



DATE: August 5, 2020

TO: Shawna Tillery, Planning and Project Development Division Manager

FROM: Allison Staton, Senior M/WBE Specialist

DEPARTMENT: Parks and Recreation

SUBJECT: M/WBE Memo for Contract 2019-5160 – Windsor/Chavis Library Joint-Use Facility Planning (Facility Master Plan) Through Schematic Design Phase - Change Order 1

The M/WBE Office reviewed the change order request for Contract 2019-5160 – Windsor/Chavis Library Joint-Use Facility Planning (Facility Master Plan) Through Schematic Design Phase 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.

When Council originally awarded this contract to Vines Architecture in May 2019, the firm was HUB certified but was not counted as a MBE because it was outside of the Greensboro Relevant Market. The contract amount was \$1,259,500.00 and reflected a MBE commitment of 8.9% (\$112,035.00). Now that the Greensboro Relevant Market has been expanded to 27 counties, Vines Architecture is counted as a MBE for City of Greensboro projects. With this in mind, all contract payments for this project will be counted toward MBE utilization. Change Order #1 in the amount of \$667,300 will increase the value of the contract from \$1,259,500.00 to \$1,926,800.00. The overall M/WBE utilization for this contract will increase to 100% due to Vines Architecture being a MBE prime contractor on the project.

ID	Firm Name	County	Description of Work	Original Contract Amount	Change Order Amount	Current Contract Amount	M/WBE %
MBE	Vines Architecture	Wake	Design Architect	\$1,259,500.00	\$667,300.00	\$1,926,800.00	100%

Please be reminded that during the performance of the contract, if there is a change; the Department and Prime Contractor must contact the M/WBE Office for approval, prior to making any such change.

AS

Cc: Gwen Carter, M/WBE Compliance Manager
Kimberly Sowell, Assistant City Manager