

Focus on the People

- Get Team Members Up Front (ID in Proposal)
- 15-30min Interview
- Interview is One-on-One, No Notes
- Key Question:

On the whiteboard:

Quickly layout the project/service (from start to end) with the following:

- Identify the major activities with approximate durations
- Identify the greatest risks and where they are on the timeline
- Identify what you need from the client & when you need it



Interviews



- Q&A Interview, **NOT** a presentation
- Individuals will be interviewed separately (published in the RFP):
 - **Regional Manager / District Manager / Financial**
 - **Project Manager / Lead Eng / Lead Arch / Account Rep**
 - **Site Superintendent / Design Arch / On-Site Lead**
 - **Key Subs or Technical Specialties**
- A standard set of questions for each role
- Interviews typically last **15-30 minutes** per individual



Interview Questions: **Identifying Expertise**



1. Why did your company select you for this project?
2. Describe a similar project you have delivered.
3. Draw out your project plan & major milestones.
 - a) Identify major risk items and where they occur on the project timeline?
 - b) How will you minimize the risks on this project?
 - c) Identify where critical decisions will need to be made.
 - d) Identify where any critical involvement will be needed from the Owner
4. Additional: other project-specific questions.



Key Personnel Interviews



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- Goals:
 - Meet the critical personnel that are being assigned to the project
 - Identify if personnel have experience and have thought about this project
 - Identify if the personnel can think ahead and minimize potential risks



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