



**DATE:** April 9, 2019

**TO:** Shawna Tillery, P&R

**FROM:** Kirim McGee, M/WBE Office

**DEPARTMENT:** Parks & Recreation

**SUBJECT:** M/WBE Memo for Battleground Park District Phase I Design Development/Phase II Schematic Design Amendment #1

The M/WBE Office reviewed the amendment submitted by Parks and Recreation for Lindsey Architect. The original contract did not have any M/WBE participation requirements. The amendment #1 for \$381,670.00 will increase the value of the contract for Phase I design development and Phase II schematic design. The M/WBE commitment assigned to the amendment is WBE 23%.

Lindsey Architecture has proposed to utilize the following certified firm:

Certification	Firm Name	County	Description of Work	Change Order Amount	Change Order Percentage
W	Westcott, Small, & Associates	Guilford	Civil Engineering	\$87,784.10	23%

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