



Guilford County

STATE *of* NORTH CAROLINA

Date: September 11, 2017

To: Guilford County Board of Commissioners

From: Shelia Willett, Buyer/Diversity Coordinator

Subject: MWBE Good Faith Efforts for Event# 580, RFQ A&E Smaller Repair & Alteration Projects

On behalf of the Facilities Department, the Purchasing Department posted a solicitation notice for Architecture and Engineering Services for smaller repair and alteration (R&A) projects and made a number of good faith efforts in an attempt to engage diverse firms.

Good faith efforts made in the solicitation process include:

- Searched the NC Department of Administration's Historically Underutilized Business database to identify diverse firms, who perform architectural services
- Sent an outreach email to 150 firms found in North Carolina, who are HUB certified MWBE architects at the time of the event opening
- Advertised a notice with a link to the event on the North Carolina AIA website, which serves a statewide network of architects
- Twenty – five (25) diverse firms, who were local and recommended by various County sources, were emailed and called to encourage their consideration and participation in the contract opportunity
- Additional phone calls made to diverse firms locally and surrounding counties, who were recommended by various County sources to encourage participation
- The professional liability requirement for smaller repair and alteration (R&A) projects was lowered from \$2 million to \$1 million to increase MWBE participation
- To increase MWBE participation, the Prime firms must have at least one licensed Architects on staff who maintain licenses for North Carolina. The prime firm, in conjunction with any consultants, must have at least one electrical engineer, one mechanical engineer, one structural engineer, and one civil engineer licensed in North Carolina.
- In follow up to RFQ requirements that were identified as potential exclusion for MWBE's, the RFQ was reviewed to identify any barriers that might limit participation.

Diversity Submittal Summary:

- As a result of outreach and engagement efforts, responses from diverse firms and firms with diverse teams were received.
 - Diverse firms were provided an opportunity to participate in the event.
 - Four firms submitted qualifications in response to the solicitation.
 - Of the four prime firms, three firms are HUB certified Minority Business Enterprises (MBE).
 - Three of the prime submitting firms, submitted documentation regarding their diverse project teams:
 - One of these MBE firms did not meet the minimum qualifications.
 - Three project teams had WBE inclusion.
 - One prime firm with no HUB certified team members, also submitted.
- The Purchasing Department made good faith efforts to engage ready, willing and able MWBE firms in this On Call solicitation. Raymond Engineering, Alabi Architecture, PLLC and SOLEX Architecture are recommended by the Facilities Department based on their qualifications. Two of these three prime firms are MWBE firms.

Please contact me or Susan Crotts, Purchasing Director, if we may provide any additional diversity information.