

What are the steps in the QBS process?

A typical QBS selection process generally proceeds as follows:

1. The owner prepares a detailed written description of the project, including its purpose, function, location, capacity, site restrictions, schedule, preliminary budget and other key information.
2. A pre-selected group of design professionals are invited to submit statements of qualifications for the project.
3. The owner conducts a formal evaluation of the statements of qualifications submitted by the pre-selected firms and develops a short-list of the most qualified firms.
4. When necessary, the short-listed firms are invited to tour the project site or facility.
5. The owner requests a technical proposal from each of the short-listed firms and, if desired, interviews representatives of each of the firms.
6. The short-listed firms are evaluated based on their technical proposals and interviews, and the firms are ranked in order.
7. The owner opens formal discussions with the highest-ranked firm.
8. If an agreement is reached on the specific scope of services for the project and the fee for those services, the owner and selected design professional enter into a contract and the design process begins.

The QBS Facilitator is provided as a public service by the Ohio QBS Coalition, which is comprised of the following organizations:

American Institute of Architects
of Ohio

•
American Council of Engineering
Companies of Ohio

•
Ohio Chapter of the American
Society of Landscape Architects

•
Ohio Society of Professional Engineers



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**Need help in retaining
the services of an
architect, engineer or
landscape architect?**

If so, call on the

**Ohio
Qualifications-Based
Selection Facilitator**

A public service program providing
assistance to project owners
in need of quality design
and consulting services.

What is QBS?

You've done your homework. You know that the design of your construction project will be critical to its overall success. But how do you find the design professional who is best qualified for your project?

The most widely recommended method of selecting a design professional (an architect, engineer or landscape architect) is called "Qualifications-Based Selection."

As the name implies, Qualifications-Based Selection, or QBS, is a process in which the project owner evaluates and ranks interested design professionals on the basis of their qualifications and experience.

Once the owner identifies the most highly rated design professional, the two parties open formal contract discussions. If the two parties are able to agree on a detailed scope of services and a fee for those services, they enter into a written contract and the design process begins.

Must I use the QBS selection process?

In Ohio, state law requires all public authorities to use the QBS process (Ohio Revised Code §153.65-.71).

Can I get help using QBS?

Selecting a design professional can seem like a daunting task initially, especially for project owners who don't have experience developing construction projects. For this reason, the Ohio QBS Coalition makes the services of its QBS Facilitator available to project owners at no cost.

What is the role of the QBS Facilitator?

The QBS Facilitator will provide free consultation with project owners and their representatives, walking them through the QBS selection process step-by-step so that they become thoroughly comfortable and confident.

What exactly will the Facilitator do?

The QBS Facilitator will:

- ◆ Meet with project owners and their representatives to explain the QBS process.
- ◆ Assist the owner in developing project-specific selection criteria that reflect the owner's goals and objectives for the project.
- ◆ Help the owner develop rating forms, letters and other documents used in the QBS selection process.
- ◆ Consult with the owner to identify a group of design professionals for initial consideration by the owner.
- ◆ Generally assist the owner in understanding and implementing the QBS selection process.



What won't the Facilitator do?

The QBS Facilitator will not:

- ◆ Recommend any specific design professional.
- ◆ Provide evaluation, critique or background or reference information on any specific design professional.
- ◆ Participate in the any phase of the selection, interviewing or negotiation process.
- ◆ Provide construction cost estimates or any preliminary planning services specific to the owner's project.

How can I obtain the Facilitator's help?

To schedule a consultation with the Ohio QBS Facilitator, call or write the Ohio QBS Coalition. The address, phone number and e-mail address can be found on the back of this pamphlet.

Tell me again, why should I use QBS?

The QBS process is widely recommended as the best method for selecting design professionals. It is endorsed by the American Public Works Association and the American Bar Association. All Federal agencies and more than 40 states—including Ohio—are required by law to use QBS selection procedures.

In short, QBS gives project owners the best opportunity to obtain quality design services at a fair and reasonable cost.