

Level 2 Interview Requirements

Cover Sheet and Instructions

APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on electronic media.

PURPOSE OF DOCUMENT:	Notifies bidders of the matters that will be addressed during the interview phase.		
CROSS-REFERENCE TO FACILITIES MANUAL:	None		
CONTENTS:	Level 2 Interview Requirements		
FOR USE WITH:	CM/Contractor Agreement		
COMPLETED BY:	✓	Filling in	✓ Adding Text
ITS USE IS:		Required	✓ Optional
			No Data Required

NOTE: To use the electronic file of this document, you must go to the “Tools” pull down menu in Microsoft Word, select “Options,” select the “View” tab, and then put a check in the box “Hidden text.” Most instructions and alternate language is displayed in hidden text. Do not print the hidden text for the final document.

Completion Instructions:

- Notes, suggested text, instructions and other information is formatted using the following methods:
 - Hidden text within brackets. Read the material within the brackets and take the appropriate action (usually inserting text or selecting from a choice of texts.) When printing this document, the default print property will not print the hidden text.
 - Coded instruction within brackets. {This is an example of the format.} The instructions and shading will disappear when the required information is typed.
 - Suggested text is shaded in gray without brackets (see Modification and Additions below.)

Modifications and Additions:

- Areas shaded in gray, without brackets, represent suggested text that may be modified by the Facility to meet the needs of the Project. This is an example of the format. Ensure that any modified or added text is consistent with the Contract Documents.

Comments:

None

Level 2 Interview Requirements

Introduction

The Bidders selected for the Level 2 Prequalification Interview will be notified in writing and will be given the date, time and location of their interview. The interview will be conducted by the entire Review Panel and will be structured as indicated below.

Presentation by Bidder **{MODIFY AS APPROPRIATE FOR THE PROJECT}**

Each entity selected for the interview will be required to make a presentation concerning their Prequalification Level 2 submittal. The presentation will be approximately 60 minutes in duration during which the presenter(s) will address, as a minimum, the following areas:

1. Overall experience with construction of comparable projects that provides a basis for the determination that the Bidder is qualified to perform this Project. Expand upon the basic information provided in Level 1 to explain the nature of the past experience and how it relates to this Project. Provide specific examples from past projects that relate to or are similar in scope/complexity/design of the Project. Specifically address any projects where there were disputes/claims/delays and their resolution. Provide evidence of capability and effectiveness in the areas of (1) cost estimating during preconstruction in comparison with the ultimate construction cost, (2) constructibility review (3) value engineering and (4) plan coordination.
2. The reasons for selecting the key members of the Project team, their past experience and the specific benefits this team brings to the University and this Project.
3. Anticipated major/significant schedule problems and proposed solutions.

There may also be specific supplementary questions and requests for additional documentation related to the above in the interview notification.

At the conclusion of the presentation the members of the Review Panel will have an opportunity to ask questions of the Bidder. The questions are not necessarily limited to the items in the presentation but may cover any issue included in the Prequalification Questionnaire and any related subject. As one example, the references given and the projects listed in the responses will be verified and questions may arise as a result.

Bidder Team

The following members of the Bidder team must be present for the Level 2 Prequalification Interview:

Total Points Required for Prequalification

Bidders receiving **{POINTS}** or more out of a total of **{POINTS}** available will be prequalified for this Project and will be allowed to submit a bid.

**LEVEL 2 INTERVIEW REQUIREMENTS
ENCLOSURE
KEY PERSONNEL**

{INSERT PROJECT FUNCTION (E.G. PROJECT ENGINEER), AND PER CENT EFFORT FOR EACH CONTRACT PHASE (PRE-CONSTRUCTION SERVICE PHASE AND CONSTRUCTION PHASE.)}

The following personnel have been committed to the Project by the CM/Contractor for the level of effort and contract phases indicated: