

A/E Selection Guide Exhibit XIII – Confirmation of Interview Appointment

Letter

[DATE]

[COMPANY NAME]

[ADDRESS]

Subject: [solicitation number], [project title]
CONFIRMATION OF INTERVIEW APPOINTMENT

[greeting]

This will confirm that your firm, along with other highly qualified firms, was recommended by the Architectural and Engineering (A/E) Selection Board for consideration for performing the design and construction services for the subject project.

A personal interview with the A/E Selection Board has been scheduled on [date], at [time] at the following location:

Blanchard Plaza Building, Room 205
2201 Sixth Avenue
Seattle, Washington

The A/E Selection Board consists of one electrical engineer, one mechanical engineer, one architect, two civil engineers, and one representative from the [tribal organization, if applicable]. The total allotted time for the interview is one hour. This includes A/E presentation set-up time, introductions of the A/E Selection Board and firm members, A/E presentation of credentials related to the evaluation criteria, and if desired, presentation of photographs, view graphs, slides, etc., of recent work, (note: A screen and overhead projector [will][will not] be available, but other equipment necessary for this purpose is to be provided by the A/E; the conference room can accommodate up to 20 persons), fifteen minute allocation for the Board's questions, and presentation wrap-up time.

In addition to the general topics, the A/E Selection Board seeks further information on the following:

Willingness to use specifications and details developed by the Government for the [project title] Project.

Identify specific persons and firms proposed for each portion of the design work.

Past performance on quality, schedules, and cost control. Furnish references and explain your firm's internal control systems.

Ability to produce construction documents using full metric requirements and computer-assisted design.

One of the primary purposes of the interview is to provide you an opportunity to reinforce or expand upon the factors, as identified in the selection criteria, that demonstrate that your firm is the most highly qualified firm to perform this design effort. Therefore, to assist you in your interview, we have also enclosed:

A copy of the evaluation factors as published in the Commerce Business Daily

The A/E Selection Board looks forward to meeting with you. If you have any questions concerning the interview, please contact the Contract Specialist, [name], at [phone] or the Selection Board Chairman, [name], at [phone].

Sincerely,

[name]
Contract Officer

Enclosures