



DATE: April 8, 2019
TO: Shawna Tillery, P&R
FROM: Kirim McGee, M/WBE Office
DEPARTMENT: Parks & Recreation
SUBJECT: M/WBE Memo for Keeley Park Phase II Additional Services for Scope- Extension #2

The M/WBE Office reviewed the documentation submitted by Stewart, Inc. to determine compliance with the City's M/WBE Plan. Contract goals were not established for the project. The Program Plan requires a prime contractor to make a Good Faith Effort to provide M/WBEs an equal opportunity to perform on a contract including contract extensions. Extension #2 will increase the value of the contract to Stewart, Inc to \$248,800.00. The M/WBE commitment assigned to the project was MBE 2.5% and WBE 5.6%. The contractor is required to maintain the M/WBE participation throughout the duration of the contract unless approved in advance by the City. Stewart, Inc continues to be in compliance with the M/WBE participation requirements of the contract.

Stewart, Inc proposes to change the subcontract to SAMR and Shermin Ata, Architect PLLC by increasing the overall M/WBE utilization on the contract.

Certification	Firm Name	County	Description of Work	Change Order Amount	Change Order Percentage
M	SAMR	Guilford	Electrical, Mechanical, Plumbing Engineering	\$11,500.00	29.9%
W	Shermin Ata, Architect PLLC	Guilford	Architecture	\$6,500.00	16.9%

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; 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.

KM

cc: Gwen Carter, M/WBE Coordinator