

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 computer diskette.

PURPOSE OF DOCUMENT:	Provide to Proposers information required to be presented during interview		
CROSS-REFERENCE TO FACILITIES MANUAL:	None		
CONTENTS:	Interview Requirements		
FOR USE WITH:	Design Build Agreement		
COMPLETED BY:	✓ Filling in	✓ Adding Text	No Data Required
ITS USE IS:	✓ Required	Optional	

Completion Instructions:

1. 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:

1. 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.
2. Areas not highlighted in gray, without brackets, shall not be altered without approval of the Office of the President.

Comments:

None

Level II Interview Requirements

Introduction

The Proposers selected for the Level II Interview Step will be notified in writing and will be provided with information concerning the Level II Interview process and the date, time and location of their interview, if one is required, in the sole discretion of the University.

Submittal by Proposer {MODIFY AS APPROPRIATE FOR THE PROJECT}

Each entity selected for Level II Interview will be required to submit a written response addressing the specific areas listed below. The written response should not duplicate information provided during Level I; the University requires a document that amplifies and expands upon the data presented in response to the Level I Questionnaire. Entities selected for Level II Interview may be required to make a presentation concerning their Prequalification Level II submittal. If required, the presentation will be approximately 60 minutes in duration during which the presenter(s) will address the areas covered in the written submittal.

Level II Written Submission

1. Overall experience with design build that provides a basis for the determination that the Proposer is qualified to perform this Project. Expand upon the basic information provided in Level I to explain the nature of the past experience and how it relates to this Project. Provide specific examples from past projects, both construction and design, that relate to or are similar in scope/complexity/design to the Project.
2. Previous experience with University projects within the past ten years from a design and a construction point of view by both the entity and Project team members, specifically addressing any University projects where there were disputes/claims/delays. This area should provide detailed explanations of the issues involved and the resolution.
3. Anticipated major/significant schedule problems and proposed solutions.
4. The reasons for selecting the key members of the Project team and the specific benefits this team brings to the University and this Project.

There may also be specific supplementary questions listed in the Level I notification. If an interview is required, the members of the Review Panel will have an opportunity to ask questions of the Proposer. 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.

Proposer Team

The following members of the Proposer team must be present for the Interview, if required, by the University.

{THE LIST OF REQUIRED ATTENDEES SHOULD BE MODIFIED FOR EACH PROJECT:

Architect
Project Manager
Proposer executive responsible for the Project (Vice President or higher)
Structural Engineer
Financial Officer}

