Section 1: CM at Risk Selection
Procurement of Professional Service
Approved: October 9, 2009

Reference
UNCG HUB Plan
UNCG CM at Risk Selection Procedures

GENERAL

An important component of UNCG’s HUB plan is to promote participation of HUB firms in the Construction Manager at Risk (CM@R) method. The University’s HUB Coordinator plays an important role in the selection process of Construction Manager at Risk for university’s projects. Solicitation and selection of ALL contractors is carried out in compliance with the Office of State Construction-Construction Manager at Risk Selection guidelines.

ALL PROJECTS

Construction Manager At Risk Selection:

1. The University Architect will notify the University HUB Coordinator prior to posting solicitation for CM at Risk.

2. HUB Coordinator will notify minority businesses of opportunities to submit qualifications for consideration in the Construction Manager at Risk selection process. This will be accomplished by both direct contact (via letters, emails or telephone calls) and by notifying professional minority organizations of opportunities.

3. The HUB Coordinator will review the contractor’s HUB plan included in the Request for Proposal (RFP), and provide input to University Architect for short listed firms.

4. Pre-interview briefing – The HUB Coordinator will brief each prospective CM at Risk on UNCG’s HUB goals and what the CM at Risk is expected to present during the interview presentation regarding the HUB selection criteria. Specifically:

   • CM at Risk to provide a detail outline of the proposed contractual relations with HUB firms related to their Mentor-Protégé, Joint Venture or Partnership Programs.
   • CM at Risk to discuss HUB utilization success rate on recent past project (3 years), including specific activities completed (outreaches, partnership,
etc.) and what were the actual percentage of the HUB participation on those projects.

- CM at Risk to discuss HUB plan and proposed goals for the targeted project and how they will assist UNCG with meeting the desired project goal.

5. **During the interview** – As a voting member of the Interview Committee, the HUB Coordinator will participate in all CM at Risk interviews and will provide comments to the university architect on firms interviewed regarding the HUB selection criteria.

6. **After selection** – The HUB Coordinator will work closely with the CM at Risk on the following:

- Identifying minority prime contractors, subcontractors and vendors to enhance the HUB participation and project goals.
- Informing the minority business community of the project outreach plan and creating awareness of specific subcontracting opportunities via advertisements in the minority-focused media, email, telephone call or fax.
- Work with minority-focused and small business organizations that support HUB inclusion in the solicitation of bids.
- Maintain a database specifically with minority firms that have submitted the pre-qualification forms.
- Work closely with the selected CM at Risk to conduct the required outreach program to meet the university participation goals.