



DATE: March 4, 2024

TO: Nathanael Moore, Transportation Street Maint. Operations Mgr.

FROM: Allison Staton, M/WBE Compliance Officer

SUBJECT: M/WBE Memo for Contract 2019-071B - Bridge Maintenance and Repair
2019-2020 CEI, Change Order 1

The M/WBE Office reviewed a change order request for Construction Administration and Inspection Services on the Construction of Bridges numbers 400493, 400494, and 400461 (Professional Services) to determine continued compliance with the City's M/WBE Program Plan. The contractor is required to maintain the M/WBE participation for the duration of the contract unless approved in advance by the City. The Transportation Department's request is for additional funds to cover the cost of services due to the delays of the general contractor finishing the project.

Volkert, Inc. was awarded a contract that was approved by the City in November 2021, for \$275,000.00 which included \$25,000.00 set aside for unforeseen issues; therefore, the firm committed 20.00% MBE utilization based on \$250,000.00. Change Order #1 for \$155,000.00 will increase the total contract value to \$430,000.00. Volkert, Inc. proposed to commit \$8,750.00 or 5.65% of the change order amount to an MBE firm. The contract's overall MBE utilization will decrease to 13.66% (\$58,750.00) and continue to comply with the requirements of the M/WBE Program Plan. The firm commits to the following.

ID	Firm Name	County	Original Contract Amount	Change Order Amount	Total Contract Amount	Total Contract %
MBE	BB Foster Consulting, PC	Guilford	\$50,000.00	\$8,750.00	\$58,750.00	13.66%

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: Jason Geary, Engineering & Inspection Department
Eric Eley, M/WBE Sr. Program Manager
Marjorie Manazanres, M/WBE Construction Project Manager
Shadi Zedian, Interim M/WBE Coordinator