

AIR QUALITY AS NEEDED INTERVIEW QUESTIONS

A. Firm Qualifications, Experience and References:

1. Which 2 or 3 tasks in the Scope of Work detailed in the RFP do you believe your company is the most qualified to perform? Please describe your strengths in each of the identified tasks.

2. What percentage of this work do you expect to be completed by the prime consultant versus sub-consultants?

3. Please describe a major mobile source Port project that your firm has provided consulting services for in the past..

4. Does your firm work with projects that require coordination with Government Agencies? Industry?

5. Tell us about any International Air Quality projects/coordination your firm is involved in.

B. Project Organization, Personnel and Staffing

1. Who is your Project Manager?_____

2. Where is this person located?_____

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3. What are Project Manager's qualifications?

4. Tell us about your team:

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

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

C. Project Approach, Work Plan, Management and Timeline

1. What is your company's process for conducting a Special Study assigned by the Port? Please describe the process for completing the Study, from an internal company perspective as well as from what you think is required by the Port.

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

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

5. How would your team assist the Port in managing and implementing a successfully awarded advanced technology project?

D. Rates, Fees and Budget Control

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

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?

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?

2. What do you believe is the greatest air quality challenge the Port is currently facing. What do you foresee the greatest challenge over the next three years.

3. What air quality areas do you think the Port of LA should focus additional resources on?
