



**DATE:** April 25, 2016

**TO:** Virginia Spillman, Water Resources

**FROM:** Tiffany Jones, M/WBE Office

**DEPARTMENT:** Water Resources Department

**SUBJECT:** Contract #2014-077 Airport Lift Station Replacement Sewer Change Order #2

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. Arcadis is currently providing engineering design service for the Airport Lift Station; under the requested change order, Arcadis proposed to commit \$13,160 or 22% of the total change order amount of \$59,400 to an MBE firm.

Certification	Firm Name	County	Description of Work	Dollar Value	Total Contract Percentage
MBE	JC Waller & Associates	Guilford	Surveying	\$13,160	22%

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