



CONTRA COSTA COMMUNITY COLLEGE DISTRICT

INTERVIEW SCHEDULE

RFQ Project Inspection Services

D-611 DVC Student Services, Culinary Arts, Food Services and Commons Project

INTERVIEW DATE: March 24, 2011 (Thursday) from 9:00 AM to 12:00 Noon

TO: Project Inspector – Finalists

SUBJECT: Interview and Presentation

The District's Selection Committee is inviting your firm for an interview and presentation for the above project. Guidelines and information for this process is listed below. Please confirm your attendance on this process through email message: jesprit@4cd.edu

LOCATION:

Board Room @ 6th Floor
Contra Costa Community College District Office
500 Court St, Martinez, CA 94553

LOGISTICS:

The Board Room is equipped with an overhead projector, screen, board for dry erase pen, tables, and chairs. Consultants should bring their own power extensions, laptop, easel stands, hand outs, and visual aids. Each Consultant shall be given 10 minutes to set up; 25 minutes to present; and 15 minutes for question and answer session; or free wheel discussions on qualifications, experiences, and potentials.

SCHEDULE:

9:00 AM	to	9:50 AM	GBMI Inc.
10:00 AM	to	10:50 AM	M & M Project Inspection
11:00 AM	to	11:50 AM	NorCal Inspection
12:00 Noon	to	1:00 PM	Closed Door Session – Evaluation Committee

After the Interview: Project Inspectors should check out with the Lobby Officer;

No Project Inspector may remain on the premises after their scheduled interview;
Soliciting information or seeking camaraderie with CCCC employees is strictly prohibited during this time;

Debriefing: One week after the interview, finalists will receive a notification letter from the Chairperson announcing the best candidate chosen by the Interview Committee.

Negotiation: The best candidate will be invited to meet with the Chairperson, Planning & Design Team, Purchasing, and Campus representatives for a pre-award meeting.

Contract Award: Based on actual negotiation, the District shall attempt to draw a Contract within 10 days to facilitate consultant mobilization.

Sincerely,

DAVID S. WETMORE

Director of Purchasing CCCC