotes Received: Not Used in Bid)
- Fire Protection, (Non-MBE Quotes Received: Not Used in Bid)

With its bid, the contractor reached participation of 11.2% with certified minority-owned businesses and 0% with certified women-owned businesses. Because the established goal for minority participation was not achieved, the contractor was required to provide the City with Affidavit D, which documents their efforts to reach the set M/WBE participation goals.

In the review conducted by the M/WBE Citizens Advisory Committee, the contractor must accumulate a minimum of 115 out of 180 points to demonstrate a Good Faith Effort. For comparison, the State of North Carolina requires 50 out of 100 points. The contractor accumulated an average score of 142.5, thus demonstrating a Good Faith Effort for M/WBE participation.

**CityLink311**

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**City Council:** Mayor Allen Joines; Denise D. Adams, Mayor Pro Tempore, North Ward; Barbara Hanes Burke, Northeast Ward; Robert C. Clark, West Ward; John C. Larson, South Ward; Jeff MacIntosh, Northwest Ward; Kevin Mundy, Southwest Ward; Annette Scippio, East Ward; James Taylor, Jr., Southeast Ward; City Manager: Lee D. Garrity