



DATE: May 25, 2022

TO: Jay Guffey, Engineering Supervisor

FROM: Nora Gardner, M/WBE Specialist

SUBJECT: M/WBE Memo for Contract #2019-0070 Mitchell Residuals BWT Improvement Design Services – Change Order #1

The M/WBE Office reviewed the change order request for Contract #2019-0070 Mitchell Residuals BWT Improvement Design Services to determine continued compliance with the City's M/WBE Program Plan. No goals were established for the original contract. The contractor is required to maintain the M/WBE participation throughout the duration of the contract unless approved in advance by the City.

The original contract amount of \$1,119,300.00 was approved by City Council on January 15, 2019, with a 14.1% MBE commitment. Change Order #1 in the amount of \$451,200.00 for additional design engineering services decreased the MBE utilization to 12.61% and increased the WBE utilization to 2.32%. The contract's overall M/WBE utilization will *increase* to 14.93% (\$1,570,500.00). CDM Smith, Inc. continues to comply with the M/WBE requirements for the contract. The firm will utilize the following firms to meet the M/WBE goals.

ID	Firm Name	County	Description of Work	Original Contract Amount	Contract Change Order Amount	Total Contract Amount	Utilization %
MBE	JC Waller & Associates, PC	Guilford	Surveying, Wetland survey and flagging, permitting for erosion control	\$107,157.00	\$0.00	\$107,157.00	6.82%
MBE	Critek Engineering Group	Guilford	Design of 12" force main to include permitting, easement coordination, erosion and sediment control plan and coordination of geotechnical work	\$51,000.00	\$39,860.00	\$90,860.00	5.79%
WBE	Consultant Engineering Service, Inc.	Forsyth	Electrical Design	\$0.00	\$36,500.00	\$36,500.00	2.32%



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

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