



DATE: December 9, 2020

TO: Monica Jarrett, Utility Design Engineer

FROM: Nora Gardner, M/WBE Division

DEPARTMENT: Water Resources

SUBJECT: M/WBE Memo for On-Call Townsend WTP Lab Upgrades

The M/WBE Office reviewed the request and documentation submitted for a one-year supplemental agreement with Hazen and Sawyer to provide On-Call Townsend WTP Lab Upgrades for the Water Resources Department to determine compliance with the City of Greensboro M/WBE Program Plan. M/WBE goals were not established for this project.

Hazen and Sawyer were requested to solicit and make an effort to use certified M/WBE firms capable of providing services needed to fulfill the supplemental agreement. Hazen and Sawyer committed to utilizing an MBE firm on the project. The firm will subcontract 27.86% (\$105,940.00) of the total contract value of \$380,300.00 to the following MBE firm:

ID	Firm Name	County	Description of the Work	Contract Amount	Contract %
MBE	SAMR, PLLC	Guilford	Engineering Design	\$105,940.00	27.86%

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

Cc: Allison Staton, M/WBE Compliance Officer