

CEQA and Special Services RFQ Interview Questions – May 2019

General Questions

A. Firm Qualifications, Experience, and References:

- 1) Please introduce your team and summarize as briefly as possible your firm's strengths and the services you propose to provide.
- 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) Discuss one representative environmental document done at the Port. Are there any different approaches that your firm would have taken?
- 4) In December 2018, the Updated CEQA Guidelines came into effect. How do these changes modify your approach to current CEQA projects?

B. Project Organization, Personnel, and Staffing:

- 1) Describe your team's structure. How is the work delegated and who is accountable for the work product?
- 2) How is your team organized to deal with workload when there is limited availability of sub-consultants with competing contracts and projects? For example Air, Transportation, Noise, etc.
- 3) How do you track and organize a project's administrative record?

C. Project Approach, Work Plan, and Management:

- 1) How would you handle conflicting deadlines on two or more Port projects?
- 2) Please explain how you would address an unanticipated change in a major project while maintaining the schedule.

- 3) Suppose you were asked to supplement or review a special study completed by another consulting firm. How would you approach this situation?

D. Rates, Fees, and Budget Control:

- 1) Please give an example of how work can be assigned or delegated to optimize allocated budget rather than require a budget increase to finish the project.
- 2) What is the title held by your Project Managers and those working on the proposed projects on a day to day basis?
- 3) What techniques do your Project Managers use for communication and management of budget?
- 4) Describe an environmental project your firm or team has managed that came in under budget. What techniques were utilized to accomplish this?

E. Clarity and Comprehensiveness of the SOQ:

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

Special Services Questions (Cultural Resources; Air Quality, Toxic Air Contaminants, and Greenhouse Gases; Sustainability Planning and Reporting; Mitigation Monitoring and Reporting; and/or In-House CEQA/NEPA Project Management)

- 1) What special services are you applying for and what advantage does your firm have for offering those services?