



DATE: October 2, 2024
TO: Gregory Carlton, Transportation Planner II
FROM: Shelia Reaves-Willett, M/WBE Specialist
SUBJECT: M/WBE Memo for On-Call Professional Services Agreement for the Comprehensive Safety Action Plan Development

The M/WBE Office reviewed the request from the Transportation Department for a supplemental agreement with Alta Planning + Design, Inc. to determine compliance with the M/WBE Program Plan. The task order is to provide the development of a comprehensive safety action plan for regional multimodal transportation planning, performing 7 key tasks that include analytics, stakeholder engagement, recommendation, and the Bike/Ped Network Review. M/WBE goals were not established for the contract.

Alta Planning + Design, Inc. entered a master agreement for three years on the 31st day of December, 2023 through December 30, 2026. The supplemental agreement is for a contract duration of 14 months (October 2024 - December 2025). The firm committed to subcontract 21.60 % of the total contract value of \$850,381.00 to the following WBE 9.1% (\$106,348.00) and MBE 12.50% (\$78,000.00). The department provided the appropriate affidavit for the services.

ID	Firm Name	County	Description of the Work	Contract Amount	Total Contract %
WBE	Three Oaks Engineering	Durham	Speed Management Plan & Advisory	\$78,000.00	9.1%
MBE	Tate Consultants	Wake	Engagement	\$106,348.00	12.5%

Please be reminded that during the performance of the contract, if there are any changes, the Department and Vendor must contact the M/WBE Office for approval before making any such changes or substitutions.

SRW

Cc: Eric Eley, M/WBE Senior Manager
Allison Staton, M/WBE Compliance Officer
Shadi Zeidan, Interim M/WBE Coordinator
Tyler Meyer, Transportation Planning Manager