



**DATE:** August 5, 2020

**TO:** Jerome Williams, E&I Project Manager

**FROM:** Allison Staton, Senior M/WBE Specialist

**DEPARTMENT:** Engineering and Inspections

**SUBJECT:** M/WBE Memo for Contract 2019-043 - Fire Public Safety Training Facility  
Conex Boxes - Change Order 1

The M/WBE Office reviewed the change order request for Contract 2019-043 – Public Safety Training Facility (Pre-Fabricated) Conex Boxes to determine continued compliance with the M/WBE Program Plan. The original project went before the Goal Setting Committee and no goals were set based upon the determination that there were no subcontracting opportunities in the original scope of work. The Contractor is required to maintain the original M/WBE participation throughout the duration of the contract unless approved in advance by the City.

R.P.M. Partners General Contractor was awarded a contract in the amount of \$799,577.00. Change Order #1 in the amount of \$26,212.00, will increase the value of the contract from \$799,577.00 to \$825,789.00. The additional work included services that allowed subcontracting work. The department submitted documentation in the change request outlining the opportunity.

The Prime Contractor did solicit a certified M/WBE firm to perform some of the work for the project. R.P.M. Partners General Contractor subcontracted 0.42% (\$3,500.00) of the total contract value of \$825,789.00 to the following M/WBE firm.

ID	Firm Name	County	Description of Work	Original Contract Amount	Change Order Amount	Current Contract Amount	M/WBE %
MBE	JC Waller & Associates, PC	Guilford	Civil Engineering Layout and Design	\$0.00	\$3,500.00	\$3,500.00	0.42%

Please be reminded that any changes during the performance of the contract must be submitted in writing to the M/WBE Office by both the department and vendor prior to making any such changes.

Cc: Kim Sowell, Assistant City Manager  
Gwen Carter, M/WBE Compliance Manager  
Dwayne Church, Deputy Fire Chief  
Butch Shumate, Facilities Manager