

# PRESENTATION GUIDELINES

The following is a general guideline/format used by the Construction Management Division for consultant inspection presentations.

## The Presentation Sequence

- Committee to arrive early and set up room if required, go over presentation format, may discuss among themselves what are important issues
- 1 hour interview time frame
- Consultant presentation team sign in
- Panel introductions by the Chairperson, project description, type of contract, (fixed billable/cost plus, duration, etc.
- Consultant team introductions by the presentation leader
- Consultant directs presentation (may include handout, overhead, video, slide, LCD, etc. - equipment is generally provided by the consultant): 25- 30 minutes, includes consultant summary
- Panel questions based on consultant presentation 5 minutes
- Selection panel's prepared questions and consultant responses: 10-15 minutes (3 to 4 prepared questions asked of each firm, with answers recorded, prior to the consultant panel leaves presentation for 5 minutes to allow consultant team to organize thoughts)

## The Consultant Presentation

- Each firm determines how it will make its presentation.
- The selection panel is more interested in the proposed construction inspector coordinator or project manager and inspection team members than the firms principals. Each should take a substantial role in the presentation.

## Desirable elements of the presentation:

- Consultant team professional qualifications (firm and key individuals).
- Consultant team relevant past experience.
- Consultant team organization
- Demonstrated understanding of VDOT's needs and objectives.
- How the work will be approached (techniques and processes).
- DBE participation.
- Specific familiarity with the community and/or subject facilities.
- Special ideas and/or capabilities believed beneficial to VDOT.
- Other relevant information believed helpful in evaluating your firm(s).