



DATE: November 30, 2022

TO: Jay Guffey, Water Resources Engineering Supervisor

FROM: Allison Staton, M/WBE Compliance Officer

SUBJECT: M/WBE Memo for Phase IV Sandy Creek Lift Station Redesign & Limited Construction Administration Services

The M/WBE Office reviewed the request and documentation submitted for a supplemental agreement with HDR Engineering, Inc. of the Carolinas to provide redesign and limited construction for Phase IV Sandy Creek Lift Station to determine compliance with the Greensboro M/WBE Program Plan. M/WBE goals were not established for this project.

HDR Engineering, Inc. of the Carolinas (HDR) was requested to solicit and make an effort to utilize certified M/WBE firms capable of providing services to fulfill the agreement. The firm will subcontract 2.14% (\$12,000.00) of the total contract amount of \$561,500.00 to an MBE firm. HDR commits to utilizing the following firm:

ID	Firm Name	County	Description of Work	Contract Amount	Contract Percentage
WBE	Westcott, Small & Associates, PLLC	Guilford	Erosion Control/Site Revision	\$12,000.00	2.14%

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