

FIRM: \_\_\_\_\_  
INTERVIEWER: \_\_\_\_\_

DATE: \_\_\_\_\_

A. Firm Qualifications, Experience and References

- a. Please tell us about your firm's major relevant Air Monitoring Projects
- b. Has your firm dealt with projects that have had significant opposition? From community? Air Agencies? Industry?
- c. Describe any source apportionment studies your firm may have conducted.

B. Project Organization, Personnel and Staffing

- a. Who is your Project Manager? / Where is this person located?
- b. What are PM's qualifications?
- c. How many staff have training and experience to perform on-site technical services? What is the role for these site technician staff? Where are these staff located?
- d. Will the PM and staff be working on other projects? How would you handle multiple tasks at one time?

C. Project Approach, Work Plan, Management and Timeline

- a. If given a task to add a new constituent (Formaldehyde or Ammonia) to the Monitoring Process, 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 ports.
- b. The Port currently evaluates DPM using an expensive EC/OC analysis. What other methods could the Port use to assess DPM?
- c. Please describe your firm's approach to QA/QC and your internal review process for data and other deliverables.

D. Rates, Fees and Budget Control

- a. Please describe how budgets are monitored within your company.
- b. How much padding is in your budget? What will you do to ensure that the project does not go over budget?
- c. For similar, multi-million dollar projects, what do you do to ensure that unnecessary time is not being billed to the project?

E. Quality and Responsiveness of the Proposal

- a. Anything your firm would like to add or elaborate on?

COMMENTS: