



**DATE:** May 24, 2024  
**TO:** David Phlegar, Stormwater Division Manager  
**FROM:** Shadi Zeidan, Interim M/WBE Coordinator  
**SUBJECT:** M/WBE Memo for South Buffalo Creek Watershed Master Plan, Change Order #1

The M/WBE Office reviewed the change order request for South Buffalo Creek Watershed Master Plan 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.

On November 17, 2021, Council approved to award The John R McAdams Company a contract for \$1,390,121.00. The contract did not have established goals; however, the firm committed to utilizing MBE 15.84% and WBE 2.16%. Change Order #1 for \$231,070.00 will increase the total contract amount to \$1,621,191.00. The overall M/WBE utilization will change to MBE 13.58% and WBE 1.85%. The firm utilized the following M/WBE firms:

ID	Firm Name	County	Scope of Work	Original Contract Amount	Change Amount	Current Contract Amount	%
MBE	Stewart Engineering, Inc.	Wake	Surveying	\$180,175.00	\$0.00	\$180,175.00	11.11%
MBE	Bree & Associates, Inc.	Wake	Construction Cost	\$40,000.00	\$0.00	\$40,000.00	2.47%
WBE	Taylor Engineering & Consulting, PLLC	Guilford	Field Support	\$30,000.00	\$0.00	\$30,000.00	1.85%

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: Eric Eley, M/WBE Program Senior Manager  
Allison Staton, M/WBE Compliance Officer