



DATE: September 18, 2024

TO: Shawna Tillery, Parks & Recreation Planning and Project Develop Mgr.

FROM: Allison Staton, M/WBE Compliance Officer

SUBJECT: M/WBE Memo for Contract 2019-5160 – Windsor/Chavis Library Joint-Use Facility Planning (Facility Master Plan) Through Schematic Design Phase, Change Order 4

The M/WBE Office reviewed the change order request for Contract 2019-5160 - Windsor/Chavis Library Joint-Use Facility Planning (Facility Master Plan) Through Schematic Design Phase to determine continued compliance with the City’s M/WBE Program Plan. The contractor is required to maintain M/WBE participation throughout the duration of the contract unless the City approves it in advance. The request is for additional funding to include Energy Modeling and continuing Design Development thru the Project Close-Out phases.

In May 2019, the City Council approved to award Vines Architecture, Inc. (Vines Architecture), a contract for \$1,259,500.00. The firm was a certified MBE; however, Vines Architecture was located outside of the Greensboro Relevant Market. In July 2019, the Greensboro Relevant Market was expanded to 27 counties making Vines Architecture eligible to be counted as an MBE on Greensboro projects. Change Order #1 (\$667,300.00) was approved by the City Council in May 2020 and increased the contract to \$1,926,800.00. Vines Architecture committed to utilizing other MBE firms on the contract. Change Order #2 extend the contract term and approved February 2022. Change Order #3 increased the contract to \$8,421,765.00. Change Order #4 for \$23,000.00 will increase the total contract value to \$8,444,765.00. Vines Architecture will continue utilizing the following MBE firms on the project.

ID	Firm Name	County	Description of Work	Original Contract Amount	Change Order Amount	Total Contract Amount	Total Contract %
MBE	JC Waller & Associates, PC	Guilford	Site Design	\$120,500.00	\$0.00	\$120,500.00	1.43%
MBE	Glimmer & Glow, LLC	Durham	Lighting Consultant	\$40,972.50	\$0.00	\$40,972.50	0.49%
MBE	Surface 678, PA	Wake	Landscape Architecture Design	\$181,581.00	\$0.00	\$181,581.00	2.15%
MBE	Evoke Studio Architecture, PLLC	Durham	Architecture Design Services	\$2,879,722.00	\$0.00	\$2,879,722.00	34.10%



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: Eric Eley, M/WBE Sr. Program Mgr.
Marjorie Manzanares, M/WBE Construction Project Coordinator
Shadi Zeidan, Interim M/WBE Coordinator