



DATE: June 10, 2020

TO: Jay Guffey, Engineering Supervisor

FROM: Gwen Carter, M/WBE Coordinator

DEPARTMENT: Water Resources

SUBJECT: M/WBE Memo – Contract #2017-0040 Kitchen Building Renovation Design – Change Order #2

The M/WBE Office reviewed the change order request for Contract #2017-004 Kitchen Building Renovation Design to determine continued compliance with the City's M/WBE Program Plan. The contractor is required to maintain the M/WBE participation throughout the duration of the contract unless approved in advance by the City.

Change Order #2 will increase the total value of the contract from \$202,475.00 to \$219,225.00. The original agreement did not have an M/WBE commitment. The work of the change order will be self-performed by the prime consultant, Clark Lee Patterson (CPL).

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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