



# REQUEST FOR MODIFICATION OR SUBSTITUTION

(This Form **must** be submitted to HRD to request substitutions for an MBE/WBE listed in the Contractor Utilization Plan or for modification of the amount of MBE/WBE participation listed in the Contractor Utilization Plan. This Form shall be an amendment to the Contractor Utilization Plan.)

**BIDDER/PROPOSER/CONTRACTOR:** Finkle Williams Architecture \_\_\_\_\_  
**ADDRESS:** 8787 Renner Ave. Lenexa, KS 66219 \_\_\_\_\_  
**PROJECT NUMBER OR TITLE:** 8000229 Laboratory Facility Renovations & Modifications \_\_\_\_\_  
**AMENDMENT/CHANGE ORDER NO: (if applicable)** Three (3) \_\_\_\_\_

**Project Goals:** \_\_\_\_\_ 24 % MBE \_\_\_\_\_ 14 % WBE  
**Contractor Utilization Plan:** \_\_\_\_\_ % MBE \_\_\_\_\_ % WBE

1. I am the duly authorized representative of the above Bidder/Contractor/Proposer and am authorized to request this substitution or modification on behalf of the Bidder/Contractor/Proposer.

2. I hereby request that the Director of HRD recommend or approve: (check appropriate space(s))

a.  The addition of the certified MBE/WBE firm, Taliaferro & Browne  
(Name of new firm)  
to perform, Civil Engineering.  
(Scope of work to be performed by new firm)

b.  A modification of the amount of MBE/WBE participation currently listed on the Bidder's/Contractor's/Proposer's Contractor Utilization Plan from  
\_\_\_\_\_ % MBE \_\_\_\_\_ % WBE (Fill in % of MBE/WBE Participation currently listed on Contractor Utilization Plan)

### TO

\_\_\_\_\_ % MBE \_\_\_\_\_ % WBE (Fill in New % of MBE/WBE Participation requested for Contractor Utilization Plan)

- c. Attach 00450.01 Letter of Intent to Subcontract letter for each new MBE/WBE to be added.
- d. Attach a copy of the most recent 00485.01 or on-line M/WBE Monthly Utilization Report

3. Bidder/Contractor/Proposer states that a substitution or modification is necessary because: (check applicable reason(s)) No substitutions being requested only an addition.

\_\_\_The MBE/WBE listed on the Contractor Utilization Plan is non-responsive or cannot perform.

\_\_\_The MBE/WBE listed on the Contractor Utilization Plan has increased its previously quoted price without a corresponding change in the scope of work.

\_\_\_The MBE/WBE listed on the Contractor Utilization Plan has committed a material default or breach of its contract.

\_\_\_Requirements of the scope of work of the contract have changed and make subcontracting not feasible or not feasible at the levels required by the goals established for the contract.

\_\_\_The MBE/WBE listed on the Contractor Utilization Plan is unacceptable to the City contracting department.

\_\_\_Bidder/Contractor/Proposer has not attempted intentionally to evade the requirements of the Act and it is in the best interests of the City to allow a modification or substitution.

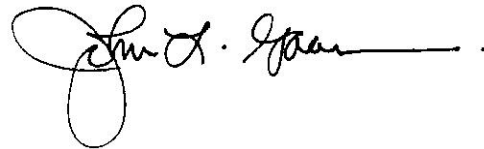
4. The following is a narrative summary of the Bidder's/Contractor's/Proposer's good faith efforts exhausted in attempts to substitute the MBE/WBE firm named above which is currently listed on the Contractor Utilization Plan with other qualified, certified MBE/WBE firms for the listed scope of work or any other scope of work in the project:

With the increased scope of the project changing from an interior renovation to a renovation and building addition over what was previously contracted for, we are adding an additional MBE firm to provide required services to meet the previously approved goals.

5. Bidder/Proposer/Contractor will present documentation when requested by the City to evidence its good faith efforts.

Dated: November 30, 2021

Finkle Williams Architecture  
(Bidder/Proposer/Contractor)



By: \_\_\_\_\_  
(Authorized Representative)



# LETTER OF INTENT TO SUBCONTRACT

Project Number 80002229

Project Title Laboratory Facility Renovation & Modifications

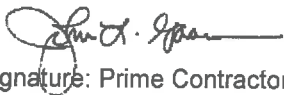
**Finkle Williams Architecture** ("Prime Contractor") agrees to enter into a contractual agreement with **Taliaferro & Brown, LLC** ("M/W/DBE Subcontractor"), who will provide the following goods/services in connection with the above-referenced contract:

(Insert a brief narrative describing the goods/services to be provided. Broad categorizations (e.g., "electrical," "plumbing," etc.) or the listing of the NAICS Codes in which M/W/DBE Subcontractor is certified are insufficient and may result in this Letter of Intent to Subcontract not being accepted.)

## Structural Engineering Services


for an estimated amount of \$ **40,000** or **2.6** % of the total estimated contract value.

M/W/DBE Subcontractor is, to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Human Relations Department to perform in the capacities indicated herein. Prime Contractor agrees to utilize M/W/DBE Subcontractor in the capacities indicated herein, and M/W/DBE Subcontractor agrees to work on the above-referenced contract in the capacities indicated herein, contingent upon award of the contract to Prime Contractor.

  
Signature: Prime Contractor

Printed Name: **John L. Gaar**

**Architect, 11-8-21**  
Title Date

  
Signature: M/W/DBE Subcontractor

Print Name **HAGOS E. ANDEBRHAN**

**CEO** **11/08/2021**  
Title Date

