

Frequently asked QBS Questions and Answers

The following are typical questions asked by the LPA and/or consultants regarding the QBS process on Federal and State funded projects.

The guidelines for the QBS process is located in BLRS manual Chapter 5-5.06. Specifically, the procedures are outlined in Section 5-5.06 (c) for State funded QBS requirements and (e) for Federal funded QBS requirements.

For 100% locally funded engineering services, IDOT does not have oversight over contracts.

Question #1: Where does the advertisement for services need to be posted and for how long?

Answer #1: As a minimum the advertisement must be posted for at least 14 days. It can be posted on the agency's website, a local newspaper, and trade magazines or websites. If it is posted in a newspaper it must be posted twice.

Question #2: What if the LPA receive less than 3 responses for a project proposal?

Answer #2: Before reviewing the submitted material please send a copy of your proposal request and advertisement to IDOT D1 Bureau Chief of Local Roads for review. If it is acceptable you will be provided a date to be inserted in Exhibit C, QBS Checklist. If it is rejected you will be asked to re-advertise.

Question #3: Can the LPA limit the extent of the submittal from each consultant to a set of pages for the proposal?

Answer #3: Yes, however you want to make sure there will be enough information for you to make good decision.

Question #4: Can the LPA ask the consultant to submit fees in a separate envelope with their Submittal?

Answer #4: No, all price and cost related item shall not be used as a factor in the evaluation, ranking and selection. Fee negotiation is a separate process.

Question #5: Is an interview required?

Answer #5: Interviewing is not a requirement. If the LPA is planning on it, should be indicated in the advertisement.

Question #6: Can the LPA use the QBS process for more than one phase of a project?

Answer #6: Yes, the LPA can use it for more than one phase. For example, if the LPA wants to use the QBS process for all 3 phases (Phase I, II, & III), it is recommended that it's stated in the advertisement that this notice is for Phase I with option to proceed with Phase II & III. Just in case the LPA is not satisfied with the Phase I deliverables.

Question #7: If a consultant firm is the LPA's "Engineer of Record" can the consultant submit for a project?

Answer #7: Yes, if the consultant has nothing to do with the selection criteria or a member of selection committee.

Question #8: Is the consultant who gets a "Grant" for the LPA eliminated from entering the QBS process?

Answer #8: Potentially, if obtaining the grant provides the consultant an unfair advantage. This kind of situation would be reviewed on a case by case basis by IDOT D1.

Question #9: Can a LPA advertise for two similar projects on QBS process?

Answer #9: No, LPA should advertise for each project separately. The LPA cannot prohibit a consultant from submitting proposal on both projects.

Question #10: For planning purposes, what's the timeline of IDOT's QBS approval process?

Answer #10 : Firstly, if LPA has less than three responses for their RFQ, the LPA will need to request an approval from IDOT to proceed with their selection and this request can be submitted by email:

A formal letter from LPA to Chad Riddle, Bureau Chief, BLRS, requesting approval to proceed their selection and attach:

- 1) proof of public advertisement confirmation. As a minimum the advertisement must be posted for at least 14 days. It can be posted on the agency's website, a local newspaper, and trade magazines. If it is posted in a newspaper it must be posted twice.
- 2) Copy of the RFQ
- 3) Copy of the LPA's QBS procedure or provide a statement that your QBS procedure follows the QBS process located in BLR Manual Chapter 5-5.06. Specifically, the procedures as outlined in Section 5-5.06 (c) for State funded QBS requirements and (e) for Federal funded QBS requirements.

Please allow 8 to 10 days for IDOT approval of your QBS process.