

Firm Name: _____

Date: _____

Evaluated By: _____

CEQA and Special Services RFQ Interview Questions – May 2022

Total Points (_____/100 points)

A. Firm Qualifications, Experience, and References: (_____/25 points)

- 1) Please introduce your team and summarize as briefly as possible your firm's strengths and the ability to complete the Scope of Work referenced in the proposal.
- 2) Does your firm work with any current Port tenants or customers? If so, please identify the tenant or customer and the type of work being conducted.
- 3) Describe a piece of recent CEQA litigation or case law that may impact the Port.

B. Project Organization, Personnel, and Staffing: (_____/20 points)

- 1) What specialties does your firm/team have to deal with special study areas such as Historic Resources, Health Risk and Greenhouse Gases?
- 2) How would your firm be able to accommodate the additional workload associated with having the Port of Los Angeles as a client?
- 3) How do you track and organize a project's administrative record? What tools are used to ensure that all necessary components are tracked and included in the final deliverable to the Port?

C. Project Approach, Work Plan, and Management: (_____/25 points)

- 1) How would your firm handle competing projects and deadlines, including limited subconsultant availability?
- 2) When is it acceptable for a consultant to reject work already agreed to by the Port/consultant under a Project Directive?

D. Rates, Fees, and Budget Control: (_____/20 points)

- 1) What tactics does your team utilize to ensure that you are able to offer the most competitive pricing while still providing high quality service?
- 2) What is the title held by the proposed Project Manager and key staff working on the proposed projects on a day to day basis?
- 3) How do you ensure prompt monthly invoicing of charges?

E. Clarity and Comprehensiveness of the SOQ: (_____/10 points)

- 1) Is there anything else the interviewees or interviewers want to add?