

INTERVIEW PROCESS

CARVER CENTRAL FIRE STATION & TRAINING FACILITY PROJECT

Welcome to the short list. Your Design firm has made it to the interview process.

Interviews will be held at the Carver Fire Station 3 located at 120 South Main Street, Carver, MA. This location is about 3 miles south on Route 58 from where the pre-bid site visit (99 Main Street) was held on July 25th.

It is essential to us that the people who attend this interview are the people that we will be directly interacting with us on the project, so our Team would like to meet your entire Design Team. The proposed Project Director and Project Manager must attend. Support staff and subconsultants are also welcome.

Applicants will have 20 minutes for a presentation and 15 minutes to answer the attached questions, followed by a 15 minute Q & A session for you and for us. The Fire Station Building Committee is made up of 7 members. Our Owners Project Manager Team will also be present at the interview process, so if you have handouts, we would like 10 copies, 1 for each member of our Team and a file copy.

There is a laptop computer with a projector for an audio/visual presentation for your use. An A/V presentation is not a requirement; however, if you choose to use the projector please bring your own thumb drive or CD. The conference table comfortably seats 12 so a sit down presentation works for us. There will be an easel available for use if you need it.

There are 5 finalists who will be interviewing during the week. They have all been notified and all interviews are scheduled. The schedule is as follows:

Tuesday, 8/19 at 7:30 am	CDR Maguire
Tuesday, 8/19 at 8:30 am	Kennan & Kenny Architects
Tuesday, 8/19 at 9:30 am	HKT Associates
Wednesday 8/20 at 7:30 am	Reinhart Associates
Wednesday 8/20 at 9:30 am	Kaestle Boos Associates

There is always the possibility that a second interview may be required, but that will depend entirely on the results of the initial interview.

Please e-mail any questions to Elaine.weston@carverma.org.

INTERVIEW QUESTIONS

1. Give us a brief overview of your organization and its history with public safety facilities.
2. Assuming that you were to receive this job, why do you and your Team feel that you are the best fit for this project?
3. Discuss your most recent fire station that you designed that might be similar in scope to our project.
4. Based on the current status of our site and your firms availability, discuss the time line provided in the RFS and if that is realistic?
5. Have you ever done a call fire station? Explain.
6. Have you ever done a training facility design before? Explain, if not, what design approach would you use?
7. Please discuss change orders, and your effort to minimize them.
8. What percentage of a project's overall cost has your fire station projects historically maintained for non-customer related change orders?

