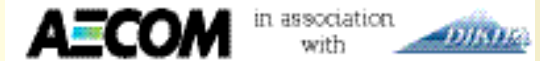


FWISD Capital Improvement Program

HUB Compliance Help Guide for Primes

AECOM and FWISD are committed to achieving a 25% utilization goal of Historically Underutilized Businesses (HUBs) for the FWISD Capital Improvement Program. To help ensure the program is a success and maximize HUB participation, prime contractors and consultants should follow the below guidelines for documenting HUB and Non HUB subcontractors and subconsultants.



Procurement/Contract Phase

1. **Communicate** subcontracting opportunities to potential HUB subcontractors
2. **Submit** a HUB Utilization Plan listing ALL subcontractors, whether HUB or Non-HUB who intend to do work on the project
3. **Provide** a current certificate for each HUB subcontractor listed in HUB Utilization Plan

Construction Phase

1. **Notify** AECOM in writing by completing a Notice of Change (NOC) form when a subcontractor has been added/ removed or has an increase/ decrease in contract amounts or HUB percentage
2. **Submit** a monthly HUB Progress Report, indicating list of HUB and Non HUB subcontractor payments and acceptable proof of payment to accompany your pay application
3. **Monitor and maintain** the certification status of each HUB subcontractor

Post Construction Phase

1. **Verify** and document ALL subcontractors and final payments made to subcontractors
2. **Report** final HUB participation payments and percentages of each HUB subcontractor after final payment received from FWISD by sending a final HUB Report.

For questions about this document or HUB Compliance, please contact Cynthia Armendariz, AECOM HUB Coordinator at 817-317-7775 or email carmendariz@fwisd.org.

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