



DATE: March 6, 2025

TO: Jason Geary, Engineering and Inspections Deputy Director

FROM: Shelia Reaves-Willett, M/WBE Specialist

SUBJECT: M/WBE Memo for Contract 2017-2050 Downtown Greenway - Phase 2  
Construction Inspection (EL-5101DJ) - Change Order #4

The M/WBE Office reviewed the change order documentation submitted by the Engineering & Inspections Department for Contract 2017-2050 to document the participation of Disadvantaged Minority and Women-owned businesses in the above project. The Downtown Greenway Improvements Project utilized U.S. Department of Transportation Disadvantaged Business Enterprise Program funds that are exempted from the M/WBE Program Plan.

Summit Design & Engineering was awarded a contract for \$598,586.29 for the Downtown Greenway - Phase 2 Construction Inspection. The original project was approved by the Council on October 17, 2017, and change order #1 was approved on March 31, 2020. Change Order #2 in the amount of \$19,979.77 increased the total contract value to \$618,566.06. Change Order #3 for additional work in the amount of \$18,427.35 increased the total contract value to \$636,993.41. Change Order #4 in the amount of \$30,000.00 is needed to cover additional inspection work necessary to complete the project. This increases the total contract amount to \$666,993.41 for the engineering design services.

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

SRW

Cc: Gwen Carter, M/WBE Compliance Officer