***Purchasing & Contracting***

**PUBLIC WORKS WMBE INCLUSION PLAN CHANGE REQUEST FORM**

*Departments use this form to request modification to a project WMBE Inclusion Plan. Modifications are subject to advance approval from the department WMBE Advisor and Purchasing and Contracting (PC).*

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| --- |
| **PROJECT INFORMATION** |
| **Project Name** |  |
| **PW#** |  |
| **Date of Request** |  |
| **Prime Contractor** |  |
| **Name of Requestor and Title** |  |

When the Prime seeks a change to the WMBE Inclusion Plan, the City Project Manager completes this form, routes to their WMBE Advisor, who then sends to PC for approval. Absent PC approval, changes to the Inclusion Plan are prohibited. This form is for public works projects with a WMBE Inclusion Plan that needs an adjustment and/or change to a Guaranteed firm. Check all that apply to this request:

1. Request to Remove or Reduce the scope of work of a Guaranteed WMBE Firm

2. Request to Change WMBE Inclusion Plan Aspirational Goal

|  |  |
| --- | --- |
| **1.** |  **REMOVAL OR REDUCTION OF E SCOPE OF WORK OF A GUARANTEED WMBE FIRM** |
|  | WMBE Firm Proposed for Removal or Reduction of Work |  |
|  | Original Guaranteed Amount | $ |
|  | Guaranteed Amount (after reduction of scope of work), if any | $ |
|  | Dollar amount of guaranteed work completed, if any | $ |

**Reason for Removal or Reduction of Scope (check all that apply and attach evidence)**

🞎 Bankruptcy of Subcontractor.

🞎 Failure of Subcontractor to provide the required bond.

🞎 Subcontractor cannot perform the work because they are debarred, not properly licensed, or

does not meet subcontractor approval criteria, or in some other way is ineligible to work.

🞎 Failure of Subcontractor to comply with a requirement of law applicable to subcontracting.

🞎 The death or disability of Subcontractor (if Subcontractor is an individual).

🞎 Dissolution of Subcontractor (if Subcontractor is a corporation or partnership).

🞎 Failure by Subcontractor to perform under previous contracts.

🞎 Failure or refusal of Subcontractor to perform the work for reasons other than contract term or pricing disputes

🞎 Owner approved change order or unique circumstances if approved by PC Director.

PC will review in collaboration with the appropriate department WMBE Advisor, request documentation as necessary to evidence the change, and will respond to the department Project Manager with direction.

The Prime **must** make good faith efforts to find another WMBE subcontractor to substitute.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Representative** | **Printed Name** | **Approved /Denied** | **Signature** | **Date** |
| Department Construction  |  |  |  |  |
| Department WMBE Advisor  |  |  |  |  |
| FAS/PC |  |  |  |  |

|  |  |
| --- | --- |
| **2.** |  **CHANGE OF THE ASPIRATIONAL GOAL** |
|  | Original WMBE Goal | % |
|  | Proposed WMBE Goal as a share of the entire contract value. | % |

The Total Aspirational WMBE Goal represents the percentage of base bid the Bidder intends to perform with WMBE contractors and also applies to the entire contract cost. If a contract change, addendum or additive merits modification to the Goals, the City and Prime will discuss whether a greater or lesser goal is appropriate and seek approval to amend the Plan.

**Reason for the Aspirational Goal Reduction Request (check all that apply and attach evidence)**

🞎 The City requires a change order for a body of work that has no WMBE opportunity. The goal would be adjusted based on the statistical impact that would have given the associated dollars compared to the total project spend.

🞎 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Representative** | **Printed Name** | **Approved /Denied** | **Signature** | **Date** |
| Department Construction  |  |  |  |  |
| Department WMBE Advisor |  |  |  |  |
| FAS/PC  |  |  |  |  |

Cc:

Resident Engineer or Project Manager

Contractor PM, Requestor

Sub-Contractor

City WMBE Equity Office

City Purchasing and Contracting, Contract Analyst