



Arizona Department of Transportation
Intermodal Transportation Division
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August 11, 2009

INFORMATION BULLETIN NO. 09-09

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

FROM: Engineering Consultants Section

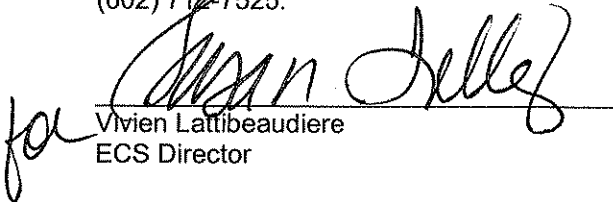
SUBJECT: Update to Online SOQ Submittal Process

The following provides an update to the online SOQ submittal activities/processes:

1. On August 5, 2009 ECS revised the Online SOQ Submittal Guidelines. A copy of the revised guidelines for firms with ECS contracts (using a CryptoCard) and without ECS contracts (using ECS internet site) are attached. Also included is a document that summarizes the revisions to these procedures. Firms are requested to review these documents prior to submitting an online SOQ for ECS to consider.
2. ECS is offering an Online SOQ Submittal Consultant Training and Introduction to the Electronic Contract Management System (eCMS) class on Wednesday September 2, 2009 from 9:00 AM to 11:00 AM in the ADOT Auditorium. Firms that have not previously attended this training are encouraged to attend.
3. Firms are reminded that after October 1, 2009, ECS will only receive SOQ submittals online. It is very important to test the online SOQ submittal process prior to this date. ECS has established two contracts on the ECS internet website for your use to test the online SOQ submittal process.
4. Although this situation has not occurred so far, ECS encourages firms when preparing its SOQ proposal to use standard basic fonts (such as Arial, Times New Roman, etc) that are found in all Microsoft software and print drivers in order to avoid any formatting issues that could cause the SOQ proposal to increase in page count after received by ADOT.
5. Firms are requested not to delay in placing their order for CryptoCards. During this testing period, we have found that firms using a CryptoCard have experienced little to no problems submitting their SOQ submittal online compared to firms who utilize the ECS' internet website to submit their document.

Also be advised that in the very near future, it will be a requirement for firms with active ECS contracts to have CryptoCards in order to submit and/or review ECS contract documents. ECS recommends that firms with ECS contracts do not delay in placing their request for a CryptoCard.

Please note that if you have any questions regarding this bulletin, please contact Engineering Consultant Section at (602) 712-7525.


Vivien Lattibeaudiere
ECS Director

Arizona Department of Transportation
Engineering Consultants Section

**Online SOQ Submittal Consultant Training
&
Introduction to the
Electronic Contract Management System
(eCMS)**

Wednesday, September 2, 2009 – 9:00am to 11:00am

(Additional training sessions will be based on consultant requests)

**ADOT AUDITORIUM
206 South 17th Avenue
Phoenix, AZ 85007**

Consultants Will Learn:

- ECS vision for the Electronic Contract Management System (eCMS)
- New guidelines for submission of online SOQ proposals
- How to logon to eCMS via the Internet or the Citrix Access Gateway
- How to successfully submit SOQ proposals Online

Limited Space 75 participants per session Reserve your seat now

To RSVP for this training send your:

- Name
- Consultant Company Name

to

Vanessa Stevenson at vstevenson@azdot.gov or call (602)-712-8477

Arizona Department of Transportation
Engineering Consultants Section

Summary of
Amendments to Guidelines & Instructions
Submission of Online Statement of Qualifications

Amendments to the Online SOQ Submittal Process

Amendments to 4/16/09 Guidelines

1. Certification section has been deleted from the online submission form, as certifications for different contract types may vary. Certification must be completed on a paper form provided in the SOQ package and must be signed, included as page 2 of the SOQ (after the Introductory Letter) and uploaded as part of the SOQ pdf file in the online submission.
2. When adding subconsultants, be sure to check the box if the firm is a certified Disadvantaged Business Enterprise (DBE) and type in the firm's DBE Certification number in the space provided next to the checkbox.
3. File size of uploaded SOQ pdf documents should not exceed 15 megabytes. Proposals over this size will be rejected.
4. Do not click on the "Back" or "Refresh" button in the browser at anytime during the SOQ Submittal Process as this may cause the proposal not to load successfully.

Reminder:

ECS RECOMMENDS THAT FIRMS DO NOT DELAY PLACING ORDERS FOR CRYPTOCARDS TO ENSURE THAT THEY HAVE SECURED THEIR CARDS AND HAVE TAKEN THE TIME TO TEST THE ONLINE SUBMITTAL SYSTEM PRIOR TO THE MANDATORY OCTOBER 1, 2009 ONLINE SUBMITTAL DATE.

ECS recommends use of the CRYPTOCARD for online submittal as it has proven to be quicker, more reliable and have fewer problems with "timing out" than submission on the internet.

Although this situation has not occurred so far, ECS encourages consultants to use standard basic fonts (such as Arial, Times New Roman, etc) that are found in all Microsoft software and print drivers in order to avoid any formatting issues that could cause the SOQ proposal to increase in page count after received by ADOT.

Arizona Department of Transportation
Engineering Consultants Section

Guidelines & Instructions
for
Submitting Online Statement of Qualifications
(For Firms with No ECS Contracts)

Welcome to the Electronic Contract Management System (eCMS)

The purpose of the Electronic Contract Management System (eCMS) is to provide efficient and easily accessible tools to help firms more effectively submit and view needed information to successfully conduct business with the Engineering Consultant Section (ECS) of the Arizona Department of Transportation (ADOT).

Guidelines for Online SOQ Proposal Submittal

In these guidelines, the term “firm” is defined as the consultant or company submitting the SOQ proposal, whereas, the term “user” is defined as the firm employee submitting an online SOQ proposal on behalf of the firm.

Firms are now able to electronically submit Statement of Qualifications (SOQ) proposals for advertised engineering services through eCMS. **ECS invites firms to pilot test eCMS by submitting SOQ proposals online for contracts advertised between April 15, 2009 and September 30, 2009.** Both online and hard copies of SOQ proposals will be accepted during this “pilot testing” period only. **Between April 15, 2009 and September 30, 2009 only, firms must choose one method of submittal (hard copy of online) and is not permitted to combine methods.**

Effective October 1, 2009, eCMS must be used to submit SOQ proposals for ALL consultant engineering contracts through ECS. Hard copies of SOQ proposals will no longer be accepted after that date.

Firms must be Pre-Qualified through ECS before they can use eCMS to submit online SOQ proposals. Therefore, effective October 1, 2009, firms will no longer be able to submit Pre-Qualification Application with SOQ proposals. Please note that this is a change in ECS procedure. Firms submitting hard copies of SOQ proposal during the “pilot testing” period before September 30, 2009 may still submit Pre-Qualification information with SOQs. Firms not Pre-Qualified through ECS should give themselves sufficient time (at least 10 business days) to submit and have their Pre-Qualification Application reviewed and approved prior to the time they would want to submit an online SOQ proposal through eCMS.

System Requirements

eCMS has been developed to work best with Microsoft Internet Explorer, version 6 or 7. Firms must use this browser to submit online SOQ proposals. ADOT cannot guarantee successful submissions from firms using other browsers and will not be responsible for the non-receipt of any SOQ proposals. Do not click on the “Back” or “Refresh” button in the browser at anytime during the SOQ Submittal Process as this may cause the proposal not to load successfully. File size of uploaded SOQ pdf documents should not exceed 15 megabytes. Proposals over this size will be rejected.

Response Due Date

SOQ proposals must be submitted before the due date stated in the SOQ Package. **ECS encourages firms not to wait until the last minute to submit the SOQ proposal.** Due dates for online SOQ submittals is generally **2:00 pm Arizona time**, Monday thru Thursday. **Please note this is a change of practice from the past 4:00 pm deadline.** Also note that **SOQ Proposal, Amendments or any documents submitted after the due date and specified time will automatically be rejected.**

Submissions that do not follow instructions outlined in these guidelines and instruction, as well as instructions outlined in the SOQ Package will be rejected.

Note: ECS will retrieve proposals from eCMS **after** the due date; therefore, ECS will **not** notify firms of any information missing from their SOQ proposals before the deadline. Furthermore, ECS staff is not permitted to delete pages or alter the contents of submitted proposals for any reason.

Normally, the SOQ due date will only be extended if the ADOT server is not operating from **12:00 noon to 2:00 pm, Arizona time, on the due date, only.** If a firm encounters technical problems submitting a proposal during this timeframe, contact ECS so that we are aware of the problem. **If ECS confirms that the server is down during that time period, the SOQ due date will be extended to 12:00 noon on the following business day.** This extension will apply to both online and hard copy SOQ proposals during the “pilot testing” period (April 15, 2009 to June 30, 2009). Please note that only firms that **Registered/Requested Copy** of an SOQ Package from the ECS website **Current Advertisements** page will be notified of the extension via email. **This due date extension is not classified as an SOQ Amendment, will not be listed on the ECS website and therefore, does not have to be included in the SOQ proposal.**

System Problems

If users have problems submitting SOQ proposals, complete the following steps:

1. Be sure you are using Microsoft Internet Explorer, version 6.0 or 7.0.
2. If that’s not the problem, call the ADOT Support Desk at (602)712-7249 to determine if the ADOT Internet server is down.
3. If the ADOT Internet Server is down, the problem is likely being addressed and the system will be back online usually within one to two hours. Check often to see if the problem has been resolved.
4. If the ADOT Internet Server is not down, there is likely a problem with the submitter’s system. Check your firm’s system for technical problems.

If users receive error messages or encounter other problems with eCMS or need assistance, please contact the ECS Front Desk at (602) 712-7525.

Online SOQ Proposal Submittal Instructions for Firms with No ECS Contracts

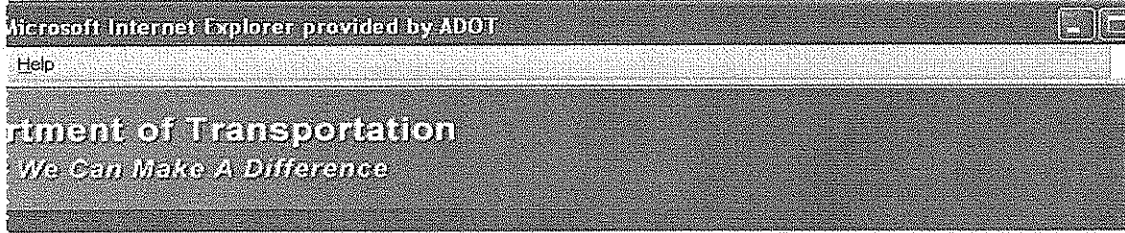
To submit the SOQ proposal in eCMS, follow all the steps and complete all required fields. Once submitted, the proposal can no longer be edited. **Incomplete submission (not clicking the Submit SOQ button) will cause the SOQ proposal not to be considered for review by the selection panel.** Below is a brief summary of the different screens in an online SOQ submittal and their functions.

Opening Screen

Access eCMS from the ECS website location: <http://www.azdot.gov/Highways/ECS>. Select the **Current Advertisements** menu button. Be sure to download the **SOQ Package** that corresponds to the advertisement for which you wish to respond, by clicking on that link.

It is also important to **Register/Request Copy** for the same corresponding advertisement by clicking on the link and completing the form. Be sure to include an email address. This allows ECS to notify firms of any changes related to the specific advertisement, including any amendments or due date extension.

When the user is ready to complete the online SOQ, click the **Submit SOQ Proposal** link for the advertisement for which you wish to respond.



Current Advertisements

as of April 1, 2009

Dates and Times Subject to Change

Contract Number	Contract Description	Advertisement Dates	SOQ Due Date	Specialist & Project Manager	SOQ Package & Info Request
2010-045	On-Call Bridge Inspection	01/04/10 01/18/10	02/01/10	Stanley, ECS Athalye, Bridge Group	SOQ Package Register/Request Copy Submit SOQ Proposal
2010-046	On-Call Environmental Planning	01/07/10 01/21/10	02/04/10	Cerda, ECS Anderson, EPG	SOQ Package Register/Request Copy Amendment 1 Submit SOQ Proposal

Acknowledgment Page

The eCMS will request that users acknowledge that they have read the Guidelines for Submitting Online SOQs located on the ECS website, as well as in the Acknowledgement Page itself. Users must check the box at the bottom of the page to continue to the submittal pages. **Failure to read and click the box will prevent the user from proceeding with the submittal.**

selection panel.

Submitting Final SOQ Proposal
 To successfully submit the online SOQ proposal, click on the Save and Submit Final SOQ button. **Incomplete submission (not clicking the Submit SOQ button) will cause the SOQ proposal not to be considered for review by the selection panel.**

The system will also provide a warning if required information is missing from the submission. Required information include: Contract Number, Contract Person Name, Email Address, Consultant Name, Address (all fields), Telephone Number, Fax Number, Certifications and the SOQ Proposal Document.

When the SOQ proposal has been successfully submitted through eCMS, a confirmation screen will appear with a submittal number. It is recommended that the firm/user print this screen for their records by using the screen print feature on their computer or by simply clicking the Print button.

A confirmation email will also be sent to the firm's email address that will include the submittal number along with the time and date of the submittal. If the confirmation screen does not appear or an error message is received, contact ECS at (602)712-7525.

After Contract Award
 Once firms have been awarded a contract, they must apply for remote access to eCMS via the Citrix Access Gateway in order to complete the cost proposal and other required transactions vital to the successful management of the contract. Forms to request remote access to eCMS via the Citrix Access Gateway are available on the ECS website: www.azdot.gov/Highways/ECS, or call the ECS office at (602)712-7525.

I have fully read and understand the Guidelines and Instructions for Submittal of online SOQ Proposals

NEXT CANCEL

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Done Local intranet

Consultant Information Page

Complete all information as requested on the Consultant Information page. Firms with multiple offices must enter the location/address where the work will be completed and/or the contract administered. **If a firm's address or information is incorrect or needs updating, please contact ECS at (602)712-7525, and allow 2 business days hours for the information to be changed in eCMS.** Also, during the pilot testing period only (April 15, 2008 to June 30, 2008), if a firm is not included in the current list, please contact ECS at (602)712-7525, and allow two business days to be added to the eCMS.

Welcome to The eCMS On-Line SOQ Submittal Form

CONSULTANT INFORMATION PAGE

CONTRACT NUMBER:	2010-045
CONTACT PERSON NAME:	D. Cospier
E-MAIL ADDRESS:	DCospier@JHInternational.com
CONSULTANT FIRM:	JH International
ADDRESS:	19791 W. Hermosa Dr.
CITY, STATE, ZIP:	Tempe, AZ, 85282
TELEPHONE:	(602)712-7249
FAX NUMBER:	(602)712-7249
ADOT CERTIFIED DBE FIRM?	<input type="checkbox"/>
AFFIRMATIVE ACTION ON FILE WITH ADOT?	<input type="checkbox"/>
CERTIFICATIONS	<p>Submission of the SOQ Proposal by the Firm certifies that to the best of its knowledge:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The firm and its subconsultants have not engaged in collusion with respect to the contract under consideration. <input checked="" type="checkbox"/> The firm, its principals and subconsultants have not been suspended or debarred from doing business with any governmental entity. <input checked="" type="checkbox"/> The firm's signature on any SOQ proposal or contract constitutes an authorization to ADOT to ascertain the eligibility of the consultant, its principals and subconsultants to enter into contract with ADOT and with any other governmental agency. <input checked="" type="checkbox"/> The Project Team members are employed by the firm on the date of submittal. <input checked="" type="checkbox"/> All information and statements written in the proposal are true and accurate and that ADOT reserves the right to investigate as deemed appropriate to verify information contained in proposals. <input checked="" type="checkbox"/> Key members of the Project Team, including subconsultants are currently licensed to provide the required services, as requested in the SOQ Package. <input checked="" type="checkbox"/> Work equaling at least 51% of the contract value shall be completed by the firm unless otherwise specified in the SOQ, or contract. <input checked="" type="checkbox"/> No Federally appropriated funds have been paid or will be paid, by or on behalf of the firm for the purpose of lobbying. <input checked="" type="checkbox"/> The firm understands that they are required to have a compliant accounting system, in accordance with generally accepted accounting principles (GAAP), Federal Acquisition Regulations (FAR), Part 31, applicable Cost Accounting Standards (CAS) and ADOT Cost Allowability Guidelines.
Add New Sub-Consultant Add PDF SOQ Proposal Document	

Adding Subconsultants

Add each subconsultant that will be part of the Project Team by clicking on **Add New Sub-Consultant** link and completing the requested information. Subconsultants included on past ECS contracts are also listed in the database. Be sure to add **all and only those** subconsultants that are expected to be used on the project in the subconsultants' portion of the online SOQ submittal. When adding sub consultants, be sure to check the box if the firm is a certified Disadvantaged Business Enterprise (DBE) and type in the firm's DBE Certification number in the space provided next to the checkbox. **If a sub consultant's name is not in the eCMS database, please contact ECS at (602)712-7525, and allow two business days to have the subconsultant added to the system.**

The screenshot shows a web browser window with the title "SOQ: Submit/Update SOQ - Microsoft Internet Explorer provided by ADOT". The page header includes the Arizona Department of Transportation logo and the slogan "Working Together We Can Make A Difference". The main heading is "Welcome to The eCMS On-Line SOQ" followed by "CONSULTANT INFORMATION". The form displays "CONTRACT NUMBER: 20111-045". A modal dialog box is centered on the screen, containing the following fields and buttons:

- SUBCONSULTANT(S): [Text Input]
- TYPE OF WORK: [Text Input]
- ADOT CERTIFIED DBE FIRM: [Text Input]
- Buttons: Update, Cancel

Below the dialog box, the form continues with:

- FAX NUMBER: (602)712-7245
- ADOT CERTIFIED DBE FIRM:
- AFFIRMATIVE ACTION ON FILE WITH ADOT?
- CERTIFICATIONS: [List of checkboxes, some checked]

SOQ Proposal Format

Complete the SOQ proposal in a standard word processing program or other application adhering to the guidelines stated below:

1. **Format** – Follow the exact format outlined in the SOQ Package for the selected advertisement in preparing the SOQ proposal. Formats for each advertisement/SOQ Package may vary.
2. **Number of Pages** – Number of pages must not exceed the page limit specified in the SOQ Package. Be sure to number the pages of the proposal beginning with the Introductory Letter/cover page and ending with the final page.
3. **Page Parameters** – A page is defined as an 8 ½ by 11 inch sheet, 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. Photographs, emblems, seals, symbols, stickers, etc. affixed to pages or any

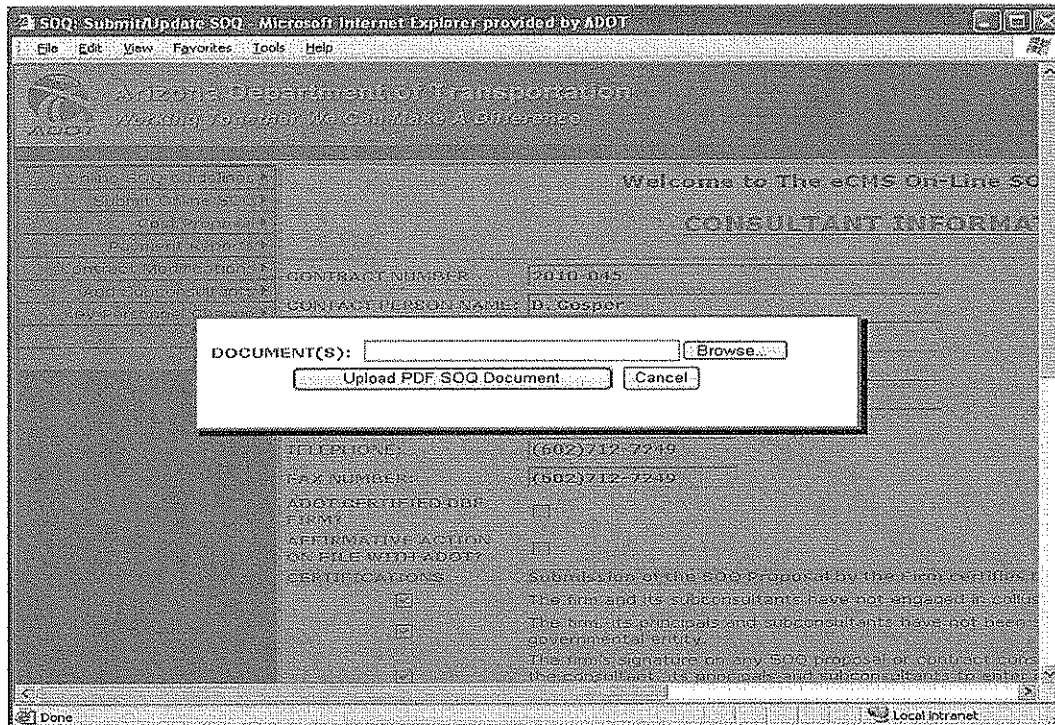
other pages should not be included because they will be counted toward the page limit. Foldout pages are not allowable.

4. **Print** – Print or font size of any sort is allowed as long as the document is clear and legible and printed only on one side of each page.
5. **Video or Multimedia Applications** – Do not include video clips or other multimedia applications. Including these media will cause the proposal to be rejected.
6. **Amendments** - Any amendments issued as part of an SOQ must be copied, signed, and included in the SOQ as required, but will not be counted towards the page limit. **Amendments should be included at the end of the proposal and do not require page numbers.** Copy any amendments from the **Current Advertisements** page of the ECS website for the relevant project, sign the amendment acknowledging that it was received and append it to the end of the SOQ proposal before uploading the completed document.
7. **Attachments** - The SOQ may require attachments such as resumes but these will not be included in the page count. Extra divider sheets separating the main proposal from attachments should not be included as this will be counted as a page.

Uploading SOQ Proposal for Submittal

Completed SOQ proposal, including the cover letter, amendments and any other required documents stated in the SOQ Package, **must be converted to a PDF file (color or black/white)** for uploading into eCMS. Firms are responsible for viewing the PDF document prior to submission to ECS and ensuring that PDF SOQ proposal document meets all SOQ format requirements and instructions.

The PDF file containing the SOQ proposal must be uploaded into the system by clicking on the **Add PDF SOQ Proposal Document** link. Browse to locate the completed SOQ proposal on your system and click the **Upload PDF SOQ Document** button.



For Supplemental Service contracts that allow firms to submit more than one SOQ proposal for the same advertisement, firms may upload multiple PDF files (one per person) for the same contract. All other advertisements should have just one submittal per firm.

Note: Firms are not able to edit or correct information in their submittal once the **Submit SOQ** button is clicked and the SOQ proposal has been submitted. If a firm wishes to correct a proposal, they will need to resubmit another proposal before the response due date. In that case, **ECS will forward the last SOQ proposal submitted to the selection panel.**

Submitting Final SOQ Proposal

To successfully submit the online SOQ proposal, the user must click on the **Submit SOQ** button. **Incomplete submission (not clicking the Submit SOQ button) will cause the SOQ proposal not to be considered for review by the selection panel.**

The system will also provide a warning if required information is missing from the submission. **Required information include: Contract Number, Contract Person Name, Email Address, Consultant Name, Address (all fields), Telephone Number, Fax Number and the SOQ Proposal Document.**



Welcome to The eCMS On

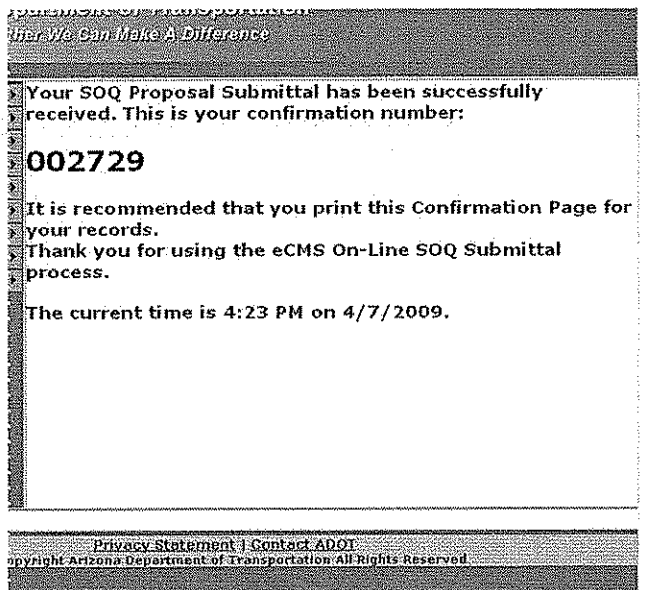
CONSULTANT INI

Contact Person Name can't be empty!
E-mail Address can't be empty!
Telephone number can't be empty!
Fax number can't be empty!

CONTRACT NUMBER:	2010-045
CONTACT PERSON NAME:	
E-MAIL ADDRESS:	
CONSULTANT FIRM:	JH International
ADDRESS:	1879 E. Highway 60



When the SOQ proposal has been successfully submitted through eCMS, a confirmation screen will appear with a submittal number. It is recommended that the firm/user print this screen for their records by using the screen print feature on their computer or by simply using the **File - Print** menu option.



A confirmation email will also be sent to the firm's email address that will include the submittal number along with the time and date of the submittal. If the confirmation screen does not appear or an error message is received after clicking the **Submit SOQ** button, contact ECS at (602)712-7525.

eCMS Remote Access

Once firms have been awarded a contract, they must apply for remote access to eCMS via the Citrix Access Gateway in order to complete the cost proposal and other required transactions vital to the successful management of the contract. Firms with no ECS contracts may also submit online SOQ proposals through the Citrix Access Gateway by purchasing a remote access CRYPTOCard for \$165.00 for each user. This will allow firms more flexibility to edit and/or view current and past SOQ proposals submitted on ECS advertised contracts.

Forms to request remote access to eCMS via the Citrix Access Gateway are available on the ECS website: www.azdot.gov/Highways/ECS, or call the ECS office at (602) 712-7525.

Arizona Department of Transportation
Engineering Consultants Section

Guidelines & Instructions
for
Submitting Online Statement of Qualifications
(For Firms with ECS Contracts)

Welcome to the Electronic Contract Management System (eCMS)

The purpose of the Electronic Contract Management System (eCMS) is to provide efficient and easily accessible tools to help firms more effectively submit and view needed information to successfully conduct business with the Engineering Consultant Section (ECS) of the Arizona Department of Transportation (ADOT).

The eCMS is being developed in modules. When the system is fully completed in 2010, firms with ADOT contracts will be able to electronically submit:

- Statement of Qualifications (SOQ) proposals for advertised engineering services
- Cost Proposals for awarded contracts
- Contract Modifications
- Payment Invoices
- Requests to make Key Personnel changes
- Requests to add Subconsultants, and more

Firms will also be able to view reports that provide detailed information related to their contracts with ADOT, such as, budget information, expenditure reports, payment histories, billing rates, etc. **Firms with ECS contracts** will access eCMS via the Citrix Access Gateway to submit SOQ proposals online, complete cost proposals and other required transactions vital to the successful management of the contract.

Guidelines for Online SOQ Proposal Submittal

In these guidelines, the term “firm” is defined as the consultant or company submitting the SOQ proposal, whereas, the term “user” is defined as the firm employee submitting an online SOQ proposal on behalf of the firm.

The first module of eCMS to be launched for firm use is the online submittal of SOQ proposals. Firms are now able to electronically submit Statement of Qualifications (SOQ) proposals for advertised engineering services through eCMS. **ECS invites firms to pilot test eCMS by submitting SOQ proposals online for contracts advertised between April 15, 2009 and September 30, 2009.** Both online and hard copies of SOQ proposals will be accepted during this “pilot testing” period only. **Between April 15, 2009 and September 30, 2009 only, firms must choose one method of submittal (hard copy or online) and is not permitted to combine methods.**

Effective October 1, 2009, eCMS must be used to submit SOQ proposals for ALL consultant engineering contracts through ECS. Hard copies of SOQ proposals will no longer be accepted after that date.

Firms must be Pre-Qualified through ECS before they can use eCMS to submit online SOQ proposals. Therefore, **effective October 1, 2009, firms will no longer be able to submit Pre-Qualification Application with SOQ proposals. Please note that this is a change in ECS procedure.** Firms submitting hard copies of SOQ proposal during the “pilot testing” period before September 30, 2009 may still submit Pre-Qualification

information with SOQs. Firms not Pre-Qualified through ECS should give themselves sufficient time (at least 10 business days) to submit and have their Pre-Qualification Application reviewed and approved prior to the time they would want to submit an online SOQ proposal through eCMS.

System Requirements

The eCMS has been developed to work best with Microsoft Internet Explorer, version 6 or 7. Firms must use this browser to submit online SOQ proposals. ADOT cannot guarantee successful submissions from firms using other browsers and will not be responsible for the non-receipt of any online SOQ proposals. Do not click on the “Back” or “Refresh” button in the browser at anytime during the SOQ Submittal Process as this may cause the proposal not to load successfully. File size of uploaded SOQ pdf documents should not exceed 15 megabytes. Proposals over this size will be rejected.

Revisions Before Submittal

Firms with ECS contracts that use the Citrix Access Gateway to initiate online SOQ proposal will be able to view, edit, manage and/or track current and past SOQ proposals submitted through eCMS.

Information **entered but not submitted prior to the response due date** will be retained if the firm chooses to close the application and return to complete the SOQ proposal at a later date (**prior to the response due date**). In instances where a firm determines that revisions are required, the user can logon to the system, open the previous proposal; make changes to the **Consultant Information** screen and delete or upload a revised SOQ proposal document prior to the due date.

Arizona Department of Transportation
Working Together We Can Make A Difference

LIST OF YOUR SOQ PROPOSALS

Contract #	ID	Contract Description	SOQ Due Date	Proposal Submitted Date		
2010-045	2729	On-Call Bridge Inspection	2/1/2010	Not Yet Submitted	Open	Delete
2010-046	2731	On-Call Environmental Planning	2/4/2010	Not Yet Submitted	Open	Delete

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Theoretically, firms can **initiate** more than one online SOQ proposals for the same contract; however, **this should be avoided** whenever possible (except for Supplemental Services contract). If more than one SOQ proposal is **initiated** for the same contract, **be sure to delete previous versions before initiating a new one**. **Initiating subsequent versions does not override earlier versions**. Once submitted (by clicking the **Save and Submit Final SOQ Proposal** button), the SOQ proposal can no longer be edited.

Firms are also responsible for ensuring that they do not **submit** (by clicking the **Save and Submit Final SOQ Proposal** button) more than one version of the SOQ proposal for the same contract (except for Supplemental Services contract). If a firm inadvertently **submits** (by clicking the **Save and Submit Final SOQ Proposal** button) more than one version of an SOQ proposal for the same contract (except for

Supplemental Services contracts) before the due date, they can delete unwanted versions before the SOQ due date. In the event that the firm does not delete **submitted duplicate** SOQ proposals, **ECS will forward the last submitted version to the selection panel.**

Response Due Date

SOQ proposals must be submitted before the due date stated in the SOQ Package. **ECS encourages firms not to wait until the last minute to submit the SOQ proposal.** Due dates for online SOQ submittals is generally 2:00 pm Arizona time, Monday thru Thursday. **Please note this is a change of practice from the past 4:00 pm deadline.** Also note that **SOQ Proposal, Amendments or any documents submitted after the due date and specified time will automatically be rejected.**

Submissions that do not follow instructions outlined in these guidelines and instruction, as well as instructions outlined in the SOQ Package will be rejected.

Note: ECS will retrieve proposals from eCMS **after** the due date; therefore, ECS will **not** notify firms of any information missing from their SOQ proposals before the due date. Furthermore, ECS staff is not permitted to delete pages or alter the contents of submitted proposals for any reason.

Normally, the SOQ due date will only be extended if the ADOT server is not operating from **12:00 noon to 2:00 pm, Arizona time, on the due date, only.** If a firm encounters technical problems submitting a proposal during this timeframe, contact ECS so that we are aware of the problem. **If ECS confirms that the server is down during that time period, the SOQ due date will be extended to 12:00 noon on the following business day.** This extension will apply to both online and hard copy SOQ proposals during the “pilot testing” period (April 15, 2009 to September 30, 2009). Please note that only firms that **Registered/Requested Copy** of an SOQ Package from the ECS website **Current Advertisements** page will be notified of the extension via email. **This due date extension is not classified as an SOQ Amendment, will not be listed on the ECS website and therefore, does not have to be included in the SOQ proposal.**

System Problems

If users have problems logging into the system to submit SOQ proposals or gain access to the Citrix Access Gateway to submit cost proposals or view contract information, complete the following steps:

1. Be sure you are using Microsoft Internet Explorer, version 6.0 or 7.0.
2. If this does not remedy the problem, go to www.azdot.gov/Highways/ECS, click on the **Current Advertisements** tab, then the **Submit SOQ Proposal** button.
3. If this does not remedy the problem, call the ADOT Support Desk at (602)712-7249 to determine if the ADOT Internet server is down.
4. If the ADOT Internet Server is down, the problem is likely being addressed and the system will be back online usually within one to two hours. Check often to see if the problem has been resolved.
5. If the ADOT Internet Server is not down, there is likely a problem with the submitter’s system. Check your firm’s system for technical problems.

If you receive error messages or encounter other problems with eCMS and need assistance, please contact the ECS Front Desk at (602) 712-7525.

Remote Access CRYPTOCARD Guidelines

Firms with ECS contracts are required to apply for remote access to eCMS via the Citrix Access Gateway to submit SOQ proposals online, complete cost proposals and perform other required transactions vital to the successful management of the contract. **Submitting online SOQ proposals through the Citrix Access Gateway will allow firms more flexibility to edit and/or view current and past SOQ proposals submitted for ECS advertised contracts.**

Each firm must determine within the company who is the most appropriate person(s) to have remote access to eCMS via a CRYPTOCard. **A CRYPTOCard and access license must be purchased for \$165.00 for each user to access eCMS.** Once the user(s) has been identified, the firm must download and complete the *Request for Remote Access to eCMS forms* available on the ECS website **for each user.** All forms must be completed and signed by the identified user(s), as well as an authorized Principal of the firm, saved as a PDF file and emailed to eCMSCRYPTOCard@azdot.gov for approval. CRYPTOCards will be approved for individual users and are non-transferrable.

Once approved, the user(s) for the firm will be assigned a RACF Identification Number to be used for logging into the Citrix Access Gateway and a CRYPTOCard. ECS will notify firms when cards are available for pickup. The RACF ID, CRYPTOCard and instructions for their use must be purchased, picked up and signed out by the user or firm representative with appropriate identification at the ADOT Engineering Records Office at the address listed below.

*ARIZONA DEPARTMENT OF TRANSPORTATION
ENGINEERING RECORDS SECTION (ERS)
1655 W. JACKSON - ROOM 175 - MAIL DROP 112F
PHOENIX, ARIZONA 85007-3217
Telephone 602.712.8216 or 712.7498*

Cash, checks or money orders (made payable to ADOT for \$165.00 per user), must be used to pay for CRYPTOCard and access licenses at the time of pickup. Firms may also contact ERS to arrange for payment and to have cards mailed. Allow at least 7-10 business days from the time the request is submitted to process the RACF ID and CRYPTOCard.

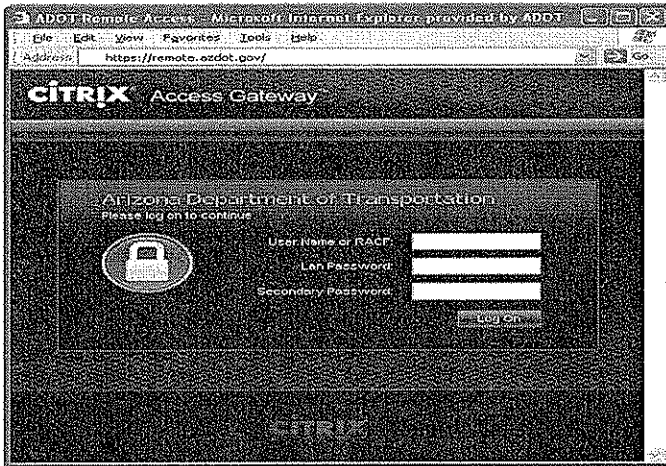
ECS RECOMMENDS THAT FIRMS DO NOT DELAY PLACING ORDERS FOR CRYPTOCARDS TO ENSURE THAT THEY HAVE SECURED THEIR CARDS AND HAVE TAKEN THE TIME TO TEST THE ONLINE SUBMITTAL SYSTEM PRIOR TO THE MANDATORY OCTOBER 1, 2009 ONLINE SUBMITTAL DATE.

Firms are responsible for the security of the CRYPTOCards and ensuring that users adhere to all requirements as outlined in the *Request for Remote Access to eCMS forms*. Lost or stolen CRYPTOCards must be reported to the ADOT Support Desk at (602) 712-7249 immediately so that the card can be deactivated. Replacement cards can be requested and purchased for \$165.00 each.

Please contact the ADOT Support Desk at (602) 712-7249 for any problems or questions related to the use of CRYPTOCards.

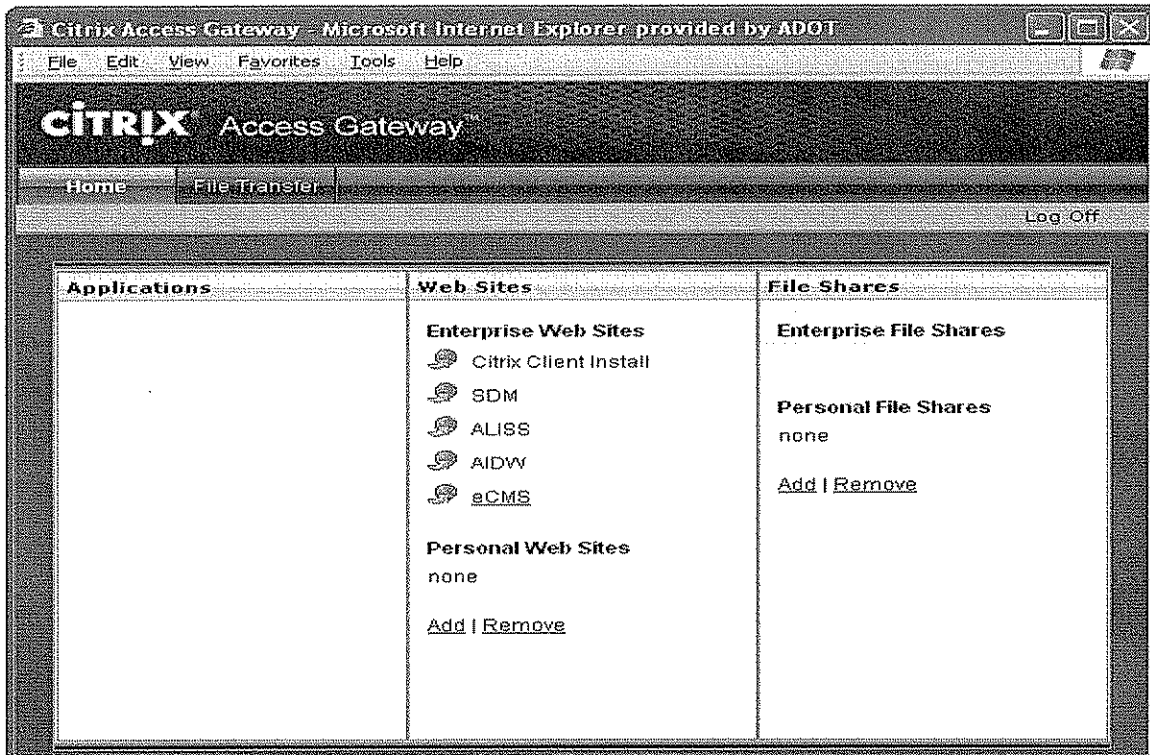
Online SOQ Proposal Submittal Instructions for Firms with ECS Contracts

Approved firm users with CRYPTOCards can access eCMS remotely from any computer with internet capability in order to submit online SOQ proposals by going to <https://remote.azdot.gov> and logging on via the Citrix Access Gateway.

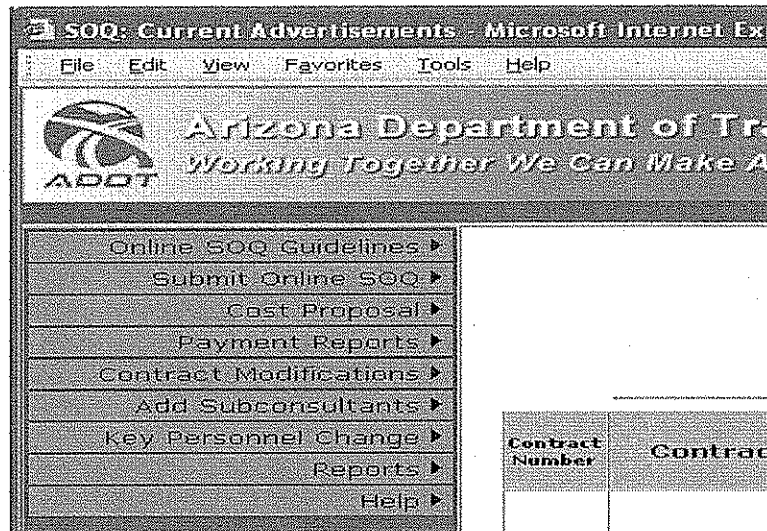


The **User Name or RACF** illustrated above is the RACF ID received with the CRYPTOCard. The **LAN Password** is created via system prompts the first time the user accesses the Citrix Gateway using the remote access CRYPTOCard. The system will prompt the user to change this password about every 30 days. The **Secondary Password** is randomly generated by the remote access CRYPTO Card each time the user logs on to the system.

After successfully logging on the Citrix Access Gateway, click on **eCMS** from the list of available ADOT applications/enterprise web sites (see below).



The eCMS page will provide a list of functions that firms can submit or view in eCMS. Be sure to click on the **Online SOQ Guidelines** button and read the information carefully before proceeding.



To submit the SOQ proposal in eCMS, click the **Submit Online SOQ button**, find the appropriate advertisement, and follow all the required steps. Below is a brief summary of the different screens in an online SOQ submittal and their functions.

Opening Submittal Screen – Current Advertisements

Be sure to download the **SOQ Package** that corresponds to the advertisement for which you wish to respond, by clicking on that link.

It is also important to **Register/Request Copy** for the same corresponding advertisement by clicking on the link and completing the form. Be sure to include an email address. This allows ECS to notify firms of any changes related to the specific advertisement, including any amendments or due date extension.

When the user is ready to complete the online SOQ, click the **Submit SOQ Proposal** link for the advertisement for which you wish to respond.

SOQ: Current Advertisements - Microsoft Internet Explorer provided by ADOT

File Edit View Favorites Tools Help

Arizona Department of Transportation
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Online SOQ Guidelines ▶
Submit Online SOQ ▶
Cost Proposal ▶
Payment Reports ▶
Contract Modifications ▶
Add Subconsultants ▶
Key Personnel Change ▶
Reports ▶
Help ▶

Current Advertisements

as of April 1, 2009

Dates and Times Subject to Change

Contract Number	Contract Description	Advertisement Dates	SOQ Due Date	Specialist & Project Manager	SOQ Package & Info Request
2010-045	On-Call Bridge Inspection	01/04/10 01/18/10	02/01/10	Stanley, ECS Athalye, Bridge Group	SOQ Package Register/Request Copy Submit SOQ Proposal
2010-046	On-Call Environmental Planning	01/07/10 01/21/10	02/04/10	Cerda, ECS Anderson, EPG	SOQ Package Register/Request Copy Amendment 1 Submit SOQ Proposal

Local Intranet

Acknowledgment Page

The eCMS will request that users acknowledge that they have read the Guidelines for Submitting Online SOQs located on the ECS website, as well as the Acknowledgement Page itself. Users must check the box at the bottom of the page to continue to the submittal pages. **Failure to read and click the box will prevent the user from proceeding with the submittal.**

Acknowledge - Microsoft Internet Explorer provided by ADOT

File Edit View Favorites Tools Help

Arizona Department of Transportation
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Arizona Department of Transportation
Engineering Consultants Section

Guidelines & Instructions for Submitting Online Statement of Qualifications Submittal
(For Firms with No ECS Contracts)

Acknowledgement Page

Welcome to the Electronic Contract Management System (eCMS)

The purpose of the Electronic Contract Management System (eCMS) is to provide efficient and easily accessible tools to help firms more effectively submit and view needed information to successfully conduct business with the Engineering Consultant Section (ECS) of the Arizona Department of Transportation (ADOT).

Guidelines for Online SOQ Proposal Submittal
In these guidelines, the term "firm" is defined as the consultant or company submitting the SOQ proposal, whereas, the term "user" is defined as the firm employee submitting an online SOQ proposal on behalf of the firm.

selection panel.

Submitting Final SOQ Proposal
To successfully submit the online SOQ proposal, click on the Save and Submit Final SOQ button. **Incomplete submission (not clicking the Submit SOQ button) will cause the SOQ proposal not to be considered for review by the selection panel.**

The system will also provide a warning if required information is missing from the submission. Required information include: Contract Number, Contract Person Name, Email Address, Consultant Name, Address (all fields), Telephone Number, Fax Number, Certifications and the SOQ Proposal Document.


When the SOQ proposal has been successfully submitted through eCMS, a confirmation screen will appear with a submittal number. It is recommended that the firm/user print this screen for their records by using the screen print feature on their computer or by simply clicking the Print button.

A confirmation email will also be sent to the firm's email address that will include the submittal number along with the time and date of the submittal. If the confirmation screen does not appear or an error message is received, contact ECS at (602)712-7325.

After Contract Award
Once firms have been awarded a contract, they must apply for remote access to eCMS via the Citrix Access Gateway in order to complete the cost proposal and other required transactions vital to the successful management of the contract. Firms to request remote access to eCMS via the Citrix Access Gateway are

Consultant Information Page

Complete all information as requested on the Consultant Information page. The eCMS database includes a list of all pre-qualified firms. The system will automatically recognize pre-qualified firms and will pre-populate certain information. Firms with multiple offices must chose the location/address where the work will be completed and/or the contract administered. **If a firm's address or information is incorrect or needs updating, please contact ECS at (602)712-7525, and allow two business days for the information to be changed in eCMS.**



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Welcome to The eCMS On-Line SOQ Submittal Form

CONSULTANT INFORMATION PAGE

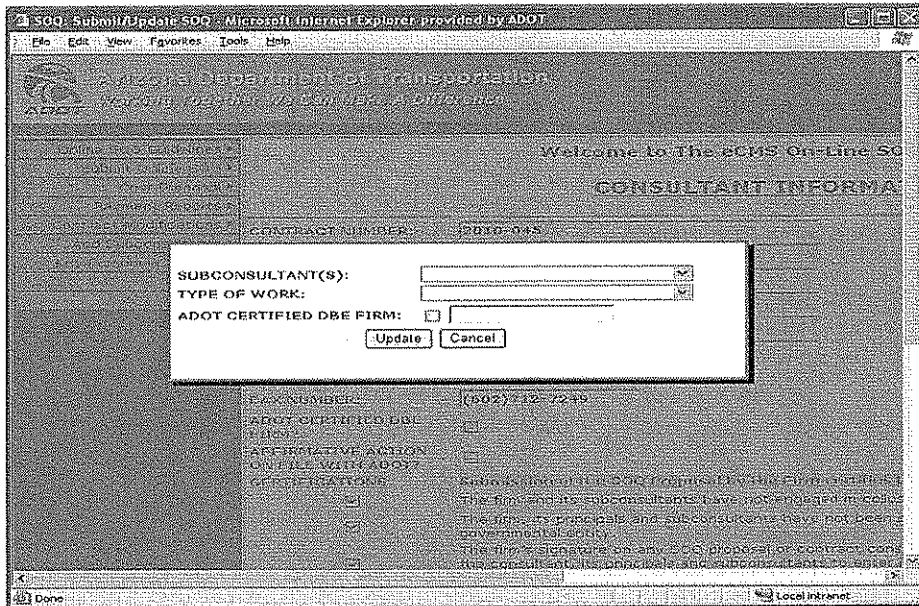
<ul style="list-style-type: none"> Online SOQ Guidelines Submit Online SOQ Cost Proposals Payment Reports Contract Modifications Add Subconsultants Key Personnel Changes Reports Help 	<p>CONTRACT NUMBER: 2010-045</p> <p>CONTACT PERSON NAME: J. Cosper</p> <p>E-MAIL ADDRESS: JCosper@JHInternational.com</p> <p>CONSULTANT FIRM: JH International</p> <p>ADDRESS: 1771 W. WASHINGTON ST.</p> <p>CITY, STATE, ZIP: Tempe, AZ, 85282</p> <p>TELEPHONE: (602)712-7249</p> <p>FAX NUMBER: (602)712-7249</p> <p>ADOT CERTIFIED DBE FIRM? <input type="checkbox"/></p> <p>AFFIRMATIVE ACTION ON FILE WITH ADOT? <input type="checkbox"/></p> <p>CERTIFICATIONS</p> <p><input checked="" type="checkbox"/> Submission of the SOQ Proposal by the Firm certifies that to the best of its knowledge: The firm and its subconsultants have not engaged in collusion with respect to the contract under consideration.</p> <p><input checked="" type="checkbox"/> The firm, its principals and subconsultants have not been suspended or debarred from doing business with any governmental entity.</p> <p><input checked="" type="checkbox"/> The firm's signature on any SOQ proposal or contract constitutes an authorization to ADOT to ascertain the eligibility of the consultant, its principals and subconsultants to enter into contract with ADOT and with any other governmental agency.</p> <p><input checked="" type="checkbox"/> The Project Team members are employed by the firm on the date of submittal.</p> <p><input checked="" type="checkbox"/> All information and statements written in the proposal are true and accurate and that ADOT reserves the right to investigate as deemed appropriate to verify information contained in proposals.</p> <p><input checked="" type="checkbox"/> Key members of the Project Team, including subconsultants are currently licensed to provide the required services, as requested in the SOQ Package.</p> <p><input checked="" type="checkbox"/> Work equaling at least 51% of the contract value shall be completed by the firm unless otherwise specified in the SOQ, or contract.</p> <p><input checked="" type="checkbox"/> No Federally appropriated funds have been paid or will be paid, by or on behalf of the firm for the purpose of lobbying.</p> <p><input checked="" type="checkbox"/> The firm understands that they are required to have a compliant accounting system, in accordance with generally accepted accounting principles (GAAP), Federal Acquisition Regulations (FAR), Part 31, applicable Cost Accounting Standards (CAS) and ADOT Cost Allowability Guidelines.</p> <p>Add New Sub-Consultant</p> <p>Add PDF SOQ Proposal Document</p> <p style="text-align: center;"> <input type="button" value="SAVE SOQ"/> <input type="button" value="SAVE and SUBMIT FINAL SOQ"/> </p>
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Adding Subconsultants

1. Add each subconsultant that will be part of the Project Team by clicking on **Add New Sub-Consultant** link and completing the requested information. Subconsultants included on past ECS contracts are also listed in the database. Be sure to add **all and only those** subconsultants that are expected to be used on the project in the subconsultants' portion of the online SOQ submittal. When adding subconsultants, be sure to check the box if the firm is a certified Disadvantaged Business Enterprise (DBE) and type in the firm's DBE Certification number in the space provided next to the checkbox. **If a subconsultant's name is not in the eCMS database, please contact ECS at (602)712-7525, and allow two business days to have the subconsultant added to the system.**



SOQ Proposal Format

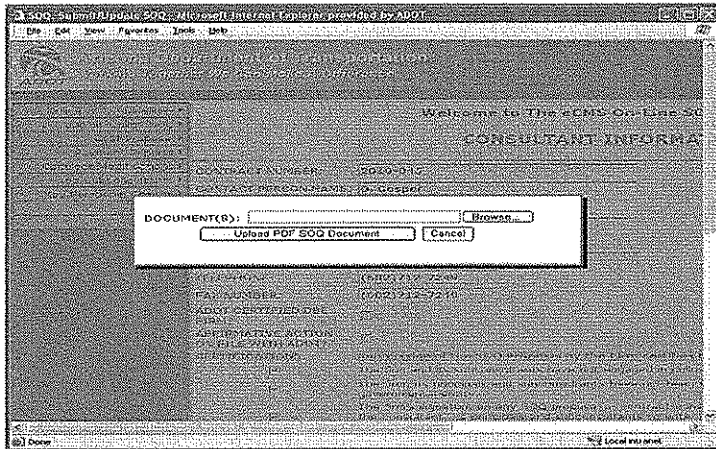
Complete the SOQ proposal in a standard word processing program or other application adhering to the guidelines stated below:

1. **Format** – Follow the exact format outlined in the SOQ Package for the selected advertisement in preparing the SOQ proposal. Formats for each advertisement/SOQ Package may vary.
2. **Number of Pages** – Number of pages must not exceed the page limit specified in the SOQ Package. Be sure to number the pages of the proposal beginning with the Introductory Letter/cover page and ending with the final page.
3. **Page Parameters** – A page is defined as an 8 ½ by 11 inch sheet, 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. Photographs, emblems, seals, symbols, stickers, etc. affixed to pages or any other pages should not be included because they will be counted toward the page limit. Foldout pages are not allowable.
4. **Print** – Print or font size of any sort is allowed as long as the document is clear and legible and printed only on one side of each page.
5. **Video or Multimedia Applications** – Do not include video clips or other multimedia applications. Including these media will cause the proposal to be rejected.
6. **Amendments** - Any amendments issued as part of an SOQ must be copied, signed, and included in the SOQ as required, but will not be counted towards the page limit. **Amendments should be included at the end of the proposal and do not require page numbers.** Copy any amendments from the **Current Advertisements** page of the ECS website for the relevant project, sign the amendment acknowledging that it was received and append it to the end of the SOQ proposal before uploading the completed document.
7. **Attachments** - The SOQ may require attachments such as resumes but these will not be included in the page count. Extra divider sheets separating the main proposal from attachments should not be included as this will be counted as a page.

Uploading SOQ Proposal for Submittal

Completed SOQ proposal, including the cover letter, amendments and any other required documents stated in the SOQ Package, **must be converted to a PDF file (color or black/white)** for uploading into eCMS. Firms are responsible for viewing the PDF document prior to submission to ECS and ensuring that PDF SOQ proposal document meets all SOQ format requirements and instructions.

The PDF file containing the SOQ proposal must be uploaded into the system by clicking on the **Add PDF SOQ Proposal Document** link. Browse to locate the completed SOQ proposal on your system and click the **Upload PDF SOQ Document** button.



For Supplemental Service contracts that allow firms to submit more than one SOQ proposal for the same advertisement, firms may upload multiple PDF files (one per person) for the same contract. All other advertisements should have just one submittal per firm.

Submitting Final SOQ Proposal

To successfully submit the online SOQ proposal, you must click on the **Save and Submit Final SOQ** button. Note that **clicking the Save button does not submit the SOQ proposal. Incomplete submission (not clicking the Save and Submit Final SOQ button) will cause the SOQ proposal not to be considered for review by the selection panel.**



Welcome to The eCMS On-Line SOQ Submittal Form

CONSULTANT INFORMATION PAGE

- Online SOQ Guidelines
- Submit Online SOQ
- Cost Proposal
- Payment Reports
- Contract Modifications
- Add Subconsultants
- Key Personnel Change
- Reports
- Help

CONTRACT NUMBER: 2010-045

CONTACT PERSON NAME: Doug Cosper

E-MAIL ADDRESS: DCosper@JHInternational.com

CONSULTANT FIRM: JH International

ADDRESS: 7281 W. Hermosa Dr.

CITY, STATE, ZIP: Tempe, AZ, 85282

TELEPHONE: (602)712-7249

FAX NUMBER: (602)712-7249

ADOT CERTIFIED DBE FIRM?

AFFIRMATIVE ACTION ON FILE WITH ADOT?

CERTIFICATIONS

Submission of the SOQ Proposal by the Firm certifies that to the best of its knowledge:

- The firm and its subconsultants have not engaged in collusion with respect to the contract under consideration.
- The firm, its principals and subconsultants have not been suspended or debarred from doing business with any governmental entity.
- The firm's signature on any SOQ proposal or contract constitutes an authorization to ADOT to ascertain the eligibility of the consultant, its principals and subconsultants to enter into contract with ADOT and with any other governmental agency.
- The Project Team members are employed by the firm on the date of submittal.
- All information and statements written in the proposal are true and accurate and that ADOT reserves the right to investigate as deemed appropriate to verify information contained in proposals.
- Key members of the Project Team, including subconsultants are currently licensed to provide the required services, as requested in the SOQ Package.
- Work equaling at least 51% of the contract value shall be completed by the firm unless otherwise specified in the SOQ, or contract.
- No Federally appropriated funds have been paid or will be paid, by or on behalf of the firm for the purpose of lobbying.
- The firm understands that they are required to have a compliant accounting system, in accordance with generally accepted accounting principles (GAAP), Federal Acquisition Regulations (FAR), Part 31, applicable Cost Accounting Standards (CAS) and ADOT Cost Allowability Guidelines.

Add New Sub-Consultant

Subconsultant(s)	Type Of Work	ADOT Certified	Edit	Delete
City of Mesa	Civil Engineering	No	Edit	Delete
USDA FOREST SERVICE	Land Development/Planning	No	Edit	Delete

Add PDF SOQ Proposal Document

Document Name	Delete	View
SOQProposal.PDF	Delete	View

SAVE SOQ SAVE and SUBMIT FINAL SOQ

The system will also provide a warning if required information is missing from the submission. **Required information include: Contract Number, Contract Person Name, Email Address, Consultant Name, Address (all fields), Telephone Number, Fax Number and the SOQ Proposal Document.**

SOQ: Submit/Update SOQ - Microsoft Internet Explorer provided by ADOT

File Edit View Favorites Tools Help

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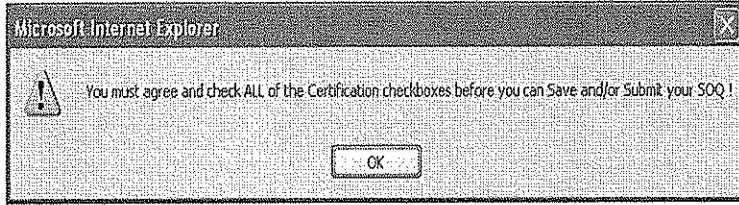
Welcome to The **CONSULT**

Contact Person Name can't be empty!
E-mail Address can't be empty!
Telephone number can't be empty!
Fax number can't be empty!

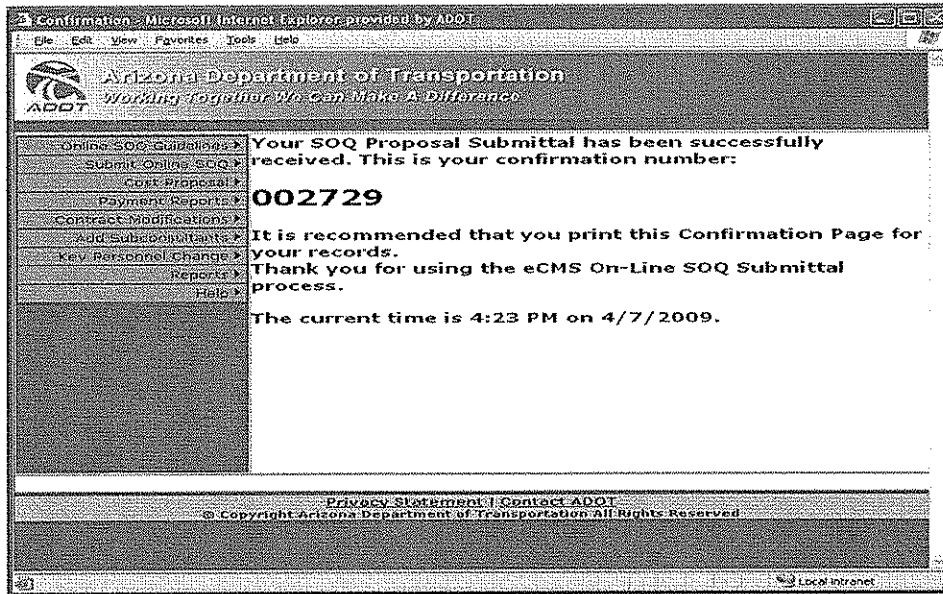
CONTRACT NUMBER: 2010-045

CONTACT PERSON NAME:

E-MAIL ADDRESS:



When the SOQ proposal has been successfully submitted through eCMS, a confirmation screen will appear with a submittal number. It is recommended that the firm/user print this screen for their records by using the screen print feature on their computer or by simply clicking the **Print** button.



A confirmation email will also be sent to the firm's email address that will include the submittal number along with the time and date of the submittal. If the confirmation screen does not appear or an error message is received after clicking the **Save and Submit Final SOQ** button, contact ECS at (602)712-7525.