



**DATE:** January 6, 2021

**TO:** Chris Spencer, Transportation Engineering Manager

**FROM:** Nora Gardner, M/WBE Specialist

**DEPARTMENT:** Transportation

**SUBJECT:** M/WBE Memo for Contract 2017-002 Downtown Greenway –  
Phase 4 Design - Change Order 1

The M/WBE Office reviewed the change request for Contract 2017-002 Downtown Greenway – Phase 4 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.

The original contract was awarded to Kimley-Horn and Associates, Inc. in the amount of \$1,510,783.00. The current commitment is MBE 10.1% and WBE 3.1%. Change Order #1 in the amount of \$35,835.00 for additional engineering services on the project will increase the total contract value to \$1,546,618.00. The overall M/WBE utilization will remain the same at 13.2%. Kimly-Horn and Associates continue to be in compliance with the M/WBE participation requirements of the contract.

ID	Firm Name	County	Description of Work	Original Contract Amount	Change Amount	Current Contract Amount	Contract %
MBE	J.C. Waller & Associates	Guilford	Surveying	\$152,439.00	\$2,800.00	\$155,239.00	10.03%
WBE	Wescott, Small & Associates	Guilford	Environmental Permitting & Erosion Control Design	\$48,000.00	0.00	\$48,000.00	3.17%

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

NG

Cc: Allison Staton, M/WBE Coordinator