



DATE: April 22, 2022

TO: Johnnie Hill, Construction Projects Coordinator

FROM: Nora Gardner, M/WBE Specialist

SUBJECT: M/WBE Memo for Contract 2020-0120 Cottage Place Streambank Stabilization - Change Order #1

The M/WBE Office reviewed the change order request for contract 2020-0120 Cottage Place Streambank Stabilization for an additional drainage report and to determine continued compliance with the M/WBE Program Plan. M/WBE goals were not established for this project.

The City of Greensboro approved to award Atkins North America, Inc. a contract for \$96,731.03. The firm committed to utilizing MBE 14.20% (\$13,740.00). Change Order #1 for \$14,743.65 will increase the total contract amount to \$111,474.68 and decrease the overall MBE utilization to 12.32%. Although the overall utilization percentage decreases to 12.32%, Atkins will maintain the original MBE utilization commitment of \$13,740.00. The contract continues to comply with the M/WBE Program Plan.

ID	Firm Name	County	Description of Work	Original Contract Amount	Change Order Amount	New Contract Amount	Total Contract Utilization %
MBE	Davenport	Forsyth	Construction Administration and Observation	\$13,740.00	\$0.00	\$13,740.00	12.32%

Please be reminded that during the performance of the contract, if there are any changes, including subcontractor replacement, the Department and Vendor must contact the M/WBE Office for approval before making any such changes or substitutions.

Thank You

Cc: Allison Staton, M/WBE Compliance Officer
Timothy Jackson III, M/WBE Coordinator