

## Interview Questions

- A. Firm Qualifications, Experience and References:
  - a. Please tell us about the air quality challenges the Port faces.
  - b. Please tell us about your firm's major relevant Projects. Port-related projects are preferred.
  - c. List three major tasks described in the Request for Proposal. Please describe your strengths in each of the tasks as well as the strengths of each designated staff person overseeing the task.
  - d. Has your firm dealt with projects that have had significant opposition? By Community? Government Agencies? Industry?
  
- B. Project Organization, Personnel and Staffing
  - a. Who is your Project Manager?
  - b. Where is this person located?
  - c. What are Project Manager's qualifications?
  - d. What is the role of your senior and junior level staff?
  - e. How would you handle multiple tasks at one time?
  
- C. Project Approach, Work Plan, Management and Timeline
  - a. If given a task to review a new regulation that may affect the Port, 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 client, in this case, the Port.
  - b. Please describe a time when your resources were spread too thin and how you met your clients deadlines.
  - c. Please describe your firm's internal QA/QC review process for written and technical deliverables.
  
- D. Rates, Fees and Budget Control
  - a. Please describe how budgets are monitored within your company.
  - b. How would you resolve a situation where you worked on a project that created a budget overage?
  - c. Have you identified cost saving approaches for clients to save money in the past?
  
- E. Quality and Responsiveness of the Proposal
  - a. NA
  - b. Do you have any additional questions or comments?