

**DATE:** October 4, 2019

**TO:** Virginia Spillman, Engineering Manager

**FROM:** Gwen Carter, M/WBE Coordinator

**DEPARTMENT:** Water Resources

**SUBJECT:** M/WBE Memo for Contract #2019-5003 Property Acquisition Support Services Megasite - Change Order #1

The M/WBE Office reviewed the changes to Contract #2019-5003 Property Acquisition Support Services Megasite – Change Order #1 to determine continued compliance with the M/WBE Program Plan. The original contract commitment was MBE 21.06%. After the change order, the MBE commitment will increase to 23.38% and the WBE commitment will increase to 3.24%. HDR Engineering Inc. continuous to be in compliance with the M/WBE Program Plan.

HDR Engineering Inc. proposed to utilize the following M/WBE firms.

ID	Firm Name	County	Original Contract Amount	Current Contract Amount	%
MBE	JC Waller & Associates	Guilford	\$10,000.00	\$56,300.00	19.85%
MBE	Critek	Guilford	\$10,000.00	\$0.00	3.53%
WBE	MLA Group	Forsyth	\$0.00	\$9,200.00	3.24%

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.

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