



DATE: August 25, 2022

TO: Shawna Tillery, Parks & Recreation Planning and Project Develop Mgr.

FROM: Allison Staton, M/WBE Compliance Officer

SUBJECT: M/WBE Memo for Contract 2019-5160 – Windsor/Chavis Library Joint-Use Facility Planning (Facility Master Plan) Through Schematic Design Phase - Change Order 3

The M/WBE Office reviewed the change order request for Contract 2019-5160 - Windsor/Chavis Library Joint-Use Facility Planning (Facility Master Plan) Through Schematic Design Phase 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. The request is for the extended timeframe of the project per the city and additional funding to align the required design fees to support the expanded project scope from design development thru project close-out phases of the project.

In May 2019, Council approved a contract award to Vines Architecture for \$1,259,500.00. The firm was a certified MBE; however, Vines Architecture was located outside of the Greensboro Relevant Market. In July 2019, the Greensboro Relevant Market was expanded to 27 counties making Vines Architecture eligible to be counted as an MBE on Greensboro projects. Change Order #1 (\$667,300.00) was approved by Council in May 2020 and increased the contract to \$1,926,800.00. Vines Architecture committed to utilizing other MBE firms on the contract. Change Order #2 for extension of time for the project was approved in February 2022. Change Order #3 for \$6,494,965.00 will increase the total contract value to \$8,421,765.00 and extend the services to close out the project. The firm will utilize the following MBE firms on the project.

ID	Firm Name	County	Description of Work	Original Contract Amount	Change Order Amount	Total Contract Amount	Total Contract %
MBE	JC Waller & Associates, PC	Guilford	Site Design	\$11,500.00	\$109,000.00	\$120,500.00	1.43%
MBE	Glimmer & Glow, LLC	Durham	Lighting Consultant	\$4,552.50	\$36,420.00	\$40,972.50	0.49%
MBE	Surface 678, PA	Wake	Landscape Architecture Design	\$18,100.00	\$163,481.00	\$181,581.00	2.16%
MBE	Evoke Studio Architecture, PLLC	Durham	Architecture Design Services	\$320,000.00	\$2,559,722.00	\$2,879,722.00	34.19%



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.

Thank you

Cc: Timothy Jackson III, M/WBE Coordinator