

**Gateway Project
Marin Community College District
Measure C Bond Modernization Program**

Step two: Long Listing

Step two of the selection process is to attend an *informal* interview with the College of Marin Modernization team. The one-hour interview will consist of a meeting with up to five members from the District and the Swinerton Management and Consulting team. This process will lead to the selection of up to five participants who will be asked to participate in a design competition, to be judged by an expanded group of District participants. More information on the design competition will be given at the appropriate time.

Letters stating whether a firm was asked to participate in the long-list interview were distributed to all SOQ participants on Friday, July 31st by email. The email was sent *only* to the contacts listed in the pre-submittal meeting. A hard copy will also be sent by mail.

More information regarding the next steps in the long-list process is as follows:

District Requests:

1. Please identify **one** individual from your firm to be the *day to day point of contact* during the selection process. Provide the name, title, email address, fax number and direct phone number for this individual. The District assumes that any and all contact with your firm and design team will occur through this individual. It is not the responsibility of the District to distribute any information directly to the sub-consultants.
2. *Please visit the website regularly:* The District will make contact through the designated point of contact, but is not responsible for whether this person distributes information timely to other members of your team. The website will contain all publicly accessible information.
3. *Written questions regarding the interview* will be considered by the District until **4pm** on Monday, August 3rd. A “FAQ” sheet (or other means of communication) may be distributed at the District’s discretion to all interviewees by **4pm** on Tuesday, August 4th.
4. Interviews will be conducted on Wednesday, August 5th and Thursday, August 6th. Please contact Elizabeth.Bornstein@marin.edu to schedule and confirm your interview time.

About the interview:

1. The intent of the interview is to establish a rapport with the project team and to determine if the project team is an appropriate “fit” for the College of Marin.
2. No presentation material will be allowed at the meeting.
3. Team members attending the interview will be expected to be day to day project participants from the start of the project to completion. Firm Principals are discouraged to attend *unless* they are committed to actively participating in the project as noted.

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4. Engineers are encouraged to attend, but active participation in the conversation from each attendee will be expected.

Specific questions will not be distributed prior to the interview, but the teams can expect conversation and questions to revolve around these various themes:

First, tell us a bit about you and your sub-consultant team.

1. What challenges and opportunities do you see in working in a **participatory governance environment**? How do you envision your interaction with District administrators (including the Director of Modernization) and the Board of Trustees?
2. How do you transition a project from design to **construction administration**? How do you sign off and follow through during construction on changes to District standards and/or special requests from M&O or users?
3. Tell us a success story about designing a **LEED** project while staying within a tight budget. Please be specific.
4. Tell us a story about a significant failure in getting a project through **DSA**: what happened, what did you do about it, what did you learn from it, and how did/will you avoid the same failure on the next project?
5. Based on **what you know today** about the Gateway Complex project, what do you believe is its greatest challenge? What new and innovative ideas for the building would you like to propose to the College? What's your most nagging question about the project, and why is it important to you?