



The Qualification-Based Selection Process is simple and straightforward

Bidding may get you a price quickly, but that price may not tell you what you bought for years to come. With QBS you'll know what you're getting before the contract is ever signed.

Step 1 - Selection Process

- A. The owner identifies the general scope of work for the project.
- B. The selection time frame for procuring professional design services is established.
- C. A request for statements of qualifications is published.

Note: Iowa law allows an owner to begin directly communicating with an engineering firm they are familiar with or have previously utilized without requesting proposals or qualifications from other firms. If the owner chooses to solicit proposals from other firms there is a simple procedure they may choose to follow.

- D. Statements of qualifications are received and evaluated.
- E. All firms are informed of their rating and ranking (this is optional).
- F. A short-list of firms to be interviewed (if interviews are necessary) may be determined.
- G. A tour of the site and/or facility may be arranged for the short-listed firms.
- H. Interviews are conducted and the firms ranked, based on their project approach, project team, timetable and overall understanding of the project.
- I. The firm most qualified for the specific project is selected.

Step 2 - Jointly Develop Scope of Project

J. Negotiations are conducted relative to the project's scope, professional services required, and fee and payment schedules with the top-ranked firm. If an agreement cannot be reached with the top ranked firm, those negotiations are ended and negotiations begun with the second highest ranked firm (however, most negotiations between owners and the highest ranked firm are successful).

Step 3 - Contract Agreement

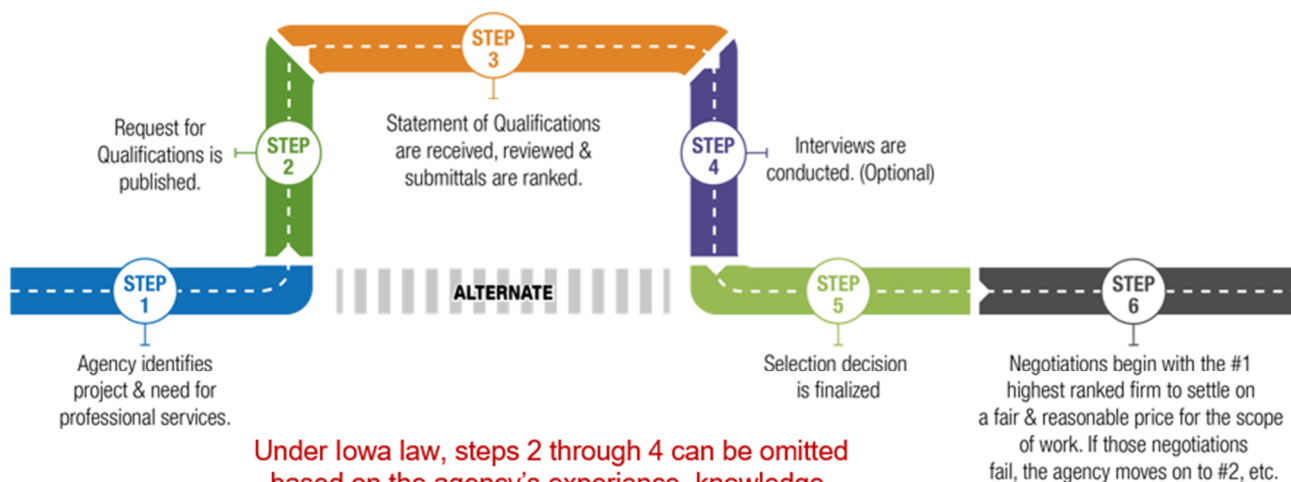
- K. An agreement covering the understandings reached during negotiations above is executed, and a notice to proceed is issued by the owner to the successful engineer.
- L. All firms involved receive post-selection communications about the project award.

Qualifications-Based Selection (QBS) Promoting Value-Quality-Innovation

The below graphic depicts the typical steps for the QBS selection process and an alternate, simplified method that is allowable under Iowa Law. The primary requirement is the selection of the consultant based on qualifications before negotiation of the final scope of work and discussion of fees. Direct selection of a consultant based on qualifications is allowed; however, it could be beneficial for the local agency to consider several consultants through a qualifications process depending on the nature of the project.

If federal funds are being utilized for consultant professional services, there may be additional federal requirements for a simplified acquisition process. Please consult with an Iowa DOT Local Systems representative.

Typical Steps for the QBS Process



For more information and FAQs on how you can easily use qualification-based-selection on your project go to www.cec-iowa.org/iowa-guide-to-qbs or scan QR code



Here you will find templates on how to

- **Announce your project and request scope of service**
- **Draft letter requesting a statement of qualifications**
- **Evaluation form you can use when reviewing statement of qualifications**
- **Evaluation forms to review references**
- **Draft letter to short-listed firms**
- **Memo to firms selected for interviews**
- **Evaluation form for short-listed firms**
- **Evaluation tally sheet**
- **Draft letter announcing final selection**