



## **RFP Process: Interview Instruction**

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### **Fire Station 6 Remodel and Addition**

Congratulations on proceeding to the next round of this process. The City of Madison Fire Station 6 project team appreciates the time and effort put into the RFP Response – Thank you!

The City received six responses and have chosen two design teams to proceed to the interview phase. It is the City's expectation to award the project upon the successful evaluation of this round of the RFP process. Below is a description of the interview portion of the selection process. Please review this information carefully and contact the Purchasing Representative with questions or requests for clarification. We look forward to the interview!

#### **Deliverables**

1. The design team shall send a teleconference meeting invitation to the Purchasing Representative at their earliest convenience to formally schedule the interview. Additional information on invitation requirements can be found below in the Remote Interview section.
2. An interview agenda authored by the design team shall be forwarded to the Purchasing Representative 24 hours before the interview. Additional information on agenda requirements can be found below in the Remote Interview section.
3. Upon completion of the interviews, design teams shall forward a PDF copy of the presentation slides to the Purchasing Representative.

#### **Remote Interview**

Due to the health precautions related to COVID-19, the City of Madison will conduct interviews remotely through a teleconferencing service.

To provide as much control over the interview quality as possible, the City of Madison will defer responsibility of teleconferencing logistics to the design team. This means the design team is responsible for scheduling and administering the teleconference on a platform of their choosing. Though open to alternatives, the City of Madison is most comfortable using Zoom and Skype. Minimum requirements for the chosen platform include: audio/video communication that is accessible through the computer and telephone, ability to screen-share, and invitation links that can be forwarded to others for participation.

Design teams are required to provide a teleconference meeting invitation to the City of Madison Purchasing Representative (Andy Hargianto [ahargianto@cityofmadison.com](mailto:ahargianto@cityofmadison.com)) at their earliest convenience. Design teams are encouraged to direct meeting scheduling/setup questions to the Purchasing Representative.

## Interview General Information

1. **Date / Time:** to be coordinated with the Purchasing Representative.
2. **Duration:** The design team shall prepare a teleconference invitation that is 60 minutes long. The interview will be 45 minutes long and will include the presentation and follow up questions. An additional 15 minutes is provided for teleconferencing setup and troubleshooting. The Purchasing Representative will determine when the formal interview begins and ends.
3. **Participants:** The design team should determine the members that they will include in the interview with the understanding that the City does not require the entire design team to be present. The City of Madison will have six selection participants in total, although all of the panelists may not be present for the live interview.
4. **Video Etiquette:** The City of Madison encourages the use of webcams for both design team members and selection panelists throughout the entire interview; however, video participation is not mandatory and in some circumstances may not permit a smooth videoconference.
5. **Audio Etiquette:** In general, mics should be unmuted only when a person is speaking.
6. **Agenda and Structure:** Design teams are responsible for the general agenda and structure of the interview. Design teams are asked to provide an agenda to the Purchasing Representative 24 hours before the scheduled interview. The agenda should be simple and identify the proposed order of topics and general flow of the interview. Please refer to the Interview Topics section of this document for the required topics to be covered. The selection panelists will likely ask questions during the interview so design teams should be prepared to provide responses as part of the conversation.
7. **Recording:** Interviews shall be recorded and provided to the Purchasing Representative for selection panelist review.

## Interview Topics

The design team should structure their presentation around the following interview topics and questions. Selection panelists will score design team responses on each topic per the indicated weight in the topic heading. Design teams are allowed to organize the topics in their presentation as they see fit, but are advised to clearly demarcate their presentation with topic slides (or some other form of notification) to provide clarity of subject matter being discussed.

1. **Design Team Introduction (5):** Design teams will provide a brief introduction of their team (not all members of the design team need to be present). Introductions should include information on past collaboration experience between consultants, overall organization/hierarchy of the design team, and how the City should expect to interact with the design team throughout the project.
2. **Relevant Experience (10):** Similar to RFP responses, design teams will provide an overview of previously completed projects that are similar in design experience and/or scope. Teams are encouraged to relate past project experiences to the other interview topics as appropriate.
3. **Project Management (10):** Design teams will explain how they will manage this project effectively. The design team will describe cost control strategies, approaches to retain project schedule, practices to safely conduct field surveys in the residence of first responders, and technologies to be utilized for project management-related tasks. Design

teams are encouraged to bring forth other topics they feel important to convey their unique approach for a successfully managed project.

4. **Sustainable Design (10):** Design teams will explain how sustainable building strategies will be considered for incorporation in the design. Preference is to speak about issues that your team plans to utilize on the project. Outline sustainable strategies specific to this building type, site, and program.
5. **Racial Equity and Social Justice (10):** The City of Madison is committed to improving racial equity and social justice in many aspects of its systems and processes including its work with consultants. In addition, one of the goals of this project is to provide gender equity in the Station's living spaces. The design team will discuss how they will conduct an inclusive and equitable design process for this project and any experience they have incorporating an inclusive and equitable design process during previously completed projects.
6. **Overall interview quality (5):** This is not an interview topic, but serves as notification to design teams that selection panelists will provide a score based on their perceived overall interview quality.

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