

Information Regarding Finalist Interviews Minnesota State Designer Selection Board

(Note, some of the information below is also included in the project RFP.)

Open Meeting

- Meetings of the State Designer Selection Board are open to the public. All guests will be asked to identify themselves for the record and sign in.
- The Board requests that guests practice common courtesies; please ensure that all cell phones are turned off or are silenced and please refrain from making noise while entering and exiting the interview room during interview presentations.
- Interviewing firms and their sub consultants are not allowed to sit in on the interviews of the other finalists on the same project.

Interview Timing, Set up and Introductions

- Teams will be allowed ten minutes for set-up. If your team members choose to meet in the Coffee Shop break room across the hall from room 116B prior to your team's set-up time, please do not set-up your presentation materials in the Coffee Shop break room due to space limitations.
- Teams are responsible for bringing all of their own equipment.
- Team members will be asked to sign in.
- The shortlist letter sent out to finalists notifying them of the interview date, time and location will indicate the length of the interview and the question and answer period.
- The Board Chair will adhere strictly to this time period, and will facilitate the question and answer period.
- Prior to the interview, the Board, and members of the Agency involved, will introduce themselves to the finalists. The Board Chair will also ask anyone in the gallery to introduce themselves.
- Finalists will introduce themselves as part of their presentation.
- *The Board requests that members of the finalist team do not individually introduce themselves to board members prior to the interview.*
- *After interviews, please take down presentation materials quickly and keep farewells brief.*

Team Changes and Interview Materials/Handouts

Firms selected for interview *may not submit* any additional materials to the Board beyond their original proposal with the exception of the following:

- New Design Team member consultant firm or firm member: An addendum to the original proposal regarding a new Design Team member, consultant firm or firm member may be submitted under the following conditions:
 - If the team has been awarded another major project since the Request For Proposal due date and the team member is working on the project awarded, resulting in a conflict;
 - If a team member has left one of the submitting firms since the Request For Proposal due date;
 - If a team member must be removed due to cause

In such cases, the addendum should include a cover letter of no more than one page explaining

- cause and attach a resume of the substitute of no more than one page.
- Interview Presentation Materials: During the interview, Respondent's presentation materials may be distributed, such as a PowerPoint presentation or presentation boards. Such materials should include only materials to be referenced by the Team during the interview and should not include any information that was not referenced in the written proposal as this is not an opportunity to change or add to the proposal response (expanding on what was referenced in the proposal is okay, however, introduction of new material is not).
 - Only team members listed in the proposal are allowed to participate in interviews with the exception of the Team Changes listed above.

Books, manuals or other items not specifically included in the Respondent's handout materials described above *may not* be passed around or given to Board or Agency members before, during or after interviews.