



DATE: August 23, 2016
TO: Virginia Spillman, Water Resources
FROM: Tiffany Jones, M/WBE Office

DEPARTMENT: Water Resources Department

SUBJECT: Water Distribution Improvements for Forest Oaks Loop Feed Change Order

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, if there are subcontracting opportunities. CH Engineering is currently providing surveying service; under the requested change order, there are no subcontracting opportunities and CH Engineering will self perform the work associated with the change order amount of \$84,145.

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