



DATE: July 28, 2022

TO: Jay Guffey, Engineering Manager

FROM: Nora Gardner, M/WBE Specialist

SUBJECT: M/WBE Memo for Contract 2018-045B On-Call Construction
Administration Services Change Order #1

The M/WBE Office reviewed the change order request for Contract 2018-045B On-Call Construction Administration Services to determine continued compliance with the City's M/WBE Program Plan. The contractor is required to maintain the M/WBE participation throughout the duration of the contract unless approved in advance by the City.

Hazen and Sawyer, P.C. was awarded a contract for \$160,392.00 with a M/WBE commitment of 20.45% (\$32,800.00) and approved by City Council on November 17, 2021. Change Order #1 in the amount of \$78,460.00 will add services and funding to the project, increasing the contract's total value from \$160,392.00 to \$238,852.00. Although the overall M/WBE utilization will decrease from 20.45% to 13.73%, Hazen and Sawyer will maintain the original M/WBE utilization commitment of \$32,800.00. The contract continues to comply with the M/WBE Program Plan, and the following firms will be utilized on the project:

ID	Firm Name	County	Description of Work	Original Contract Amount	Change Order Amount	New Contract Amount
MBE	SAMR	Guilford	Submittal, RFI, Change Review, Commissioning	\$25,050.00	\$0.00	\$25,050.00
WBE	Westcott, Small, and Associates	Guilford	Submittal, RFI, Change Review	\$7,750.00	\$0.00	\$7,750.00

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