



DATE: July 13, 2023
TO: Blake Strumbel, Construction Projects Coordinator
FROM: Nora Gardner, M/WBE Specialist
SUBJECT: M/WBE Memo for the North Buffalo Creek Stormwater Master Plan Services, Contract 2021-5250, Change Order 1

The M/WBE Office reviewed the change order request for the North Buffalo Creek Stormwater Master Plan Services, Contract 2021-5250, Change Order #1 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.

Stantec Consulting Services, Inc., was awarded a contract for \$1,570,490.00 with an MBE commitment of 18% (\$282,700.00) and a WBE commitment of 2.58% (40,500.00) approved by City Council on November 17, 2021. Change order #1 for \$150,000.00 will add services and funding to the project, increasing the total value of the contract to \$1,720,490.00. The overall M/WBE utilization increases from 20.58% to 21.52%. The contractor committed to utilizing the following MBE firms on the project:

| ID | Firm Name | County | Description of Work | Original Contract Amount | Change Order Amount | New Contract Amount | M/WBE % |
|-----|---------------------------------------|----------|---|--------------------------|---------------------|---------------------|---------|
| MBE | JC Waller & Associates, PLLC | Guilford | Surveying | \$282,700.00 | \$43,084.00 | \$325,784.00 | 18.94% |
| WBE | Taylor Engineering & Consulting, PLLC | Guilford | Civil Engineering for rainfall data staff gages | \$40,500.00 | \$4,000.00 | \$44,500.00 | 2.59% |

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