DATE: August 31, 2018

TO: Michael Swails, Fire

FROM: Tiffany Jones, M/WBE Specialist

DEPARTMENT: Fire

SUBJECT: MWBE Memo Fire Station #56 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 $40,000 or 13% of the total contract value of $306,000 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	$40,000	13%

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