



Arizona Department of Transportation
Intermodal Transportation Division
206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

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Governor

Sam Elters
State Engineer

Victor M. Mendez
Director

September 4, 2007

INFORMATION BULLETIN NO. 07-04

TO: ADOT Project Managers/Monitors, Resident Engineers
and Consultant Engineering Firms

FROM: Engineering Consultants Section

SUBJECT: Contacting ADOT Personnel during Solicitation Period

The following guidelines are provided to the Consultant Community and ADOT staff to clarify the type of Consultant contact allowed during the solicitation period of contracts administered by Engineering Consultants Section. These guidelines and policies are intended to avoid actual or perceived conflicts of interest.

In future solicitations, the Information Copy to Consultants in the RFP will contain one of the following Options (A) or (B):

(A) Effective the date of the public advertisement of this contract, no further contact is allowed with any ADOT personnel concerning this project except for questions of an administrative or contractual nature that must be submitted in writing and directed to the attention of _____ at the address below. This restriction is in effect until selection has been announced.

_____, Contract Specialist
Engineering Consultants Section (ECS)
205 S. 17th Avenue, Room 293E, Mail Drop 616E
Phoenix, AZ 85007
Phone 602-712-_____
FAX 602-712-7424

Questions will be received until 4:00 PM on (approx 3 days before SOQ's are due) , 2007. A fax is also acceptable. No further questions will be accepted after the time specified.

All consultants will be notified of the consultant's request for information and the Department's response to the question. Information will be posted on the ECS Website as well as faxed to those firms that have registered for project updates.

Any violation of the above contact restrictions will be grounds for disqualification of panel members and/or rejection of the consultants SOQ.

(B) Effective the date of the public advertisement of this contract, no further contact is allowed with any ADOT personnel concerning this project except for the Pre-submittal meeting and questions directed to the assigned Contract Specialist. This restriction is in effect until selection has been announced.

A Pre-Submittal Conference has been scheduled by the Project Manager for (day)_(month)_(date)_(year)___at_(time)___in__(location)_,_(address)_,Phoenix, Arizona, 85007. You must have an ID for admittance in to the building. Persons with a disability may request a reasonable accommodation such as a sign language interpreter, by contacting (Name; voice phone no.: TDD phone

no. if appropriate.) Requests for accommodations must be made 48 hours in advance of the event, to allow time to arrange the accommodation.

Any questions of an administrative or contractual nature that were not addressed at the Pre-Submittal meeting must be submitted in writing and directed to the attention of _____ at the address below.

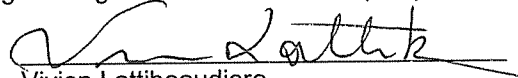
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If you have questions regarding this bulletin, please call Engineering Consultants Section (602) 712-7525.


Vivien Lattibeaudiere
ECS Director