



**DATE:** October 13, 2016

**TO:** Virginia Spillman, Water Resources

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

**DEPARTMENT:** Water Resources Department

**SUBJECT:** Contract #2014-021 WRF BNR Upgrades and Expansion 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. CDM Smith is currently providing resident project representative and inspections services for the TZO WRF upgrade project; under the requested change order, CDM Smith proposed to commit \$112,000 or 32% of the total change order amount of \$350,000 to an MBE firm.

Certification	Firm Name	County	Description of Work	Dollar Value	Total Contract Percentage
MBE	Davenport	Forsyth	Construction Field Inspection Services	\$112,000	32%

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