



Janet Napolitano
Governor
Victor M. Mendez
Director

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

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Floyd Roehrich, Jr.
State Engineer

INFORMATION BULLETIN NO. 09-01

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TO: ADOT Project Managers
Resident Engineers
Consultant Engineering Firms

FROM: Engineering Consultants Section (ECS)

SUBJECT: Statement of Qualification Format Requirements

The Arizona Department of Transportation (ADOT) appreciates the valuable services provided to the Department by Consultants, as well as the time, energy and resources that go into preparing Statements of Qualifications (SOQ) in response to ECS solicitations for ADOT projects. ECS is committed to ensuring that ADOT selects the best qualified firms to perform consulting services in a fair, ethical and consistent manner.

A part of this process is ensuring that firms follow the same consistent format in the preparation and submittal of SOQs. Each SOQ Package is prepared based on the ADOT Project Manager's requirements and the contract type and/or discipline. Therefore, it's vital that firms carefully review and strictly adhere to the format and other instructions outlined in the SOQ Package to which they are responding, as some instructions may vary.

Consultants are required to adhere to the following general requirements for completing SOQs:

1. **Format** – Follow the exact format outlined in the SOQ Package in preparing proposals.
2. **Page Limits** – A page is defined as an 8 ½ by 11 inches, blank or printed on one side only. All proposal pages are counted from the front cover to the back cover to arrive at the maximum allowable page limit stated in the SOQ Package. All pages including covers (front and back), clear report covers, table of contents, tables, figures, maps, divider pages, etc. are counted as pages. Foldout pages are not allowable. The SOQ may require attachments such as resumes, which are not included in the page count. Extra divider sheets, photographs or other pages should not be included because they will be counted toward the page limit.
3. **Number of Copies** – All paper copies submitted must meet all requirements including page limits.
4. **Print** – Print or font size of any sort is allowed as long as it's clear and legible and printed only on one side of each page. This includes pictures, emblems, seals, symbols, stickers, etc.


5. **Amendments** - Any amendments issued as part of an SOQ must be included in the SOQ as required, but will not be counted as pages.
6. **Deadline** – Submit proposals before the deadlines stated in the SOQ. Please note that Amendments or any documents submitted after the customary 4 PM deadline will cause the SOQ to be rejected. ECS encourages Consultants not to wait until the last minute to submit SOQs.

Submissions failing to follow all instructions outlined above or other instructions outlined in the SOQ Package will be rejected.

Please note that ECS staff is not permitted to remove or alter any pages contained in submitted proposals for any reason.

Should you have any questions, please contact the ECS Contract Specialist identified in the SOQ Package at (602) 712-7525. Our staff is also available to meet with Consultants to review and provide examples of the proper format for the preparation of SOQs.

In 2009, electronic online submittal of proposals will be introduced by ECS. Consultants will be provided with instructions and training on how to submit proposals online and will be informed of any changes to these instructions as a result of the implementation of online SOQ submittals.


Vivien H. Lattibeaudiere, Ph.D., Director
Engineering Consultant Section