

Recommended Interview Questions for Architects

#	Proposed Question	Category 1	Category 2	Notes
1	If the School Building Advisory Committee were to establish a firm budget range for the project, at what point in your normal design schedule would you need to know the maximum dollar amount in order to avoid wasting time and money on options that would exceed the limit.	Budget	Design	
1A	The School Building Advisory Committee plans to establish a firm budget range for the project. At what point in your normal design schedule would you need to know the maximum dollar amount in order to avoid wasting time and money on options that would exceed the limit.	Budget	Design	
2	What quality and budget control measures do you employ during the various phases of the project to insure completeness, accuracy, coordination and budget adherence? (both for the architect and their consultants)			
2A	What strategies do you use to stay within a project's budget?	Budget	Process	
2B	What quality control measures do you employ during the various phases of design, document preparation, and construction administration to insure completeness, accuracy, and coordination of the work of the architect and all the consultants?	Construction	Controls	
3	If the town decides to go with some type of renovation can you please explain to me how you plan to address and find any and all code issues related to an older school building bringing it up to today's code knowing that grandfathering will not be able to be used.	Budget	Design	
4	Given the SBAC's objective to offer the community a range of design options complete with associated costs and benefits, how would your firm assist us in developing these alternatives in a way that can be easily understood and evaluated by the public? Can you cite specific examples where you successfully developed diverse design options and collaborated with a committee similar to the SBAC, with the ultimate aim of securing strong public confidence for the passage of a funding measure?	Community	Communication	
4A	Describe your role in assisting the public community in understanding the conclusions of the feasibility phase. How have you helped the public understand the various design options, and the involvement of various owner groups on other projects? Please include examples of recent graphics/diagrams/renderings that you used to aid in informing the public in a recent bond referendum.	Community	Communication	
5	The community is moving forward after a failed referendum for school improvements. How will your firm ensure the project is matched to the needs and desires of the community?	Community	Communication	
5A	How has your firm been able to partner with communities to support the design and construction of educationally appropriate, flexible, sustainable, and cost-effective public-school facilities?	Community	Budget	
6	The District is evaluating the needs of multiple schools on the same campus. Describe any similar experience with the study of multiple configurations, phased occupied renovations, consolidations and alternate site development options.			
6A	Please discuss your experience with phased-occupied building and site renovation projects for Elementary Schools. Discuss the challenges and potential solutions available to accommodate the existing school enrollment during construction.	Design	Controls	
6B	The District is evaluating the needs of multiple schools on the same campus. Describe any similar experience with the study of multiple configurations, consolidations and alternate site development options.	Process	Communication	
7	This project involves the validation of existing facilities with report data from previous firms. How will your firm validate the existing information to ensure the conclusions are drawn?	Process	Design	
7A	Are you able to use any work/drawings from our previous architect?	Process	Design	
7B	Will you use / feel comfortable in using old existing drawings and data in your design? Engineering calculations may not be available.	Process	Design	
8	Please describe how you involve students, staff, and school administration in the design process. Please articulate how you help these stakeholders consider current needs as well as potential future needs regarding curriculum, instruction, assessment, climate, and culture.	Process	Design	
9	What do you see as the important issues, considerations and challenges of our project?	Process	Design	
10	How do you establish fees for a project? Are there different ways in which you structure your fees during the project onset and when scope changes arise?			
11	Discuss your previous experience in assisting clients with community outreach. Discuss the tools and techniques that could be employed.	Community	Communication	

Additional Interview Questions for Architects

#	Proposed Question	Category 1	Category 2	Notes
12	Describe to what extent your project team, including consultants, is using fully integrated BIM. To what extent has your team used BIM not only for design and documentation, but for aiding the construction process and creating a long term maintenance tool for the facilities teams?	Process	Design	
13	Describe your expectations of the owner/OPM. How often do you expect to meet and/or have design reviews?			
14	What is your experience with sustainable design and, specifically, what are some of the potential design elements that could be employed to make this a "green" project?	Design	Sustainability	
15	What are your thoughts on open concept learning/ schools. What is your experience with this type of school?	Design		
16	How have you incorporated a higher level of security in the design of schools?	Design		
17	How do you go about selecting the quality of materials you specify for the project?			
18	Describe your design process. What criteria will be used to establish priorities and to make design decisions?			
19	How do you stay up-to-date with current architecture trends?	Process		

Future Interview Questions for Architects

#	Proposed Question	Category 1	Category 2	Notes
20	Please describe your work experience with the last three projects involving new construction to school facilities. For each of these projects, please provide and discuss the project construction budget at bidding, the accepted bid/GMP cost, the final construction cost at completion, the number and categories of change orders during construction, and the total value of construction change orders. Discuss your experiences in managing the design to budget through each design phase, bidding, and construction completion.	Budget	Controls	This question will be important for future phases of the work, but does not apply to the current phase.
21	How are submittal reviews approved and signed off by the Owner?	Process	Communication	This question will be important for future phases of the work, but does not apply to the current phase.
22	Can you tell us your steps /procedures for the approval of submittals with the Owner?	Process	Design	This question will be important for future phases of the work, but does not apply to the current phase.
23	Have you ever applied for a state commercial construction permit with the state fire marshal's office in the State of Maine?	Process		The contractor will be responsible for applying for all building permits.
24	In the past, how involved has the Owner been with the submittal approval process? The O/R?	Process		This question will be important for future phases of the work, but does not apply to the current phase.
25	What do you see your role/ involvement during construction	Process		This question will be important for future phases of the work, but does not apply to the current phase.
26	Do you provide submittals for furniture, desks, chairs, etc or is this Owner's responsibility?	Process		This question will be important for future phases of the work, but does not apply to the current phase.

RFQ Answered Questions

#	Proposed Question	Category 1	Category 2	Notes
27	How many years has your firm been established?	RFQ		Answered in RFQ
28	What is your present office workload? Backlog?	RFQ		Answered in RFQ
29	What sets your firm apart from other architects with similar experience?	RFQ		Answered in RFQ
30	What is your firm's design philosophy?	RFQ		Answered in RFQ
31	If chosen, how would your project team be structured? Will you have numerous leads reporting to the Owner and O/R?	RFQ		Answered in RFQ
32	Do you have experience with "green" or sustainable design?	RFQ		Answered in RFQ
33	What is your track record of completing a project within the original budget?	RFQ		Answered in RFQ
34	What other services do you provide? Estimating, Scheduling..	RFQ		Answered in RFQ
35	Is all of your engineering done in house or sub it out? Structural, mechanical , E&I?	RFQ		Answered in RFQ
36	Do you have specialized landscaping architects?	RFQ		Answered in RFQ
37	Do you provide detailed estimates/ budgets for construction? Where do you receive your pricing for materials , equipment, man hours, demolition?	RFQ		Answered in RFQ
38	Are you still interested if the town decides to just renovate the school with minimal new construction?	Budget	Design	The RFQ states that the Town is open to various design solutions and that all applicants will need to work with the Town to find the appropriate solution.
39	At this time no budget has been set for the school. Do you still have interest in our project if we have an approved budget of \$20m, \$30m versus a much higher one than originally planned?	Budget		The RFQ states that the Town is open to various design solutions and that all applicants will need to work with the Town to find the appropriate solution.
40	Do you place more emphasis on functional or aesthetic designs?	Design		The RFQ states that the Town is open to various design solutions and that all applicants will need to work with the Town to find the appropriate solution.