Section 8: Designer Selection
Procurement of Professional Services
Approved: August 14, 2009

Reference
UNCG HUB Plan
UNCG Designer Selection Procedures

GENERAL

An important component of UNCG’s HUB Plan is to promote participation of HUB firms in the design phase of projects providing professional consulting services. The University HUB Coordinator plays an important role in the selection process of professional consulting services. Solicitation and selection of ALL designer and professional services is carried out in compliance with the GA Designer Selection Procedures.

ALL PROJECTS

Designer & Professional Services Selection:

1. The University Architect will notify the University HUB Coordinator prior to posting solicitation for professional services.

2. HUB Coordinator will strive to notify minority businesses of opportunities to submit qualifications for consideration in the architectural, engineering, construction management at risk services and other professional services. 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 design submittals (Letter of Interest & SF-254 packages), and provide input to University Architect for short listed firms.

4. Pre-interview briefing – The HUB Coordinator will brief each prospective designer on UNCG’s HUB goals and what the designer is expected to present during the interview presentation regarding the HUB selection criteria. Specifically:
   - Designer to provide an outline of the proposed HUB participation in the engineering, architectural and consultant team.
   - Designer 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.
• Designer 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 design interviews and will provide comments on the firms interviewed regarding the HUB selection criteria.