



DATE: December 1, 2022

TO: Jana Stewart, Engineering Manager

FROM: Nora Gardner, M/WBE Specialist

SUBJECT: M/WBE Memo for On-Call Stormwater Staff Assistance Services

The M/WBE Office reviewed the request and documentation submitted for a one-year supplemental agreement with to provide On-Call Stormwater Staff Assistance Services for the Water Resources Department to determine compliance with the City of Greensboro M/WBE Program Plan. M/WBE goals were not established for this project.

Stantec Consulting Services, Inc. was requested to solicit and make an effort to use certified M/WBE firms capable of providing services needed to fulfill the supplemental agreement. The firm committed to utilizing an MBE firm on the project. The firm will subcontract 10% (\$38,000.00) of the total contract value \$380,000.00 to the following MBE firm:

ID	Firm Name	County	Description of the Work	Contract Amount	Contract %
MBE	JC Waller & Associates, PC	Guilford	Survey & Engineering Design	\$38,000.00	10%

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