

North Dakota Association of County Engineers

Bryon Fuchs, P.E.

January 22, 2016

Qualification Based Selection (QBS) Process

Consultant Administration Services Procedure Manual

- Details the new QBS Process
- Effective 08-10-15

Consultant Administration Services Procedure Manual

July 15, 2015



Prepared by
NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
Bismarck, North Dakota
www.dot.nd.gov

DIRECTOR
Grant Levi, P.E.

OFFICE OF PROJECT DEVELOPMENT
Robert Fode, P.E.

ENVIRONMENTAL & TRANSPORTATION SERVICES
Mark S. Gaydos, P.E.

QBS When, Where and Who?

- ▶ If federal funds are not being used for contracting consultant services, the LPA need only follow North Dakota state and other applicable laws.
- ▶ If federal funds are being used for contracting services then:
 - ▶ LPA shall use the QBS Process
 - ▶ LPA has ultimate responsibility of consultant selection
 - ▶ LPA selection process subject to outside audits
- ▶ Prospective consultants must be pre-qualified by the NDDOT
 - ▶ Federal Standard Form 330

QBS Process

- ▶ LGD obtains federal authorization
- ▶ LPA provides RFP to LGD (at least a week prior to posting the RFP on the website in a PDF)
 - ▶ LGD approves and posts RFP on QBS website
 - ▶ 21 calendar days for advertisement
- ▶ LPA shall designate a selection committee

QBS Process Continued

- ▶ Requirements prior to a contract being sent for signature
 - ▶ LPA shall prepare a QBS package for submittal to LGD
 - ▶ RFP
 - ▶ Selection Committee
 - ▶ Shortlist evaluation and rankings for firms to be interviewed (if necessary)
 - ▶ Interview location, date, time and questions
 - ▶ Selection committee interview answers and notes
 - ▶ Ballots and ranking of selection
 - ▶ Selection and ranking memorandum
 - ▶ Approval of LPA commission
 - ▶ Copies of Proposals received (electronic)
 - ▶ Copies of Proposed Sub Consultant Request
 - ▶ Other information, if applicable

QBS Process Continued

- ▶ LPA and consultant will use NDDOT agreement
 - ▶ LPA verifies and provide the following also:
 - ▶ Consultant is licensed in ND
 - ▶ Consultant is registered with ND Board Registration for Professional Engineers and Surveyors
 - ▶ Consultant has not been suspended, debarred, voluntarily excluded or determined ineligible
 - ▶ Approved copies of Prime Consultant Request to Sublet
 - ▶ NDDOT must approve the scope and fee before being sent to Consultant

North Dakota nd.gov Official Portal for North Dakota State Government



[Home](#) | [Business Records Search](#)

Business Records Search

This database reflects **current information** and includes records inactivated within the past twelve months

Enter Search Criteria

Enter Entity Name or System ID to search business records

Entity Name: System ID:

Search Criteria: Display results per page.

* For Report Form to File, search for Entity Name and select the link to the report you wish to create.

Additional options to search for Contractor Licensed records only

Owner Name:

License Number:

City:

County:

[Return to Secretary of State Home](#)

* Report Forms

To generate a Report form to be filed with the Secretary of State, select the appropriate link for the report you intend to file under the Available Report Form to File column. This report does not contain details of a report previously filed with the Secretary of State. The report years reflected are an indication of the various report forms available in this site and is not an indication that an entity needs to file reports for all years. Missing years indicate that the forms for the missing years have not yet been deployed to the website, or have already been removed, and can be obtained by contacting the Secretary of State.

Please use the Contact Us link below for Secretary of State contact information.

Please provide [feedback](#) by completing a short survey.

[Contact Us](#) [Disclaimer](#) [Privacy Policy](#)

We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.

Will open a new window (pop-up).

W3C WAI AA, CSS, XHTML Compliant | Copyright 2006. All Rights Reserved. The State of North Dakota.



SEARCH

North Dakota State Board of Registration

for Search our license roster by entering a name, company

Professional Engineers & Land Surveyors name, or a license number below.

Name, license #, or company License Type

[ABOUT](#)

[Search Licenses](#)

[PUBLIC](#)

[STUDENTS](#)

[PROFESSIONALS](#)

[LICENSE REQUIREMENTS](#)

[PROCESS OF A COMPLAINT](#)

[CPC INFO](#)

[LEGISLATIVE UPDATES](#)

[RENEWALS](#)

[APPLICATIONS/FORMS](#)

[ORIENTATION EXAM](#)

[ENFORCEMENT REPORT](#)

[REQUEST VERIFICATION](#)

[Site Policies](#)

[NDSPS RECOMMENDED GUIDELINES](#)

QBS Process Continued

- ▶ LPA shall designate a Responsible Charge
- ▶ LPA is responsible for Monitoring and Contract Oversight
- ▶ LPA responsible to complete Consultant Evaluation form
- ▶ LPA responsible for Error and Omissions procedures



North Dakota Department of Transportation

Francis G. Ziegler, P.E.
Director

Jack Dalrymple
Governor

Sample

My Engineering
P.O. Box 000
Nowhere, ND 58505

Dear Contractor:

You have submitted to the North Dakota Department of Transportation (NDDOT), in connection with your certificate of insurance, additional pages or language on the certificate which either purports to limit or qualify the information reflected on the certificate of insurance or which purports to change, modify or amend your company's insurance policies. NDDOT policy is to not solicit, review or approve contractors' insurance policies, endorsements or amendments to insurance policies, or insurance documents other than properly completed certificates of insurance. NDDOT contracts specify that contractors are responsible for acquiring and maintaining specified coverages and proof of insurance.

Please have a company executive authorized to execute contract documents sign and date the statement below attesting that your company has insurance coverage consistent with the contract provisions and immediately fax and mail it back to us.

Be advised that execution of this contract will be delayed until these issues have been resolved.

Sincerely,

PROJECT NO. 7-000(000)000, PCN 00000

My Engineering hereby states that the company has, and will maintain in force, insurance coverages (including proof of coverages) consistent with the contract specifications.

Date _____

Type of Print Name & Title

Signature

608 East Boulevard Avenue • Bismarck, North Dakota 58505-0700
Information: (701) 328-2500 • FAX: (701) 328-0310 • TTY: 1-800-360-6886 • www.dot.nd.gov

CONSULTANT EVALUATION - PRELIMINARY ENGINEERING

North Dakota Department of Transportation, Environmental & Transportation Services
SFN 51727 (Rev. 10-2010)

Page 1

PCN

Project Number		
Project Description		
Consultant Project Manager	Consulting Firm and Address	
Consultant Project Team Members		
NDDOT Technical Advisor		
Consultant Fee		
Original Contract Fee \$	Final Contract Fee \$	
Contract Phase	Consultant Selection Date	Contract Execution Date

INSTRUCTIONS: Review the consultant's performance on this project. Rate the following items on a scale of 1 to 5 (1=Exceptional, 2=Exceeds Standards, 3=Satisfactory, 4=Marginal, 5=Unsatisfactory, NA=Not Applicable). Add comments if rating is Exceptional, Exceeds Standards, Marginal, or Unsatisfactory.

Rating	
	<p>1. Milestone Items Were all milestone activities met and completed on time? If not, which milestones were missed and why? Explain the process used to get the project back on schedule? Was the Final PCR or Final Plans delivered on time? (Please include correspondence/documentation to back of this evaluation)</p>
	<p>2. Project Management and Coordination Rate the quality of project management and coordination. Were status reports on time and accurate? Was coordination and correspondence done through the technical support contact? Were project management conflicts, schedules, and issues identified early on by the consultant and addressed in a timely manner to the satisfaction of the NDDOT? (Please include correspondence/documentation to back of this evaluation)</p>

Federal Aid

- ▶ Estimating approximately \$19.5M in federal aid available for roads and bridges
 - ▶ Total projects submitted to date is \$14.75M
 - ▶ **Still need approximately \$4.75M in road projects** to use up the funding
 - ▶ All the bridge funds will be used up at this point

State Funds

- ▶ HB 1012
 - ▶ Still need some final certification from a few counties
- ▶ HB 1358
 - ▶ Oil Producing remaining is <\$10,000
 - ▶ Non-oil Producing remaining is \$5.6M
 - ▶ Keep sending me the final certifications as projects get finished
 - ▶ Last day for NDDOT to make any payments is the end of June in 2017. Any funds that were overpaid will need to be repaid even after that date.

State Funds

- ▶ SB 2103
 - ▶ Oil Producing remaining is \$80.0M
 - ▶ Non-oil Producing remaining is \$56.7M
 - ▶ Keep sending me the final certifications as projects get finished
- ▶ HB 1176
 - ▶ NDDOT will be able to reimburse counties starting 2-1-2016

Reimbursement Requests – State Funds

- ▶ Cover letter
 - ▶ Use the template provided
 - ▶ Identify the funding source
 - ▶ Project number (one per cover letter)
 - ▶ Amount being requested – split the total cost if multiple projects or funding source
- ▶ Spreadsheet Template
 - ▶ Use it
 - ▶ Only identify or put down the invoices/contracts/progressive estimates, etc. that is being requested
- ▶ Documentation
 - ▶ Invoices, progressive estimates, contracts, etc. – something that backs up your request that identifies the projects, dates, amount, etc.
 - ▶ Kitchen Sink – leave it in the kitchen

Final Certifications- State Funds

▶ Cover letter

- ▶ Use the template provided
- ▶ Identify the funding source
- ▶ Project number (one per cover letter)
- ▶ Total amount spent - split the total cost if multiple projects or funding source, if you can't or don't supply the backup documentation, then don't put it down
 - ▶ Even if you won't get reimbursed for an item, it is OK to identify and provide backup documentation to show the local costs you incurred

▶ Spreadsheet Template

- ▶ Use it
- ▶ Only identify or put down the invoices/contracts/progressive estimates, etc. that is in addition to what was previously sent in

▶ Documentation

- ▶ Invoices, progressive estimates, etc. - These are the items we need if we made payment on a contract previously or to account for the additional costs you identified on the final cert. We don't need everything re-sent again. Just need something that backs up your final costs on the project if we don't have it already.
- ▶ Kitchen Sink - leave it in the kitchen

State Funds

Category	HB 1012 (2011-2013)	HB 1358 (2013-2015)	SB 2103 (2015-2017)	HB 1176 (2015-2017)
Funding Split (State)	90%	90%	100%	100%
Project Prefixes - Oil Project prefixes - Non-Oil	COI	COIA CNOA	COIB CNOB	CNOC
Carrying over provision to Next biennium	No	Yes	Yes	Yes
55 MPH Design Speed	No	No	Yes	Yes
Cost incurred date	January 1, 2011	January 1, 2013	January 1, 2015	July 1, 2015 - PE January 1, 2016 - Const

2016 County Construction Program

- ▶ State and federal projects
 - ▶ \$240M this year is anticipated. Perhaps even more with only local funds involved.

Looks like another busy year!!

HSIP Funds (Safety projects)

- ▶ Once your project is approved - Same as other federal aid projects
 - ▶ LPA is responsible for Environmental and PE - NDDOT and FHWA approval
 - ▶ Construction and CE eligible for federal aid
 - ▶ Bid at NDDOT in year programmed for funds
 - ▶ NDDOT to make payments and bill LPA for local share (90/10)

Local Government Manual

- ▶ Re-written & re-formatted - to be more concise
- ▶ Hopefully more user friendly
- ▶ Draft - May 2016
- ▶ Final - Fall 2016

Questions, Comments, or Concerns?

COMPLAINTS
COMMENTS
COMPLIMENTS

