

Industry Outreach

In person Interview Process April 23, 2026

Additional information on the A&E Contract Process can be found on the A&E website: [AE-Contract Information/Streamlined-AE Contract Process](#)

Outreach Roadmap

- Overview of the Interview Process Changes
- Interview Invitation Letter Submittals
- Arrival and Setup Procedures
- What Will Be Provided
- Prohibited Items
- Interview Timeline
- Questions

Overview of Interview Process Changes

Interviews will now be conducted:

- In person
- Interview location within the District per Request for Qualification (RFQ)

The process is similar to the pre-COVID process with minor changes:

- Example Task Order (ETO) Presentations delivered via Webex
- No projector required
- Maximum of 20 attendees per consultant team
- Technical Scenario Questions (TSQ) will be given after ETO presentation
- TSQ Review: 20 minutes

Interview Letter + Submittals

Overall Attendees List

- Maximum **limit of 20** attendees per consultant team

- Attendees must meet RFQ **Roles & qualifications** and be listed in Statement of Qualifications **(SOQ) Organization Chart**
- Attendance will be verified immediately prior to the interview

Example Task Order Team

- Maximum **limit of 10** per consultant ETO team
- This list identifies the specific staff assigned to the ETO
- The ETO team is not required to attend, except for the Contract Manager
- ETO deliverables submitted by due date, as applicable

Arrival & Setup Period

- Parking may be limited, and available spots may be far
- Allow sufficient time to sign in with building security & staff
- Lobby may not have seating
- Bring **1** laptop, Wi-Fi capable for ETO presentation
- **5** minutes to log in to Wi-Fi & setup presentation
- No Information Technology Support will be provided

What Will Be Provided

- A video conference room with a camera and VTC Screen
- Wi-Fi Internet connection
- Seating and tables for 20 Consultant attendees
- Notepads & Pens

Prohibited Items

- Cell phones and tablets
- Smart watches and smart glasses
- Recording or listening devices
- Laptops (except the single laptop used for the ETO presentation)
- Notes, books, and handouts
- Briefcases and backpacks

Interview Timeline 70-85 Minutes

- Consultant Setup Time (before the interview begins) : 5 minutes
- Chairperson Introduction: 5 minutes

- Example Task Order (ETO) Presentation: 10-15 minutes
- Technical Scenario Questions (TSQ) Review: 20 minutes
- Technical Scenario Questions Oral Responses: 20-30 minutes
- Augmentation of TSQ's: 2 minutes
- Chairperson Closing Statements: 1 minute
- Exit: 2 minutes