



**DATE:** September 9, 2016

**TO:** Melinda King, Water Resources

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

**DEPARTMENT:** Water Resources Department

**SUBJECT:** Contract #2008-046 Lynwood Lakes Water and Sewer Project Change Order #1

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. WithersRavenel is currently providing engineering design service; under the requested change order, there are no subcontracting opportunities and WithersRavenel will self perform the work associated with the change order amount of \$10,640.

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