

# QUALIFICATION BASED SELECTION

The logo consists of the letters 'QBS' in a white, serif font, set against a solid black square background. The 'Q' has a small tail that extends downwards and to the left.

# History

**Early 1990's – Language was introduced to authorize political subdivisions and the state to utilize the Qualifications Based process if they chose to**

**1997 Legislative Session – Language was changed from a “may” to a “shall” in utilizing the QBS process. The language allowing for fee information was added as a concession to the cities.**

**Education – The Idaho QBS Facilitator Council was formed based upon the national template pulling in the architects, engineers, land surveyors and landscape architects.**

**Push back from political subdivisions – How could they be sure they were getting the best cost?**

**Answers – Design considerations of life maintenance costs, less change orders, quality services, budgetary restrictions, scope of work development**



# **Who is required to follow the QBS process?**

**Public Agencies**

**Political Subdivision of the State of Idaho**

**Agents of Public Agencies and Political Subdivisions**

**Must comply with the QBS process when they select professionals to perform the following services:**

Architectural

Engineering

Land surveying

Landscape architecture, and

Construction management service



# Process for QBS Selection

Qualification based as opposed to cost based

## **Projects over \$25,000**

Establish criteria for which qualifications will be evaluated.

- Categories
- Assign weight for each category
- Price can't be one of the criteria for selection, but you can ask for information about their rates, overhead and multipliers.

Publish notice in newspaper (follow same notice process as bidding public works contracts).



Make available to prospective submitters the criteria and weight on which the qualification will be determined.

Evaluation submittals and select most qualified, ranked in order of preference.

Price that is determined by the public entity to be reasonable and fair to the public after considering the estimated value, the scope, the complexity and the nature of the services.

If agreement cannot be reached, formally terminate negotiations and negotiate with the next highest ranked.



## **Projects \$25,000 and under**

Governmental entity may use the guidelines for contracts over \$25,00, or establish its own guidelines for selection, based on demonstrated competence and qualifications to perform the services.



# Exceptions

## **Work associated with a prior contract**

If project is work associated with a previously awarded contract, don't need to follow the QBS process to award to the same company as an extension or new contract.



## - **Pre-approved list**

The city may establish a preapproved list of 3 qualified professionals.

Must publish notice the same as for services in excess of \$25,000 projects to solicit professionals interested in being on the pre-approved list.

- Multiple categories
- Can you have more than 3 on a list?
- Can one firm be on more than one list?
- Can you piggyback on another governmental entities pre-approved list?





When establishing the pre-approved list(s), don't list the selected professionals by ranking.

May contract with any of those professionals from the list for work that falls within the category for which they are pre-approved.



# Recent QBS Issues

Design Build

Contractor bids with design services included

Providing a bid as a prime or sub-consultant

What is an “agent,” and the implications of being an agent?

Definitions of Services

Emergency Services



# Statistics

Since June of 1999, our founding year, we have had 682 total requests for information or assistance for an average of 34 requests a year we have fielded. In 2018-19, we fielded 27 requests for assistance (compared to 40 in the same period last year).

Of the 2019 requests:

- 12 concerned engineering services (44%)
- 6 concerned architectural services (22%)
- 5 concerned land surveying services (18%)
- 1 concerned landscape architectural services (4%)
- 0 concerned construction management
- 2 were general requests involving all disciplines (8%)
- 1 involved planning services (4%)



# Services

## Training

Assistance with determining a violation and educating a jurisdiction on their options

Assistance with RFP/RFQ development

- Review
- Templates
- Advise

Assistance with RFP review and ranking

Assistance with interviews and selection

Let us know what you need!



# QBS Facilitator Council

## **Who are we?**

**Group of design and public organizations including:**

- **American Council of Engineering Companies of Idaho (ACEC of I)**
- **American Institute of Architects (AIA)**
- **Idaho Society of Professional Engineers (ISPE)**
- **Idaho Society of Professional Land Surveyors (ISPLS)**
- **Structural Engineers Association of Idaho (SEAI)**
- **American Public Works Association (APWA)**
- **Public Works Directors Assoc. of Association of Idaho Cities (AIC)**
- **Idaho Montana American Society of Landscape Architects (IMASLA)**
- **Local Highway Technical Assistance Council (LHTAC)**

QUESTIONS?

**QBS**



## QBS Facilitator Council

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