

**NCSU Capital Project
Management
Fall 2021 Information
Session
A Winning
HUB Participation Plan
December 9, 2021**



Information Session Goals/Objectives

- Provide the purpose of the HUB Participation Plan.
- Provide information to be included in the HUB Participation Plan (HUB Participation Plan Outline).
- Provide information to assist with the development of *A Winning HUB Participation Plan*.
- Take away information that your firm can add to the HUB Participation Plan that may not be included in the current Plan to reach your goal of *A Winning HUB Participation Plan*.



Presenters

Shon Burch-Crispin – Capital Projects HUB Program Manager, NCSU Capital Project Management

-HUB Plan Introduction, Plan Purpose/Objectives

Shanika Baughman – Director of Strategic Sourcing and Inclusion, Summit Design and Engineering Services

-HUB Administration Strategies

Tony Phillips – Director, MWBE Program, Guilford County Schools

-Project Success Planning

Jamalh Greene – Director of Supplier Diversity, Monteith Construction

-HUB Recruitment

Carla Daniels – HUB Coordinator, Wake Technical Community College

-HUB Reporting and Tracking and HUB Retention

Kacee Walls – Founder and CEO, Storm Technical Designs, Low Voltage Consulting and Project Management

-Benefits of the HUB Participation Plan

HUB Participation Plan Introduction

- HUB Participation Plan Purpose

- Introduce and educate HUB firms, owners, and subcontractors on the company's plan of action to identify minority firms, educate, interact, retain, outreach and work with minority firms on construction projects. Also inform the HUB participation percentage goal for the project.

- HUB Participation Plan Requirement

- General Contractor Prequalification Form (single prime projects).
 - Construction Management at Risk (CMR) project proposals.
 - Design/Engineering firms.

- HUB Participation Plan-is a separate document and is in addition to good faith efforts.



HUB Participation Plan Outline

HUB Participation Plan Outline

1. Plan Purpose or Objective
 - History of the project team/how the team came to be.
 - The goal/and or desired accomplishments.
 - Objectives to be achieved.
2. HUB Administration Strategies
 - Key components of the plan.
 - Defining the relationship. (Sub, JV, or Partnership).
 - Resources used to administer the plan.
 - Monthly summary of payments/status complete of projects
3. Project Success Planning
 - Vision of success.
 - Primary point of contact.
 - Preconstruction & Construction phase communications & support.
 - Prequalification support and guidance.
4. HUB Recruitment
 - Statement identifying which guidelines are to be followed.
 - Good Faith Efforts strategy, reporting, and documentation.
 - Identifying which scopes of work HUB firms will be utilized.
 - Soliciting HUB Firms, Advertisements, Outreach Activities.
5. HUB Reporting and Tracking
 - Good faith efforts reporting and documents.
 - Monthly Summary of payment requests.
 - HUB Work performance reports.
 - HUB Participation Status reports, explanations of changes in status.
 - Final HUB participation report (expectation vs. actual).
6. HUB Retention
 - Communication status updates and changes.
 - Payment processes completion and review.
 - Work performance reviews.
 - Final closeout team communication. (lesson learned)



HUB Participation Plan Outline

Plan Purpose/Objectives

- History of the project team and how they came to be.
 - Brief history of firm/information about the firm.
 - Team overview/who will be the project team and their background information and roles.
- Goals and/or desired accomplishments.
 - Information of what the HUB plan is to achieve.
 - Good faith efforts and the plan of action to achieve efforts.
 - HUB percentage goal for the project.
 - Educational and outreach goals for HUB firms.
- Objectives to be achieved.
 - Successful communication flow of all team members.
 - Establish a continuous working relationship with HUB firms.
 - Increase HUB participation on projects and how with this be achieved.

HUB Participation Plan Outline

HUB Administration Strategies

- Key components of the HUB Plan.
 - HUB Participation Plan Outline
- Defining the relationship. (Mentor Protégé Program, Sub, JV or Partnership).
 - What type of relationship will be established with the HUB firms.
 - How will these relationships be measured.
- Guidelines/Resources used to administer plan.
 - End goal of the HUB Plan.
 - Good faith efforts.
- Monthly summary of payment/project completion status.
 - Payment arrangements
 - Project status updates
- Trade Packages.
 - Include trade packages.
 - Package(s) to be broken down to include HUB firms.

HUB Participation Plan Outline

Project Success Planning

- Vision of success.
 - Promote economic growth and development
 - Identification of MWBE/HUB firms
 - Offer experience and knowledge to MWBE/HUB firms
- Primary point of contact.
 - Owner's MWBE/HUB Representative
 - Prime's/CMR's Appointed MWBE/HUB Diversity Officer and Pre-Construction Representative.
- Preconstruction & Construction phase communications & support.
 - Successful communication flow of all team members (client, prime, HUB firm, and team).
 - Establish a weekly meetings with key stakeholders to discuss project goals, trade packages, outreach, status of work performance of HUB firms and schedule.
- Prequalification support and guidance.
 - Create a MWBE/HUB business communities and organizations outreach program.

HUB Participation Plan Outline

HUB Recruitment

- Statement identifying which guidelines are to be followed.
 - Guidelines/resources used for HUB Plan.
- Good Faith Efforts strategy, reporting, and documentation.
 - Plan of action for good faith efforts.
 - Reporting mechanisms for HUB participation.
 - Documentation company will provide for HUB participation.
- Identifying which scopes of work HUB firms will be utilized.
 - Areas of work for subcontractors.
- Soliciting HUB Firms, Advertisements, Outreach Activities.
 - HUB Certified contractors database (SWUC)
 - Outreach events
 - Minority organizations

HUB Participation Plan Outline

HUB Reporting & Tracking

- Good faith efforts reporting and documents
- Monthly Summary of payment requests.
 - Method of submitting HUB Payments
- HUB work performance reports.
- HUB participation status reports, explanations of changes in status.
- Final HUB participation report (expectation vs. actual).

HUB Participation Plan Outline

HUB Retention

- Communicate status updates/changes.
- Payment process completion and review.
- Work performance reviews.
- Final closeout team communication (lessons learned).

Benefits of the HUB Participation Plan

Benefits of the HUB Participation Plan to HUB Firms and Owners

- Marketing to HUB Firms.
- Building strong relationships.
- Communication of the company's diversity plan.

*HUB Participation Plan
Example*

together everyone
T E A M
achieves more

Questions?



**THANK YOU
FOR
ATTENDING!**

