

Construction Manager Interview Guidelines
08/03/05

- Unless otherwise indicated
 - The interview will take place in the Facilities Planning Conference room, Building 540, Room 113.
 - Setup – 5 minutes
 - Presentation – 30 minutes
 - Q & A and take down – 10 minutes.
1. Firm Qualifications
 - Provide information on the firm; the age, growth, the local capabilities; the number of Community College projects.
 - Describe the “typical” project done by your firm.
 2. Management Team Qualifications
 - Preconstruction phase team – describe the preconstruction team’s training, qualifications and experience that might best qualify them for their duties on the proposed project.
 - Construction phase team – describe the construction team’s training, qualifications and experience that might best qualify them for their duties on the proposed project.
 - Indicate any history of this team having worked together on other projects.
 - Indicate team members position with the firm; the years in that position; and years with other firms in that position.
 3. Cost Control
 - Describe your approach in providing the design team with an accurate design budget.
 - Describe your approach in providing value enhancing methods, materials and design recommendations that might help to keep the project in budget.
 - Describe methods used by your firm, during both preconstruction and the construction phase, to keep the project within budget.
 - Describe your approach in reviewing change proposal requests from subcontractors to assure cost effective changes to the project.
 4. Scheduling
 - Describe the scheduling methods and software used by your team.
 - Provide a proposed schedule for the proposed project.
 - Describe methods used by your firm to keep the project on schedule.
 5. Quality Control
 - Constructability Review. Describe methods used to detect errors or omissions in the project documents.

- Describe “scoping” methods used to assure an accurate GMP
 - Describe jobsite methods used by your firm to assure an overall quality project.
 - Describe the method your firm uses to determine that the “most responsible” subcontractor is awarded the project.
6. Subcontractor Selection
- Describe your current knowledge of, and experience with, local subcontractors and what methods you use to enhance local participation.
 - Describe the method your firm uses to assure competitive pricing by the subcontractors.
7. Project Management - Describe the software or other methods used to track RFI's, shop drawings, potential change orders, meeting minutes, monthly reports, etc.
8. Project Closeout
- Describe methods used by your firm to:
 - Turn over a project in a timely manner
 - Provide accurate closeout documents – Warranties, O&M's and as-builts. Note: DBCC requires as-builts be provided in both paper and electronic format (AutoCAD).
 - Provide complete owner training
 - Complete punch lists
 - Correct warranty related items.
9. Safety – Describe the firm's past record and methods in assuring a safe work environment.
10. Other – Provide examples of past successes or other information that might set your firm or team apart as the best qualified to provide Construction Management services for this project.