**ADDENDUM– WMBE IMPACT AUTHORIZATION**

A proposed WMBE Inclusion Plan is subject to negotiations and acceptance. The City will preserve proposed WMBE utilization to the full extent practicable given business needs. The Prime committed to use the WMBE firm, absent City change. Once the Plan is agreed upon, it is contractually binding. The Plan shall be changed by addenda to stay current. Such addenda are often due to City-directed changes. Some result from the Consultant and/or subconsultant. The party initiating a change completes and submits this Form with an Addendum and revised Inclusion Plan.

* All WMBE Firms within the adopted Inclusion Plan as negotiated, may expect to be retained on the project team; removal is permitted only for the limited reasons listed below.
* The Aspirational Goal applies to the entire contract unless greater or lesser goals are approved.

Attach evidence (documents, statement of agreement, etc), obtain signatures, and retain documents in contract file.

|  |  |
| --- | --- |
| **PROJECT INFORMATION** | |
| Title - Contract Number |  |
| Addendum Number |  |
| Prime Consultant – Representative’s Name |  |
| Requestor Name |  |

|  |  |
| --- | --- |
| ***Remove a WMBE Firm:*** If a change may result in removing a WMBE firm, provide the reason, attach documentation, attach a proposed revised WMBE Plan, and obtain signatures below. | |
| WMBE Firm being Removed |  |
| Percentage Value on the adopted Plan |  |
| Dollar amount of work completed if any | $ |

**Reason for Removal (check all that apply).**

🞎 City negotiates, removes and/or reassigns the scope

🞎 Named individual for the WMBE firm withdraws and a replacement is unavailable or unapproved

🞎 Failure of Subconsultant to execute a contract after a reasonable period of time

🞎 Bankruptcy of Subconsultant

🞎 Subconsultant cannot perform the work because they are debarred, not properly licensed, or in some other way is ineligible to work.

🞎 Failure of Sub to comply with a requirement of law applicable to Subconsultant

🞎 The death or disability of Subconsultant (if an individual)

🞎 Dissolution (if a corporation or partnership)

🞎 Failure to perform under previous contracts

🞎 Failure or refusal to perform the work

|  |  |
| --- | --- |
| ***Reduce WMBE scope:*** If you intend to significantly change the scope of a WMBE firm, specify the cause, attach narrative, attach a proposed revised WMBE Plan, and obtain the signatures below. | |
| WMBE Firm affected by change |  |
| Percentage Value on Inclusion Plan |  |
| Proposed Percentage Value |  |

**Reason for Change (check all that apply).**

🞎 City negotiates and/or removes the scope from the contract

🞎 Named individual for the WMBE firm withdraws and a replacement is unavailable or unapproved

|  |  |  |  |
| --- | --- | --- | --- |
| **Signatures** | Printed Name | Signature | Date |
| 🞎 Any signatory can check this box to discuss this change with the City before concurrence. | | | |
| Prime Consultant |  |  |  |
| City Project Manager |  |  |  |
| WMBE Firm |  |  |  |
| City WMBE Advisor |  |  |  |

**Revise the Aspirational Goal:** If you seek an increase or decrease in the aspirational goal named on the current adopted WMBE Inclusion Plan, fill out this segment, attach appropriate narrative, provide a proposed WMBE Inclusion Plan, and seek signatures for approval below.

|  |  |
| --- | --- |
| ***Revise the Aspirational Goal*** | |
| Current Aspirational Goal |  |
| Proposed Goal as share of entire contract value. |  |

**Reason for Modification.**

If a reduction, attach narrative to identify the drivers that merit revising the Aspirational Goal. Describe why a reduction is the only solution. The City shall not approve a change for circumstances within the Consultant control or that could have reasonably mitigated through good faith efforts.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Revise Goal: Signatures** | Printed Name | Agree/Deny | Signature | Date |
| Prime Consultant |  |  |  |  |
| City Authorizing Signature |  |  |  |  |
| City WMBE Advisor |  |  |  |  |

CC:

Project Manager

Department WMBE Advisor