

RESOLUTION NO. 2025- 193

A RESOLUTION AWARDING A CONTRACT TO FRENCH
& PARRELLO ASSOC., CAMDEN, NJ FOR PROFESSIONAL
DESIGN SERVICES FOR PARK/WEST SIGNAL
PRELIMINARY ENGINEERING PHASE.

WHEREAS, the City of Vineland has heretofore advertised for proposals for (COV RFP 2025-04) the Professional Design Services for Park/West Signal Preliminary Engineering Phase; and

WHEREAS, the Request was published on the City’s official website and in the City’s official newspaper; and

WHEREAS, two proposals were received and reviewed by the Engineering Division’s Evaluation Team; and

WHEREAS, the City Engineer has recommended that a contract for the required services be awarded to French & Parrello Associates, Camden, NJ based upon the proposal received, pursuant to a fair and open process; and

WHEREAS, this contract is awarded in an amount not to exceed \$97,546.62 for specified services; and

WHEREAS, the availability of funds for said Contract to be awarded herein have been certified by the Chief Financial Officer; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland that said contract to provide for Professional Design Services for Park/West Signal Preliminary Engineering Phase, be awarded to French & Parrello Associates, Camden, NJ, based upon the proposal received, pursuant to a fair and open process, in the amount not to exceed \$97,546.62.

Adopted: April 22, 2025

President of Council pfs

ATTEST:

City Clerk rgf



**REQUEST FOR RESOLUTION FOR CONTRACT AWARDS UNDER
40A:11-5 EXCEPTIONS
(PROFESSIONAL SERVICES, EUS, SOFTWARE MAINTENANCE, ETC)**

1. GOODS OR SERVICES (DETAILED DESCRIPTION): Professional Design Services for Park/West Signal Preliminary Engineering Phase
2. TYPE: ☒ RFP ☐ RFQ NUMBER: 2025-04
- ☐ NON-FAIR & OPEN (PAY TO PLAY DOUCMENTS REQUIRED)
☒ FAIR & OPEN: HOW WAS RFP ADVERTISED? _____
3. AMOUNT TO BE AWARDED: 97,546.62
- ☐ ENCUMBER TOTAL AWARD ☐ ENCUMBER BY SUPPLEMENTAL RELEASE
4. BUDGETED ITEM: ☒ YES ☐ NO ACCOUNT NUMBER: C-04-00-000-02420-78001
5. CAPITAL ORDINANCE: ☒ YES ☐ NO ORDINANCE NUMBER: _____
6. TRACKING ID(S): _____ COMMODITY CODE(S): _____
7. CONTRACT PERIOD (IF APPLICABLE): _____
8. DATE TO BE AWARDED: 04/22/2025
9. RECOMMENDED VENDOR NAME AND ADDRESS: French & Parrello Associates
2 Riverside Drive, Suite 503, Camden ,NJ 08103
10. JUSTIFICATION FOR VENDOR RECOMMENDATION (INCLUDE ADDITIONAL INFORMATION FOR COUNCIL):
Highest scoring proposal from Engineering evaluation. Cost negotiation meeting was held with consultant.
Award shall be contingent upon concurrence by NJDOT.
11. EVALUATION PERFORMED BY: Stephanie Wakeley, Assistant Engineer - Traffic, x4091
(NAME, TITLE AND EXTENSION NUMBER)
12. APPROVED BY: David J. Maillet
SIGNATURE (DIRECTOR, DEPARTMENT HEAD, SUPERVISOR)
13. ATTACHMENTS: ☒ AWARDDING PROPOSAL ☐ OTHER: _____



CITY OF
VINELAND
WHERE IT'S ALWAYS GROWING SEASON

Stephanie Wakeley, EIT
Assistant Engineer - Traffic
swakeley@vinelandcity.org
www.vinelandcity.org

640 E. Wood Street
PO Box 1508
Vineland, NJ 08362-1508
Phone: (856) 794-4090
Fax: (856) 405-4606

MEMORANDUM

March 18, 2025

TO: Jeanine Meneghetti, Purchasing Agent

FROM: Stephanie Wakeley, EIT – Assistant Engineer, Traffic

RE: Professional Design Services – COV RFP #2025-02
Park Avenue / West Avenue Signal
City Eng. # 24-012

Enclosed, please find our ranking review sheets for the two proposals received for the above referenced project. **French & Parrello Associates** has been selected as the most qualified candidate.

At this time, please open the cost proposal from this firm, only, and forward to our office for review.



Special arrangements for persons with disabilities may be made if requested in advance by contacting the Business Administrator's office at 856-794-4144.

24-012 RFP FOR PROFESSIONAL DESIGN SERVICES FOR
PARK AVE/ WEST AVE SIGNAL

FOR EACH FIRM, GIVE A RATING OF 1-10 FOR EACH CATEGORY.

CATEGORY	Technical Approach (40%)	Firm Qualifications (20%)	Staff Qualifications (25%)	DBE/ESBE Utilization (15%)	Final Score
FIRM					
Taylor Wiseman Taylor	9	9	9	10	9.15
French & Parrello	9	8	9	10	8.95
					0
					0

TECHNICAL APPROACH: Understanding of the effort required. Shall address (1) discussion of approaches to resolving any problems, and (2) community involvement process.

FIRM QUALIFICATIONS: Shall provide list of similar work including contact info for clients, full description of services provided by the firm, organizational chart and description of firm, and how subcontractors are used to supplement services. Location of the office that will be performing the work.

STAFF QUALIFICATIONS: Qualifications, experience and office address of firms and any subcontractor's staff. Resumes of the professional staff.

DBE UTILIZATION: This is a 1 or a 10. They meet the goal or they don't. (DBE Goal is 9.95% per RFP)

Scores provided by Mike Russo

Michael Russo

24-012 RFP FOR PROFESSIONAL DESIGN SERVICES FOR
PARK AVE/ WEST AVE SIGNAL

FOR EACH FIRM, GIVE A RATING OF 1-10 FOR EACH CATEGORY.

CATEGORY	Technical Approach (40%)	Firm Qualifications (20%)	Staff Qualifications (25%)	DBE/ESBE Utilization (15%)	Final Score
FIRM					
Taylor Wiseman Taylor	8	9	7	10	8.25
French & Parrello	9	9	8	10	8.9
					0
					0

TECHNICAL APPROACH: Understanding of the effort required. Shall address (1) discussion of approaches to resolving any problems, and (2) community involvement process.

FIRM QUALIFICATIONS: Shall provide list of similar work including contact info for clients, full description of services provided by the firm, organizational chart and description of firm, and how subcontractors are used to supplement services. Location of the office that will be performing the work.

STAFF QUALIFICATIONS: Qualifications, experience and office address of firms and any subcontractor's staff. Resumes of the professional staff.

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Scores provided by Rick Caudill

24-012 RFP FOR PROFESSIONAL DESIGN SERVICES FOR
PARK AVE/ WEST AVE SIGNAL

FOR EACH FIRM, GIVE A RATING OF 1-10 FOR EACH CATEGORY.

CATEGORY	Technical Approach (40%)	Firm Qualifications (20%)	Staff Qualifications (25%)	DBE/ESBE Utilization (15%)	Final Score
FIRM					
Taylor Wiseman Taylor	8	8	9	10	8.55
French & Parrello	9	9	9	10	9.15
					0
					0

TECHNICAL APPROACH: Understanding of the effort required. Shall address (1) discussion of approaches to resolving any problems, and (2) community involvement process.

FIRM QUALIFICATIONS: Shall provide list of similar work including contact info for clients, full description of services provided by the firm, organizational chart and description of firm, and how subcontractors are used to supplement services. Location of the office that will be performing the work.

STAFF QUALIFICATIONS: Qualifications, experience and office address of firms and any subcontractor's staff. Resumes of the professional staff.

DBE UTILIZATION: This is a 1 or a 10. They meet the goal or they don't. (DBE Goal is 9.95% per RFP)

Scores provided by Stephanie Wakeley

Stephanie Wakeley 3/17/25



2 Riverside Drive, Suite 503
Camden, New Jersey 08103
T: 609.862.1582
F: 732.312.9801
fpaengineers.com

March 27, 2025

Stephanie Wakeley, Assistant Engineer - Traffic
CITY OF VINELAND
640 E. Wood Street
Vineland, NJ 08362

**Re: Revised Cost Proposal for Professional Design Services
Park Avenue & West Avenue Signal Improvements
COV RFP 2025-04; FPA 23500.001**

Dear Ms. Wakeley:

French & Parrello Associates (FPA) is pleased to provide this revised cost proposal for professional engineering services for the referenced project based upon our meeting on March 26, 2025 at your offices.

The fee has been revised per the below discussed items:

1. Preliminary Engineering (PE) and Final Design (FD) phases have been broken out for Federal Funding. Project Management and meeting efforts have been provided for each phase based upon the separation of contracts.
2. Task E has been added in Preliminary Engineering for Roadway Design work. The original proposal indicated that paving and grading of roadway would be performed under a separate contract. However, the City has elected to revise that staging plan and include it with signal improvements. This work shall not include any pipe design efforts, however drainage structures shall be upgraded for compliant grates and curb pieces as required.
3. Survey, design plans, and ROW data will be provided from the separate Park Avenue project currently in design.
4. Bid Support, Bid Tabulation and Analysis and Construction Phase Support have been eliminated from FD.
5. It is our understanding that the City has already determined their preferred preliminary alternative, so minimal concept development shall be involved in Pre-Design Task.
6. FPA's overhead rate has been updated.

We thank you for this opportunity and look forward to serving the City.

Respectfully submitted,
FRENCH & PARRELLO ASSOCIATES

A handwritten signature in dark ink, appearing to read 'S. Irick', is written over a light blue horizontal line.

Sara Irick, PE, PMP, TDM-CP, CME
Project Consultant



Prime Consultant Cost Proposal
Design Services for
Park Avenue & West Avenue Signal Improvements
 COV RFP 2025-04
 FPA No. 23500
 Revision #1
 in City of Vineland, Cumberland County, New Jersey



PRELIMINARY ENGINEERING PHASE

TASK	Principal (PIX)	Sr. Project Manager (PVIII)	Senior Staff Engineer (PIII)	Staff Engineer (PII)	Writing and Media Manager	Equity & Outreach Coordinator	TOTAL HOURS	DIRECT LABOR COST BY TASK	TOTAL LABOR COST BY TASK
Task A: Pre-Design Task									
A) Project Schedule	0	2	0	0	0	0	2	\$ 164.00	\$ 469.80
B) Preliminary Engineers Report	0	2	8	0	0	0	10	\$ 500.00	\$ 1,432.31
C) Utility Infrastructure	0	0	2	16	0	0	18	\$ 676.00	\$ 1,936.48
TASK A SUBTOTAL MAN-HOURS	0	4	10	16	0	0	30	\$ 1,340.00	\$ 3,838.59
Task B: Coordination									
A) Meetings	0	16	8	0	0	0	24	\$ 1,648.00	\$ 4,720.89
B) Stakeholder / Local Officials Coordination & Meetings	1	8	8	0	0	0	17	\$ 1,079.00	\$ 3,090.92
C) Public Presentations/Public Information Center (PIC)	1	4	8	4	4	8	29	\$ 1,307.00	\$ 3,744.06
D) Project Management	0	16	0	0	0	0	16	\$ 1,312.00	\$ 3,758.38
TASK B SUBTOTAL MAN-HOURS	2	44	24	4	4	8	86	\$ 5,346.00	\$ 15,314.26
Task C: Survey & Mapping Task									
A) Topographic Survey Collection	0	0	0	0	0	0	0	\$ -	\$ -
B) Base mapping	0	0	0	8	0	0	8	\$ 296.00	\$ 847.93
C) ROW Research	0	4	0	0	0	0	4	\$ 328.00	\$ 939.60
TASK C SUBTOTAL MAN-HOURS	0	4	0	8	0	0	12	\$ 624.00	\$ 1,787.52
Task D: Data Collection and Analysis Task									
A) Traffic Data Collection	0	0	0	6	0	0	6	\$ 222.00	\$ 635.95
B) Traffic & Signal Timing Analysis	0	2	8	16	0	0	26	\$ 1,092.00	\$ 3,128.17
C) Lighting Level Analysis	0	2	8	0	0	0	10	\$ 500.00	\$ 1,432.31
D) Preparation of Traffic Report	0	4	24	16	0	0	44	\$ 1,928.00	\$ 5,522.99
TASK D SUBTOTAL MAN-HOURS	0	8	40	38	0	0	86	\$ 3,742.00	\$ 10,719.41
Task E: Preliminary Engineering Task									
A) Traffic Signal Design	1	6	24	48	0	0	79	\$ 3,363.00	\$ 9,633.72
B) Permitting	0	0	0	0	0	0	0	\$ -	\$ -
C) CED Documentation	0	2	16	0	0	0	18	\$ 836.00	\$ 2,394.82
D) Plan Development	2	16	24	48	0	0	90	\$ 4,270.00	\$ 12,231.93
E) Roadway Design (Grading and Pavement)	2	6	24	48	0	0	80	\$ 3,450.00	\$ 9,882.94
TASK E SUBTOTAL MAN-HOURS	5	30	88	144	0	0	267	\$ 11,919.00	\$ 34,143.41
Task F: Final Engineering Task									
A) Final Plan Set	0	0	0	0	0	0	0	\$ -	\$ -
B) Final Technical Documents	0	0	0	0	0	0	0	\$ -	\$ -
C) Right of Way Documents	0	0	0	0	0	0	0	\$ -	\$ -
TASK F SUBTOTAL MAN-HOURS	0	0	0	0	0	0	0	\$ -	\$ -
Task G: Necessary Permitting and/or Approvals									
A) Federal Aid Authorization and Required Documentation	0	0	0	0	0	0	0	\$ -	\$ -
TASK G SUBTOTAL MAN-HOURS	0	0	0	0	0	0	0	\$ -	\$ -



Prime Consultant Cost Proposal
Design Services for
Park Avenue & West Avenue Signal Improvements
COV RFP 2025-04
FPA No. 23500
Revision #1
in City of Vineland, Cumberland County, New Jersey



PRELIMINARY ENGINEERING PHASE

TASK	Principal (PIX)	Sr. Project Manager (PVIII)	Senior Staff Engineer (PIII)	Staff Engineer (PII)	Writing and Media Manager	Equity & Outreach Coordinator	TOTAL HOURS	DIRECT LABOR COST BY TASK	TOTAL LABOR COST BY TASK
TOTAL MAN-HOURS	7	90	162	210	4	8	481		
AVERAGE DIRECT LABOR HOURLY RATE	\$87.00	\$82.00	\$42.00	\$37.00	\$42.00	\$30.00			
DIRECT LABOR COST	\$ 609.00	\$ 7,380.00	\$ 6,804.00	\$ 7,770.00	\$ 168.00	\$ 240.00			\$ 22,971.00
OVERHEAD %									160.42%
OVERHEAD COST	\$ 976.96	\$ 11,839.00	\$ 10,914.98	\$ 12,464.63	\$ 269.51	\$ 385.01			\$ 36,850.08
FIXED FEE %									10.00%
FIXED FEE COST	\$ 158.60	\$ 1,921.90	\$ 1,771.90	\$ 2,023.46	\$ 43.75	\$ 62.50			\$ 5,982.11
TOTAL LABOR COST	\$ 1,744.55	\$ 21,140.90	\$ 19,490.87	\$ 22,258.10	\$ 481.26	\$ 687.51			\$ 65,803.19

DIRECT EXPENSES	
MFS Consulting Engineers & Surveyor (DBE) (Survey & ROW)	\$ 30,423.43
SUBTOTAL - Subconsultants	\$ 30,423.43
Reproduction	\$ 400.00
Traffic Data Processing	\$ 400.00
Postage	\$ 50.00
Mileage	\$ 400.00
NJDPE NHP Database Search	\$ 70.00
SUBTOTAL - Misc. Expenses	\$ 1,320.00
TOTAL DIRECT EXPENSES	\$ 31,743.43

TOTAL LABOR COST	\$ 65,803.19
TOTAL DIRECT EXPENSES	\$ 31,743.43
TOTAL COST - PRELIMINARY ENGINEERING	\$ 97,546.62



Sub-Consultant Cost Proposal
Design Services for
Park Avenue & West Avenue Signal Improvements
 COV RFP 2025-04
 FPA No. 23500
 in City of Vineland, Cumberland County, New Jersey



TASK	Principal, PLS (PIX)	Project Manager (PV)	Senior Tech (ET5)	Party Chief (ET4)	Instrument Person (ET3)	Position (ASCE Grade)	TOTAL HOURS	LABOR COST BY TASK
Task C: Survey & Mapping Task								
A) Topographic Survey Collection	2	5	36	40	30	0	113	\$ 17,560.96
B) Base mapping	1	2	24	0	0	0	27	\$ 5,368.23
C) ROW Research	1	3	16	10	0	0	30	\$ 5,494.25
TASK C SUBTOTAL MAN-HOURS	4	10	76	50	30	0	170	\$ 28,423.43
TOTAL MAN-HOURS	4	10	76	50	30	0	170	
AVERAGE DIRECT LABOR HOURLY RATE	\$104.10	\$74.04	\$63.47	\$47.54	\$34.77	\$0.00		
DIRECT LABOR COST	\$ 416.40	\$ 740.40	\$ 4,823.72	\$ 2,377.00	\$ 1,043.10	\$ -		\$ 9,400.62
OVERHEAD %	174.87%							
OVERHEAD COST	\$ 728.16	\$ 1,294.74	\$ 8,435.24	\$ 4,156.66	\$ 1,824.07	\$ -		\$ 16,438.86
FIXED FEE %	10.00%							
FIXED FEE COST	\$ 114.46	\$ 203.51	\$ 1,325.90	\$ 653.37	\$ 286.72	\$ -		\$ 2,583.95
TOTAL DIRECT LABOR COST	\$ 1,259.01	\$ 2,238.65	\$ 14,584.86	\$ 7,187.03	\$ 3,153.89	\$ -		\$ 28,423.43

DIRECT EXPENSES	
SUBTOTAL - Subconsultants	\$ -
Police	\$ 1,300.00
Mileage	\$ 700.00
Postage	
SUBTOTAL - Misc. Expenses	\$ 2,000.00
TOTAL DIRECT EXPENSES	\$ 2,000.00

TOTAL DIRECT LABOR COST	\$ 28,423.43
TOTAL DIRECT EXPENSES	\$ 2,000.00
TOTAL COST - MFS	\$ 30,423.43



Prime Consultant Cost Proposal

COV RFP 2025-04

FPA No. 23500

Revision #1

in City of Vineland, Cumberland County, New Jersey



CITY OF

VINELAND

WHERE IT'S ALWAYS GROWING SEASON

FINAL DESIGN PHASE

TASK	Principal (PIX)	Sr. Project Manager (PVIII)	Senior Staff Engineer (PIII)	Staff Engineer (PII)	Writing and Media Manager	Equity & Outreach Coordinator	TOTAL HOURS	DIRECT LABOR COST BY TASK	TOTAL LABOR COST BY TASK
Task A: Pre-Design Task									
A) Project Schedule	0	0	0	0	0	0	0	\$ -	\$ -
B) Preliminary Engineers Report	0	0	0	0	0	0	0	\$ -	\$ -
C) Utility Infrastructure	0	0	0	0	0	0	0	\$ -	\$ -
TASK A SUBTOTAL MAN-HOURS	0	0	0	0	0	0	0	\$ -	\$ -
Task B: Coordination									
A) Meetings	0	4	4	0	0	0	8	\$ 496.00	\$ 1,420.85
B) Stakeholder / Local Officials Coordination & Meetings	1	2	2	0	0	0	5	\$ 335.00	\$ 959.65
C) Public Presentations/Public Information Center (PIC)	0	4	8	2	2	4	20	\$ 942.00	\$ 2,698.47
D) Project Management	0	16	0	0	0	0	16	\$ 1,312.00	\$ 3,758.38
TASK B SUBTOTAL MAN-HOURS	1	26	14	2	2	4	49	\$ 3,085.00	\$ 8,837.35
Task C: Survey & Mapping Task									
A) Topographic Survey Collection	0	0	0	0	0	0	0	\$ -	\$ -
B) Base mapping	0	0	0	0	0	0	0	\$ -	\$ -
C) ROW Research	0	0	0	0	0	0	0	\$ -	\$ -
TASK C SUBTOTAL MAN-HOURS	0	0	0	0	0	0	0	\$ -	\$ -
Task D: Data Collection and Analysis Task									
A) Traffic Data Collection	0	0	0	0	0	0	0	\$ -	\$ -
B) Traffic & Signal Timing Analysis	0	0	0	0	0	0	0	\$ -	\$ -
C) Lighting Level Analysis	0	0	0	0	0	0	0	\$ -	\$ -
D) Preparation of Traffic Report	0	0	0	0	0	0	0	\$ -	\$ -
TASK D SUBTOTAL MAN-HOURS	0	0	0	0	0	0	0	\$ -	\$ -
Task E: Preliminary Engineering Task									
A) Traffic Signal Design	0	0	0	0	0	0	0	\$ -	\$ -
B) Permitting	0	1	2	12	0	0	15	\$ 610.00	\$ 1,747.42
C) CED Documentation	0	0	0	0	0	0	0	\$ -	\$ -
D) Plan Development	0	0	0	0	0	0	0	\$ -	\$ -
E) Roadway Design (Grading and Pavement)	0	0	0	0	0	0	0	\$ -	\$ -
TASK E SUBTOTAL MAN-HOURS	0	1	2	12	0	0	15	\$ 610.00	\$ 1,747.42
Task F: Final Engineering Task									
A) Final Plan Set	1	8	24	60	0	0	93	\$ 3,971.00	\$ 11,375.41
B) Final Technical Documents	1	8	16	48	0	0	73	\$ 3,191.00	\$ 9,141.00
C) Right of Way Documents	0	0	0	0	0	0	0	\$ -	\$ -
TASK F SUBTOTAL MAN-HOURS	2	16	40	108	0	0	166	\$ 7,162.00	\$ 20,516.41
Task G: Necessary Permitting and/or Approvals									
A) Federal Aid Authorization and Required Documentation	0	16	0	0	0	0	16	\$ 1,312.00	\$ 3,758.38
TASK G SUBTOTAL MAN-HOURS	0	16	0	0	0	0	16	\$ 1,312.00	\$ 3,758.38



Prime Consultant Cost Proposal

COV RFP 2025-04

FPA No. 23500

Revision #1

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CITY OF
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WHERE IT'S ALWAYS GROWING SEASON

FINAL DESIGN PHASE

TASK	Principal (PIX)	Sr. Project Manager (PVIII)	Senior Staff Engineer (PIII)	Staff Engineer (PII)	Writing and Media Manager	Equity & Outreach Coordinator	TOTAL HOURS	DIRECT LABOR COST BY TASK	TOTAL LABOR COST BY TASK
TOTAL MAN-HOURS	3	59	56	122	2	4	246		
AVERAGE DIRECT LABOR HOURLY RATE	\$87.00	\$82.00	\$42.00	\$37.00	\$42.00	\$30.00			
DIRECT LABOR COST	\$ 261.00	\$ 4,838.00	\$ 2,352.00	\$ 4,514.00	\$ 84.00	\$ 120.00			\$ 12,169.00
OVERHEAD %			160.42%						
OVERHEAD COST	\$ 418.70	\$ 7,761.12	\$ 3,773.08	\$ 7,241.36	\$ 134.75	\$ 192.50			\$ 19,521.51
FIXED FEE %			10.00%						
FIXED FEE COST	\$ 67.97	\$ 1,259.91	\$ 612.51	\$ 1,175.54	\$ 21.88	\$ 31.25			\$ 3,169.05
TOTAL LABOR COST	\$ 747.67	\$ 13,859.03	\$ 6,737.59	\$ 12,930.89	\$ 240.63	\$ 343.75			\$ 34,859.56

DIRECT EXPENSES	
MFS Consulting Engineers & Surveyor (DBE) (Survey & ROW)	\$ -
SUBTOTAL - Subconsultants	\$ -
Reproduction	\$ 100.00
Traffic Data Processing	\$ -
Postage	\$ 50.00
Mileage	\$ 100.00
NIDPE NHP Database Search	\$ -
SUBTOTAL - Misc. Expenses	\$ 250.00
TOTAL DIRECT EXPENSES	\$ 250.00

TOTAL LABOR COST	\$ 34,859.56
TOTAL DIRECT EXPENSES	\$ 250.00
TOTAL COST - FINAL DESIGN	\$ 35,109.56

Fee Summary	
Preliminary Engineering	\$ 97,546.62
Final Design	\$ 35,109.56
Total PE/FD Cost	\$ 132,656.18

DBE Participation 22.93%