



**DATE:** August 31, 2018  
**TO:** Michael Swails, Fire  
**FROM:** Tiffany Jones, M/WBE Specialist  
**DEPARTMENT:** Fire  
**SUBJECT:** MWBE Memo Fire Station #7 Design Services

The M/WBE Office reviewed the documentation submitted by ADW Architects to determine compliance with the City of Greensboro's M/WBE Program Plan. Contract goals were not established for the project; however, prospective respondents were required to solicit and make a Good Faith Effort towards certified M/WBEs as potential sources for goods and services necessary to complete the project.

ADW proposed to commit \$42,000 or 9% of the total contract value of \$460,000 to an MBE firm.

Certification	Firm Name	County	Description of Work	Dollar Value	Total Contract Percentage
MBE	JC Waller & Associates, PC	Guilford	Site/Civil Engineering & Landscape Architecture	\$42,000	9%

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 or if a subcontractor is replaced; the contractor must contact the M/WBE Office prior to making any such changes or substitutions. Please give me a call if you have any questions.

TJ

cc: Gwen Carter, M/WBE Coordinator