



DATE: April 8, 2016

TO: Mike Borchers, Water Resources

FROM: Tiffany Jones, M/WBE Office

DEPARTMENT: Water Resources Department

SUBJECT: Contract #2015-007A TZO Pump Station Coordination Support

The M/WBE Program Plan requires a Prime contractor to make Good Faith Efforts to provide M/WBE firms an equal opportunity to perform on a contract including change orders. Hazen and Sawyer is currently providing engineering design service for the TZO pump station; under the requested change order, there are no M/WBE subcontracting opportunities and Hazen and Sawyer will self perform the work associated with the change order amount of \$65,100.

Please be reminded that during the performance of the contract, if there is a change to the scope of work either through change orders or additions; the contractor must contact the M/WBE Office prior to making any such changes or substitutions. Please give me a call at 336-373-7698 if you have any questions.

TJ

cc: Gwen Carter, M/WBE Coordinator