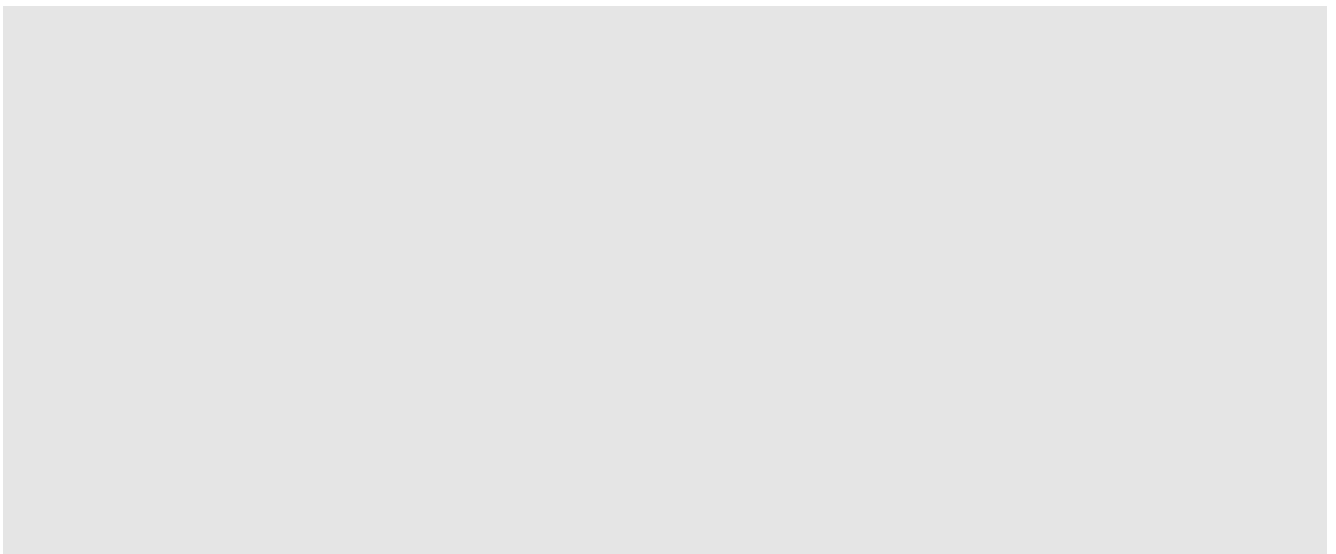


PROCESS GUIDE

---

Board of Regents Office of Real Estate & Facilities



# QBS Process Guide

---

© Board of Regents of the University System of Georgia  
270 Washington Street, SW  
Atlanta, Georgia 30334  
Phone 404.962.3155 • Fax 404.962.3188

# Table of Contents

What is QBS?.....	1
QBS Selection Methods .....	1
QBS Process.....	1
Preparing the RFQ/RFP .....	2
Advertising .....	3
Qualifications Evaluation .....	3
Proposal/Interview Evaluation .....	5
Fee Negotiation .....	6
Contract Execution .....	6

# What is QBS?

1972,

( , 92 582),

75,000.



- ¾ Direct Appointment -anticipated fees up to \$75,000
- ¾ Abbreviated Selection Method anticipated fees between \$75,000 and \$300,000. This method utilizes Step II of the QBS process only.
- ¾ Basic Selection Method anticipated fees above \$300,000. This method utilizes the full QBS process.

# QBS Process

\_\_\_\_\_ /

/ ( / ). /  
, ,  
, ( ),  
( ).  
,  
/ .

1. Scope of services For the selection of Design Professionals and Program Managers the template RFQ includes a list of basic services that are expected of the consultant along with a list of other services that may be requested for a particular project. Items that do not pertain to the project should be lined through. For Construction Manager selections, the scope of services should be defined in the project description. For Construction Manager selections, the scope of services should be defined in the project description.

- Q & A preceding submittal of Proposal at least 1 week from site visit
- Submittal of Team Proposal at least 1 week from Q & A
- Interviews (Final Selection) 4 week from receipt of Team Proposals

4. Committee Members- Each selection committee will be comprised of five members. On BOR managed projects, three members will be from the BOR staff and two members will be from the campus. On GO bond funded projects that have a construction cost over \$5 million, one of the BOR spots may be delegated to GSFIC. The committee will receive instructions for the selection process along with their evaluation materials from the Selection Manager (see Exhibit F) On BOR managed projects, the Selection Manager will be the BOR Program Manager for the campus. In order to maintain consistency throughout the evaluation process, it is important that the makeup of the selection committee also be as consistent as possible.

\_\_\_\_\_

/ , / \_\_\_\_\_ ( ) .

( )1 ( )4( )6( )1 13( )14(( )4( )6 9.)3( )14

be populated with the names of the firms who have submitted Statements of Qualifications. In addition to the individual evaluation forms, the Selection Manager should also have a composite form for use in determining the ranking of the firms based on all of the evaluations. (See Appendix E for sample forms)

3. Shortlisting– Each committee member is required to independently evaluate the qualifications of each submitting firm using the following criteria:

- ¾ Stability of the firm

- ¾ Firm's relevant project experience and qualifications

- ¾ Firm's apparent suitability to provide services for the project

Each criterion carries a weight factor that is identified in the RFP with a more detailed explanation of what elements comprise that category. The total value of the evaluation is 100 percent (or points). It is imperative that each firm be evaluated in each of the three areas.

\*Note: The minimum score in any individual category is "1".

4. Shortlisting Conference– the Selection Manager will schedule a shortlisting conference for the selection committee to discuss the firm's

notification that the shortlist has been posted in the Consultant Selection's section of the Office of Real Estate and Facilities website. The shortlisted firms will receive individual correspondence with further instructions.

/

---

1. Submittals– Team proposals should be submitted in accordance with the instructions in the ~~RF~~ For BOR managed projects, they will be submitted electronically, unless otherwise noted. Each selection committee member should receive either a hard copy or electronic access to each submittal for the project.
2. Evaluation Forms



