

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

MEMORANDUM

TO: Authority Board Members

FROM: Claude Miller 
Director of Procurement

DATE: September 22, 2015

RE: Approval of Supplemental Agreement No. 1 and
Approval of Subconsultant
Construction Contractor Compliance Consultant Services
Contract No. 001072

Board approval of Supplemental Agreement No. 1 is requested to increase the amount of the referenced contract with Covalt Group, Inc. (Covalt), by \$300,000.00 which will bring the new Contract amount to \$1,225,000.00. Wynn Consulting Group, Inc. was added to this contract in the amount of \$24,000 in May 2015; due to the amount, Board approval was not required. The increase in compensation is necessary to provide funding for the Federal Disadvantaged Business Enterprise program and CFX's Supplier Diversity program. Funding for this request was taken into consideration and included in the FY16 budget.

The services prescribed below are to assist the Supplier Diversity Director with implementing components of the DBE and Supplier Diversity programs. The activities listed are not intended to be all inclusive but components needed to ensure the functionality of both programs:

- 1) Assisting in making contracts more accessible to DBE's and small businesses
- 2) Providing technical assistance and other services
- 3) Disseminate information on contracting procedures and specific contract opportunities
- 4) Provide services to help DBE's and small businesses increase opportunities to participate in project(s)
- 5) Assist DBE's and other small business to development their capability to utilize emerging technology and conduct business through electronic media
- 6) Attend networking events and construction progress meetings
- 7) Research new and revised federal, local and state requirements related to operating a business, licensing requirements pertaining to disadvantage small minority and women business enterprises

In accordance with the Procurement Policy, Article IV, Governing Rules, paragraph G, Covalt has requested approval to use Wynn Consulting Group, Inc. (Wynn), to provide the services detailed in Supplemental Agreement No. 1. Approval of Wynn as a subconsultant is required because Wynn was not disclosed by Covalt as a subconsultant when the Contract with the Authority was originally awarded. Negotiations between Covalt and Wynn for these services

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have been completed and the fees are not expected to exceed \$300,000.00 to the end of the initial three-year Contract term. Board approval of Wynn as a subconsultant to Covalt is requested.