



DATE: May 11, 2020

TO: Shawna Tillery, Planning and Project Development Manager

FROM: Allison Staton, Senior M/WBE Specialist

DEPARTMENT: Parks and Recreation

SUBJECT: M/WBE Memo for Contract #2017- 0310 – Facility Improvements and Development of Battleground Park District Phase I Project - Change Order#2

The M/WBE Office reviewed documentation submitted by the Natural Science Center to determine M/WBE compliance for the above contract. The total value of the original contract was \$615,000.00.

Change Order #1 (\$381,650.00) Design Development and Phase II Schematic Design services. The change order increased the total value of the contract with the Natural Science Center to \$996,650.00. The M/WBE commitment was MBE 0% and WBE 8.90%.

Change Order #2 (\$385,990.00) Construction Documents and Construction Administration. The change order will increase the total contract value with the Natural Science Center to \$1,382,640.00. Including this change order, the M/WBE commitment will be MBE 0% and WBE 12.72%.

The Natural Science Center proposes to utilize the following WBE firm to meet its M/WBE commitment:

ID	Firm Name	County	Original Contract Amount	Change Order Amount	Current M/WBE Utilization	Current %
WBE	Westcott, Small & Assoc.	Guilford	\$88,737.00	\$87,142.00	\$175,877.10	12.72%

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, prior to making any such changes.

AS

Cc: Gwen Carter, M/WBE Coordinator