

**ENVIRONMENTAL ASSESSMENT INTERVIEW QUESTIONS**

December 12, 2013

Score: 5 (best) to 0 (worst)

A. *Firm Qualifications, experience and references*

1. Score the 20 minute presentation. Ask “What areas of the proposed scope of work (SOW) are your firm’s strengths or expertise? What sets your firm/team apart from others? (Weighing Factor 3).

SCORE\_\_\_\_\_

B. *Project Team & organization, Personnel and Staffing*

2. If your team is selected for this contract, who will be the primary point of contact with the POLA project manager?  
Do you have sufficient local staff support personnel to allow the same individuals to be involved in specific Port projects over a significant time frame?  
(Weighing Factor 5).

SCORE\_\_\_\_\_

C. *Technical Approach*

3. Assume you have an environmental project (ex: site characterization and potential remediation) and you have to meet the Port’s Construction and Engineering Division timeline and Regional Water Quality Control Board timeline for remediation. Discuss what factors and procedures you would take into consideration to meet the remediation and construction project deadlines.  
(Weighing Factor 4).

SCORE\_\_\_\_\_

D. *Project Management*

4. What policies, standard operating procedures does your firm follow to assure quality control for your firm’s, as well as your sub-consultants’ work product and reports?  
(Weighing Factor 3).

SCORE\_\_\_\_\_

E. *Performance of SOW*

5. Not all task orders issued by EMD are large projects with significant budgets. It is not uncommon for a task SOW to be small: a minor site investigation or some oversight function. Is there any SOW in the RFP that your firm would decline to do?  
What do you need from the Port to ensure successful and efficient completion of tasks and projects? (Weighing Factor 2).

SCORE\_\_\_\_\_

F. *Quality and Responsiveness of the Proposal*

6. Are there any clarifications that you would like to make to your proposal? Is there anything else you would like to tell us? (Weighing Factor 3).

SCORE\_\_\_\_\_

Are you prepared at this time to sign the agreement? Does your firm meet 25% SBE goal? (No scores)

Yes\_\_\_

No\_\_\_