

University of North Carolina – Wilmington **Dobo Hall Renovations HUB Participation Plan**

Our team is committed to maximizing utilization of diverse businesses on all of our projects. Maximum opportunity on all of our projects and meeting established goals is a non-negotiable standard of performance along with cost, schedule, quality, and safety. By actively supporting, mentoring diverse groups, and creating broader networking opportunities, we continue to see the fruits of our efforts demonstrated by the high participation percentages achieve on our projects.

On our most recent UNC-W projects, we have achieved 45.4%, 43.1%, 34% & 12.9% HUB participation and will have the same process in place for this project.

HISTORICALLY UNDERUTILIZED BUSINESS ENTERPRISE STRATEGIC PLAN OBJECTIVES:

The plan objectives are:

- Increase the overall participation of Historically Underutilized Businesses on this project and exceed 15% HUB participation.
- Make a strategic effort to support the recruitment and utilization of firms owned by ethnic minorities due to the residential aspect of this construction project.
- Provide the list of prequalified bidders to UNC-WILMINGTON and UNC-WILMINGTON HUB Coordinator for their review prior to publishing in newspaper or websites
- Balfour Beatty will have one HUB Subcontractor Opportunity Session. This session will be coordinated with the University HUB Coordinator for location, date/time at least three weeks before the proposed date.
- Performance and Payment Bonds will be waived for Trade Packages under \$500,000, with the exception of the building envelope Trade Packages. If submitting on multiple Trade Packages and the aggregate of the packages meets or exceeds \$500,000, a Bid, Payment and Performance Bond will be required for each Trade Package.
- We will send an electronic copy of the HUB report which we created that is now used by all Universities.
- Provide Bidders list (with associated 2nd and 3rd tier Subcontractors) to all firms who have prequalified to bid this project required by UNC-WILMINGTON.
- Post in the advertisement for bids with a complete list of prequalified 1st tier subcontractors (Company Name, Contact Name, Telephone, and Email Address) as required by UNC-WILMINGTON.

- Review Good Faith effort documentation of apparent low responsible bidders at post-bid interviews and provide UNC-WILMINGTON HUB Coordinator with copies of all 1st tier subcontractors MBE documentation (Identification form, Affidavit A or B and Affidavit C or D).
- Send an electronic copy of the plans to the CAGC
- Send an electronic copy of the plans to the UMCNC
- Send an electronic copy of the plans to the HCA

To accomplish this, the following six (6) step approach will be implemented:

1. Extensive outreach and contracting opportunity conferences: Our outreach effort is aggressive, comprehensive, targeted and continuing. We will identify all applicable HUB Contractors, effectively communicate project opportunities, encourage HUB Contractors to submit information regarding their services, and we will support their participation throughout the project. We also understand that there are HUB Contractors which may not have been successful in assuring a subcontract directly with Balfour Beatty Construction or subcontractors who feel they can better serve as tiered subcontractors due to their operating capacities should have opportunities to participate on the project.
2. Subcontractor Opportunity Sessions: Balfour Beatty Construction will conduct one opportunity session. The Contracting Opportunity Conference will be held to provide detailed information regarding the project and give interested HUB Contractors an opportunity to meet one-on-one with the Balfour Beatty Construction project team.
3. Technical assistance: Bid, Performance and Payment Bonds are waived for Trade Packages under \$500,000, with the exception of the building envelope Trade Packages. If submitting on multiple Trade Packages and the aggregate of the packages meets or exceeds \$500,000, a Bid, Payment and Performance Bonds will be required for each Trade Package.
4. Contract compliance: We are committed to comply with and exceed the University of North Carolina Wilmington's goals and expectations. Our project manager, along with our Coordinator, will review the progress of the HUB Contractors effort to ensure compliance and review the monthly Appendix E Forms from our 1st tier subcontractors to ensure contract compliance is maintained.
5. Certification assistance: We have personnel trained to assist subcontractors with applying for Statewide Uniform Certification with the State of North Carolina.
6. Preparation of reports: We will prepare monthly reports on contracts awarded to HUB Contractors and payments to HUB Contractors. We will also send an electronic copy of the HUB report to the interim University of North Carolina Wilmington HUB Coordinator, monthly with the pay applications. A well as Appendix E from each first tier subcontractor to be submitted with every pay application even if the quantity to report is Zero forms shall still be submitted.

Identification and Recruitment

To promote awareness among the HUB contractors contracting community, we feel that the qualified HUB contractors should be identified very early in the development, design, and procurement process. The 1st tier subcontractors who may be HUB firms will still need to meet 2nd and 3rd tier subcontractor goals, they cannot just rely on their HUB status.

- Solicit interest from trade contractors, subcontractors, vendors, and suppliers by placing advertisements in the area newspapers and media outlets.
 - Greater Diversity News
 - Jacksonville Daily News
 - Star News
 - Wilmington Journal

Recruitment

During the prequalification process, significant subcontractor/vendor data is obtained from each respective entity. The second phase evaluates this information to verify subcontractor/vendor capability to meet performance, schedule and financial requirements. During this process it will also let our team understand which submitting firms might be better suited to be 2nd and 3rd tier subcontractors, which we can take this list and publish to bidders to help them in selecting Hub firms.