



DATE: July 3, 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 2

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. There were not goals established for the project. 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 added inspections, verifying performed work met the bridge structure specifications.

Volkert, Inc. was awarded a contract that was approved by the City in November 2021, for \$275,000.00. Change Order #1 for \$155,000.00 increased the contract amount to \$430,000.00 with an MBE commitment of 13.66%. Change Order 2 for \$85,000.00 will increase the total contract amount to \$515,000.00 and decrease the overall MBE utilization to 11.41%. Volkert, Inc. will maintain the MBE utilization commitment of \$58,750.00 and the contract continues to comply with the M/WBE Program Plan. The following firm will be utilized for the project.

ID	Firm Name	County	Original Contract Amount	Change Order Amount	Total Contract Amount	Total Contract %
MBE	BB Foster Consulting, PC	Guilford	\$58,750.00	\$0.00	\$58,750.00	11.41%

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 Manzanares, M/WBE Construction Project Manager  
Shadi Zeidan, Interim M/WBE Coordinator