



DATE: November 21, 2022

TO: Jana C. Stewart, Engineering Manager

FROM: Timothy Jackson III, M/WBE Coordinator

SUBJECT: M/WBE Memo for Contract 2022-5024 Big Alamance Sewershed Study, Change Order 1

The M/WBE Office reviewed the change order request for contract 2022-5024 Big Alamance Sewershed Study project to determine 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 additional services (specialty modeling utilizing hydraulic modeling software).

Freese and Nichols, Inc. entered a contract for \$80,475.00 in November 2022. The firm committed to utilizing a WBE 7.5% (\$6,000.00). Change Order 1 for \$39,000.00 will *increase* the total contract amount to \$119,475.00 and decrease the overall M/WBE utilization to WBE 5.02%. Although the overall utilization percentage decreases, Freese and Nichols, Inc. will maintain the original WBE utilization commitment of \$6,000.00. The contract continues to comply with the M/WBE Program Plan and the following firms will be utilized.

ID	Firm Name	County	Description of Work	Original Contract Amount	Change Amount	Current Contract Amount	Total Contract %
WBE	Taylor Engineering & Consulting, PLLC	Guilford	Flow Projections/Field Assessments	\$6,000.00	\$0	\$6,000.00	5.02%

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 III, M/WBE Coordinator