

# AIR QUALITY AS NEEDED INTERVIEW QUESTIONS

## A. Firm Qualifications, Experience and References:

1. Please tell us about the air quality challenges the Port has dealt with over the last 10 years, as well as the challenges the Port will face in the next three years.

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2. Please tell us about your firm's major relevant Projects. Port-related projects are preferred.

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3. Which tasks in the Scope of Work do you believe your company is the most qualified to perform? Please describe your strengths in each of the identified tasks.

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4. Has your firm dealt with projects that have had significant opposition? By Community? Government Agencies? Industry?

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## B. Project Organization, Personnel and Staffing

1. Who is your Project Manager?\_\_\_\_\_

2. Where is this person located?\_\_\_\_\_

3. What are Project Manager's qualifications?

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# AIR QUALITY AS NEEDED INTERVIEW QUESTIONS

4. Tell us about your team:

a) How is it structured, and how long has your team been together?

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b) What is the role of your senior and junior level staff?

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## C. Project Approach, Work Plan, Management and Timeline

1. Suppose you receive a task to conduct a special study on a zero-emission locomotive. Please describe what the process would be to complete that task, from an internal company perspective as well as from what you think is required by the Port.

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2. Please describe your firm's internal QA/QC review process for written and technical deliverables.

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3. Please describe a time when your resources were spread too thin and how you met your client's deadlines.

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4. How would you handle multiple tasks at one time?

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## AIR QUALITY AS NEEDED INTERVIEW QUESTIONS

5. What are the keys to applying for and receiving a successful grant award?

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### D. Rates, Fees and Budget Control

1. Please describe how budgets are monitored within your company.

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2. In regards to the rates and fees you have provided to us in your proposal, how do you anticipate being able to respond to an unexpected situation that causes a budget overage on a particular project? What plans do you have in place to resolve such a situation?

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3. Have you identified cost saving approaches for clients to save money in the past?

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### E. Quality and Responsiveness of the Proposal

1. Do you have any additional questions or comments?

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