



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

Janice K. Brewer
Governor

John S. Halikowski
Director

September 29, 2009

Floyd Roehrich, Jr.
State Engineer

INFORMATION BULLETIN NO. 09-12

TO: ADOT Project Managers
Resident Engineers
Consultant Engineering Firms

FROM: Engineering Consultants Section (ECS)

SUBJECT: **REVISED ONLINE STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL
GUIDELINES AND INSTRUCTIONS**

This Information Bulletin shall serve as a reminder that effective October 1, 2009, SOQ proposals for ALL consultant engineering contracts through ECS must be submitted online through the electronic Contract Management System (eCMS). Hard copies of SOQ proposals will no longer be accepted after that date.

Attached are revised Online SOQ Submittal Guidelines for firms without ECS contracts (via the internet) and firms with ECS contracts (via a remote access CRYPTOCARD). Information contained in the Amendment dated August 5, 2009 and other changes to the process that were made during the "pilot testing" period are highlighted in yellow for your convenience.

One significant addition to the instructions is the added requirement that firms **enable the "Commenting and Analysis" feature in Adobe Reader** before saving and uploading the SOQ proposal for submission to ECS. This will allow ADOT Selection Panel members to review and score SOQ proposals online by highlighting portions of the document, adding comments, and using sticky notes, arrows or other reviewing tools to more easily evaluate SOQ proposals online. Using online reviewing tools to evaluate SOQs will in no way alter the content or layout of the submitted document.

Another major addition to the instructions is that **firms using a CRYPTOCARD will now logon to the system at <https://partners.azdot.gov>**. The first time CRYPTOCARD user logs onto eCMS it will require the download and installation of a small Citrix Plug-in. If using Microsoft Internet Explorer version 8, the user will need to change Internet Explorer 8 into the Compatibility mode by following instructions provided on page 2 of the ...*Guidelines and Instructions for Firms with ECS Contracts*.

The two "test" contracts (2020-045 and 2020-046) will remain on the ECS website indefinitely (Current Advertisement page) for firms to submit "test" SOQ proposals online.

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

Vivien Lattibeaudiere, Ph.D.
Director
Engineering Consultant Section

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 Consultants 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 Statement of Qualifications (SOQ) proposal, whereas, the term “user” is defined as the firm’s employee submitting an online SOQ proposal on behalf of the firm.

Effective October 1, 2009, firms are required to electronically submit (SOQ) proposals for ALL consultant engineering contracts advertised by ECS. **Hard copies of SOQ proposals will no longer be accepted after that date.**

Firms must be Pre-Qualified through ECS before they can submit online SOQ proposals through eCMS. Therefore, **effective October, 1, 2009, firms will no longer be able to submit a Pre-Qualification Application with SOQ proposals. Please note that this is a change in ECS procedure.** Firms not prequalified through ECS should give themselves sufficient time (at least 7-10 business days) to submit and have their Pre-Qualification Application reviewed and approved prior to the time they want to submit an online SOQ proposal through eCMS.

System Requirements

Firms without ECS contracts will access eCMS via the internet at <http://www.azdot.gov/Highways/ECS>. eCMS has been developed to work best with Microsoft Internet Explorer, version 6 or higher. **Many consultants have also successfully submitted proposals using the Mozilla Firefox browser version 3 or higher.** ADOT cannot guarantee successful submissions from firms using other browsers and will not be responsible for the non-receipt of any SOQ proposals.

File size of uploaded SOQ PDF documents must not exceed 15 megabytes (MB). Proposals exceeding 15MB will be rejected.

Response Due Date

SOQ proposals must be submitted on or before the due date and time stated in the SOQ Package. **ECS encourages firms not to wait until the last minute to submit the SOQ proposal as the server is busiest the last two hours before an SOQ deadline and firms may be more likely to experience technical problems during that time.**

Due dates and time for online SOQ submittals is usually Monday thru Thursday, **2:00 pm Arizona time**. **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, 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 missing information or errors related to 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**. If a firm encounters technical problems submitting a proposal during this timeframe, contact ECS so 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**. 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 and 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 higher.
2. **Be sure not to 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.**
3. If that’s not 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 unless a much more serious system problem has occurred. 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, settings and firewall to determine if they are preventing uploads to eCMS.**

If you have gone through these steps and are still encountering problems, receiving error messages or need further assistance, please contact the ECS Front Desk at (602) 712-7525.

Online SOQ Proposal Submittal Instructions for Firms with No ECS Contracts

Before getting started with the online submittal process, be sure that:

1. The firm is prequalified with ECS (visit the ECS website, <http://www.azdot.gov/Highways/ECS> to learn how to become prequalified). Allow at least 7-10 business days for processing and approval of Prequalification Application before the firm can submit SOQ proposals.
2. All subconsultants to be used on the project are listed in the eCMS database by clicking on the “Add Subconsultants” link of the Consultant Information Page and browsing the Subconsultant dropdown list. 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.

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 the online SOQ submittal process 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 extensions.

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.

D - Highways Home Page Home Page :: Site Index

Current Advertisements

as of September 25, 2009

Dates and Times Subject to Change

**** Mandatory Online SOQ Submittals ****


Effective October 1, 2009

[Test Online Submittal Process Here](#)

Contract Number	Contract Description	Advertisement Dates	SOQ Due Date	Specialist & Project Manager	SOQ Package & Info Request
2010-003	I-10 Jct. I-19 To Emporia T.I.; Feasibility Report, Environmental Overview & DCR and Environmental Study Pre-Submittal Meeting 9/15/09 @ 1 PM in the ADOT Auditorium	09/09/09 09/16/09	09/30/09	Nunez, ECS B. Khan, Pre-Design	SOQ Package Amendment 1 Pre-Submittal Sign-in Register/Request Copy Submit SOQ Proposal
	On-Call R/W Acquisitions	Pending Pending	Pending	, ECS J. Hansher, R/W Acquisitions	

Acknowledgment Page

eCMS will request that users acknowledge they have read the Guidelines & Instructions 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 the Acknowledgement Page and click the “I have fully read and understand...” box will prevent the user from proceeding with the submittal.**


eCMS Online System

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. 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

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 Web site: 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

[Privacy Statement](#) | [Contact ADOT](#)
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Consultant Information Page

Select the firm name (and appropriate location/address from which the contract will be administered) from the **Consultant Company** dropdown list. If the firm is prequalified, the firm's contact person, address and phone number on file with ECS will automatically populate in the appropriate fields.

If the information in the **Contact Person**, **Email Address**, **Telephone Number** and **Fax Number** fields are incorrect, be sure to update them with the correct information. If the address is incorrect, check the **Consultant Firm** dropdown list and select the correct address. **If a firm's address 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.** If the firm name is not listed in the **Consultant Firm** dropdown list, the firm is not currently pre-qualified with ECS and needs to do so before submitting an SOQ proposal. Also be sure to check the **ADOT Certified DBE Firm** box if your firm is a certified Disadvantaged Business Enterprise (DBE).


eCMS Online System

Welcome to The eCMS Online SOQ Submittal Form

CONSULTANT INFORMATION PAGE

CONSULTANT COMPANY: ▼

CONTRACT NUMBER: 2020-045

CONTACT PERSON:

EMAIL ADDRESS:

CONSULTANT FIRM:

ADDRESS:

CITY:

STATE:

ZIP:

TELEPHONE:

FAX NUMBER:

ADOT CERTIFIED DBE FIRM? ☐

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. Select subconsultants from the drop down list. Be sure to add **all** and **only those** subconsultants which are expected to work on the project in the subconsultants' portion of the online SOQ submittal.

Select the **Type of Work** subconsultants will be performing from the drop down list. Also when adding subconsultants, be sure to check the **ADOT Certified DBE Firm** box if the firm is a certified Disadvantaged Business Enterprise (DBE) and type in the firm's DBE Certification number. **If a subconsultant's name is not in the eCMS database, contact ECS at (602) 712-7525, and allow two business days to have the subconsultant added to the system.**

The screenshot shows the 'CONSULTANT INFORMATION PAGE' in the eCMS Online System. A modal window is open for adding a subconsultant. The modal contains the following fields: 'SUBCONSULTANT(S):' (a dropdown menu), 'TYPE OF WORK:' (a dropdown menu), and 'ADOT CERTIFIED DBE FIRM:' (a checkbox) with a 'DBE Cert #:' field. There are 'Update' and 'Cancel' buttons at the bottom of the modal. In the background, the main form has fields for 'CONSULTANT COMPANY:', 'CONTRACT NUMBER:', 'CONTACT PERSON:', 'EMAIL ADDRESS:', 'CONSULTANT ADDRESS:', 'CITY:', 'STATE:', 'ZIP:', 'TELEPHONE:', and 'FAX NUMBER:'. A red circle highlights the 'Add New Sub-Consultant' link at the bottom of the main form, with an arrow pointing to it from the left.

The Subconsultant information can be edited or deleted by the user at any time until the proposal is submitted.

The screenshot shows the 'CONSULTANT INFORMATION PAGE' in the eCMS Online System. At the top, it says 'UPDATE SUCCESSFUL!'. Below this, there are fields for 'CONSULTANT COMPANY:', 'CONTRACT NUMBER:', 'CONTACT PERSON:', 'EMAIL ADDRESS:', 'CONSULTANT FIRM:', 'ADDRESS:', 'CITY:', 'STATE:', 'ZIP:', 'TELEPHONE:', and 'FAX NUMBER:'. Below these fields is a table of subconsultants. The table has three columns: 'Sub-Consultant(s)', 'Type Of Work', and 'ADOT Certified'. There are three rows of data. To the right of each row, there are 'Edit' and 'Delete' links. A red circle highlights these links, with an arrow pointing to it from the right. Below the table, there is a link 'Add New Sub-Consultant' and a link 'Add PDF SOQ Proposal Document'. At the bottom, there is a 'SUBMIT SOQ' button. A red text warning at the bottom says '***** PLEASE LIMIT THE FILE SIZE TO BE LESS THAN 15 MB *****'.

Sub-Consultant(s)	Type Of Work	ADOT Certified	Edit	Delete
BasePlans U.S.A.	Civil Engineering	No	Edit	Delete
DHJK	Landscape Architecture	No	Edit	Delete
JH International	ITS/FMS	No	Edit	Delete

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 8½ 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 blank pages should not be included because they will be counted toward the page limit. Foldout pages are not allowable.
4. **Print and Font Size** – ECS strongly suggests that firms use a 10-point font or larger for the body of the proposal. The use of standard basic fonts, such as **Arial** and **Times New Roman**, found in all Microsoft software and print drivers is highly encouraged in order to avoid any formatting issues which could cause the SOQ proposal to increase the page count after it is received online by ECS. The goal is to make the document clear and legible. Proposal scores will be adversely affected if SOQs are not legible or the font size is too small to read if printed by Selection Panel members.
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 they will not be included in the page count. Extra divider sheets separating the main proposal from the attachments should not be included as this will be counted as a page.

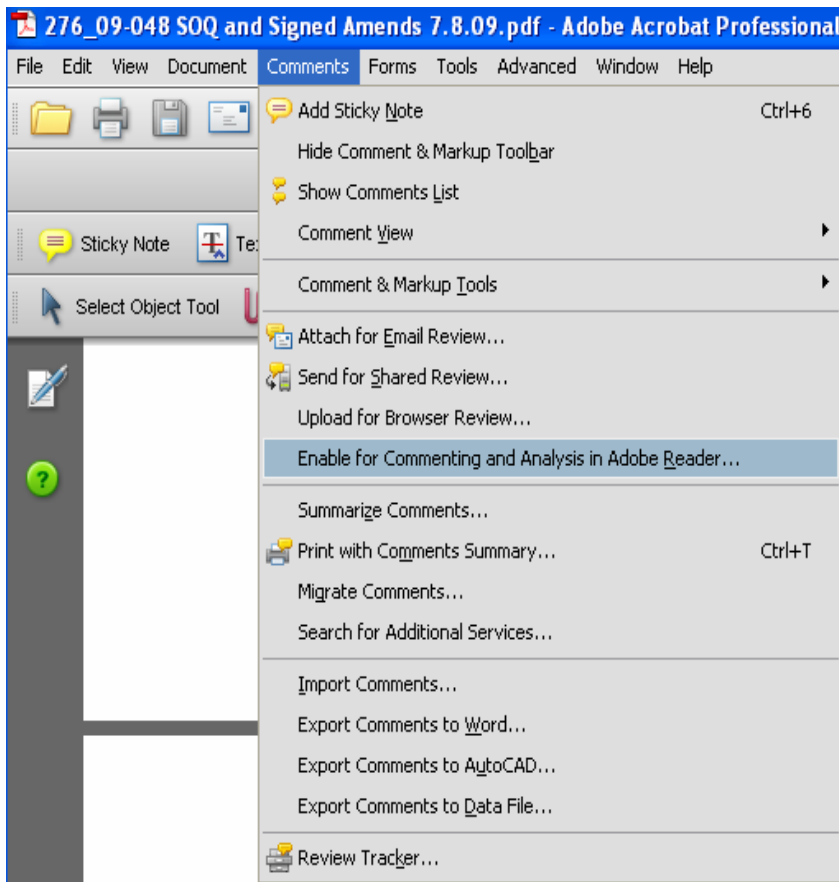
Preparing SOQ Proposal Document for Uploading

Completed SOQ proposal, including the cover letter, amendments and any other required documents stated in the SOQ Package, **must be converted to one PDF file (color or black/white)** before uploading into eCMS.

Reminder: File size of uploaded SOQ PDF documents must not exceed 15 megabytes (MB). Proposals exceeding 15MB will be rejected.

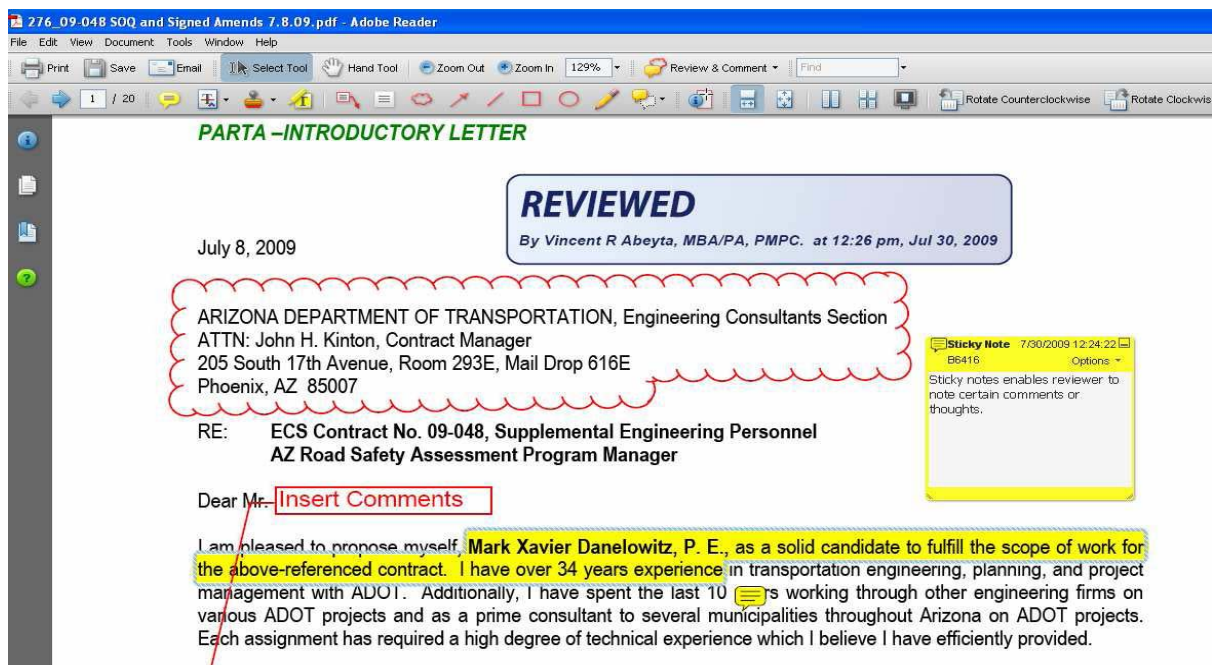
Firms are encouraged to review and print the PDF document prior to uploading to ensure that the PDF SOQ proposal document meets all SOQ format requirements and instructions and that it is completely legible if printed in black and white or color by Selection Panel members.

Selection Panel members will review and score SOQ proposal documents online. To help facilitate this review, firms are asked to enable the comment feature in the PDF SOQ proposal document before saving and uploading the file for submission to ECS. Follow the instructions below on how to enable the comment feature in the PDF document.



Using Adobe ® professional or full versions, the user can enable the document for review and commenting by:

- *Selecting Comments from the Menu tab,*
- *Moving down and selecting "Enable for Commenting and Analysis in Adobe Reader...."*



This will allow Selection Panel members to electronically review the submitted PDF document by highlighting, adding comments, or using sticky-notes, arrows, or stamps on the submitted document.

Note: This review will in no way alter the content or layout of the submitted SOQ document.

Uploading SOQ Proposal for Submittal

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.

The screenshot displays the 'eCMS Online System' interface for the 'CONSULTANT INFORMATION PAGE'. It includes a form for consultant details such as company name, contract number, contact person, email, firm name, address, city, state, zip, telephone, and fax. A yellow callout box highlights the 'DOCUMENT(S):' field with a 'Browse...' button and an 'Upload PDF SOQ Document' button. A red warning message states: '***** PLEASE LIMIT THE FILE SIZE TO BE LESS THAN 15 MB *****'. Below the form is a table of sub-consultants and a link to 'Add New Sub-Consultant'. At the bottom, there is a 'SUBMIT SOQ' button and a link to 'Add PDF SOQ Proposal Document' which is circled with an arrow pointing to it from the left.


Sub-Consultant(s)	Type Of Work	ADOT Certified		
BasePlans U.S.A.	Civil Engineering	No	Edit	Delete
DHJK	Landscape Architecture	No	Edit	Delete
JH International	ITS/FMS	No	Edit	Delete

For Supplemental Services contracts, firms can submit more than one SOQ proposal for the same advertisement. In this case only, firms may upload multiple PDF files (one per person) for the same contract advertisement. 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, it 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.**


eCMS Online System

Welcome to The eCMS Online SOQ Submittal Form

CONSULTANT INFORMATION PAGE

UPDATE SUCCESSFUL !

CONSULTANT COMPANY:

CONTRACT NUMBER:

CONTACT PERSON:

EMAIL ADDRESS:

CONSULTANT FIRM:

ADDRESS:

CITY:

STATE:

ZIP:

TELEPHONE:

FAX NUMBER:

ADOT CERTIFIED DBE FIRM? ☐

[Add New Sub-Consultant](#)

Sub-Consultant(s)	Type Of Work	ADOT Certified		
BasePlans U.S.A.	Civil Engineering	No	Edit	Delete
DHJK	Landscape Architecture	No	Edit	Delete
JH International	ITS/FMS	No	Edit	Delete

[Add PDF SOQ Proposal Document](#)

***** PLEASE LIMIT THE FILE SIZE TO BE LESS THAN 15 MB *****

Document Name	
8154-01-0005.pdf	Delete

SUBMIT SOQ

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


eCMS Online System

Welcome to The eCMS Online SOQ Submittal Form

CONSULTANT INFORMATION PAGE

Contact Person can't be empty!
Email address can't be empty!
Telephone number can't be empty!
Fax number can't be empty!

CONSULTANT COMPANY:

CONTRACT NUMBER:

CONTACT PERSON:

EMAIL ADDRESS:

CONSULTANT FIRM:

ADDRESS:

CITY:

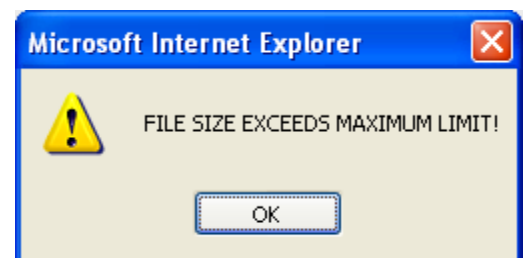
STATE:

ZIP:

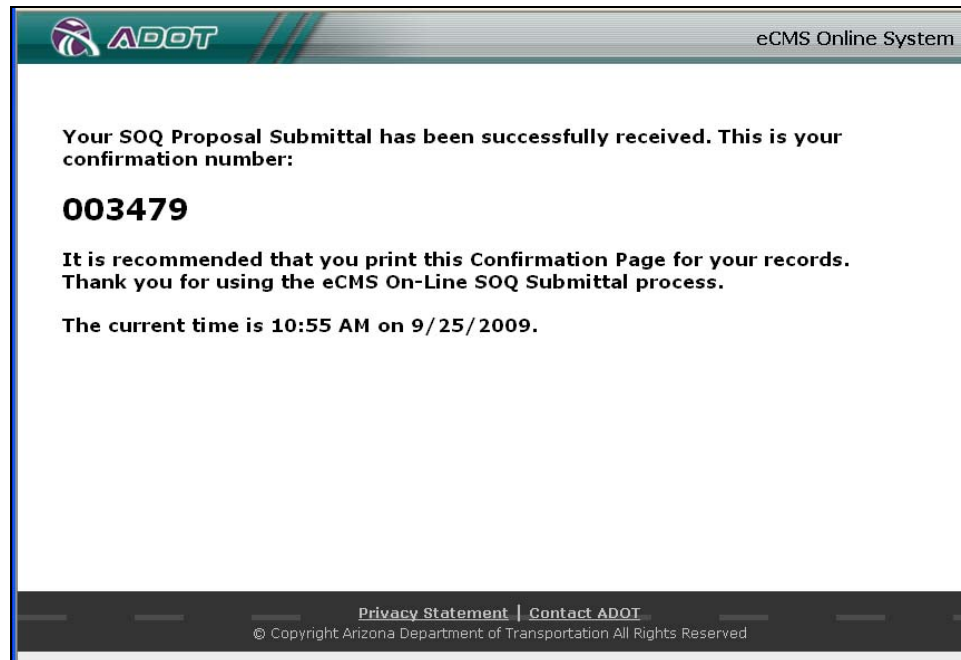
TELEPHONE:

FAX NUMBER:

ADOT CERTIFIED DBE FIRM? ☐



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 its 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. Prequalified firms with no ECS contracts may also submit online SOQ proposals through the Citrix Access Gateway by purchasing a remote access CRYPTOCARD for a one-time fee of \$165.00 for each user. This allows firms more flexibility to edit and/or view current and past SOQ proposals submitted on ECS advertised contracts. In the future, firms will also be able to view debriefing information for contracts submitted using the CRYPTOCARD.

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.

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Engineering Consultants Section

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The eCMS is being developed in modules. When the system is fully complete 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 have access to reports that will 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 administration and management of their contracts.

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’s employee submitting an online SOQ proposal on behalf of the firm.

The first module of eCMS to be launched is the online submittal of SOQ proposals. **Effective October 1, 2009**, firms are required to electronically submit Statement of Qualifications (SOQ) proposals for ALL consultant engineering contracts advertised by ECS. **Hard copies of SOQ proposals will no longer be accepted after that date.**

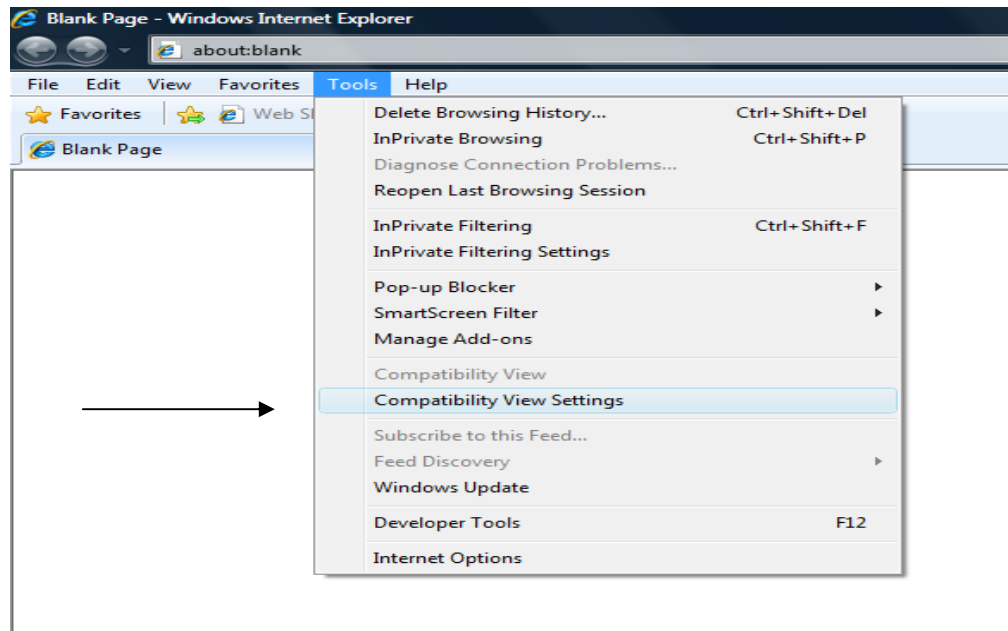
Firms must be Pre-Qualified through ECS before they can submit online SOQ proposals through eCMS. Therefore, effective October, 1, 2009, firms will no longer be able to submit a Pre-Qualification Application with SOQ proposals. Please note that this is a change in ECS procedure. Firms not prequalified through ECS should give themselves sufficient time (at least 7-10 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

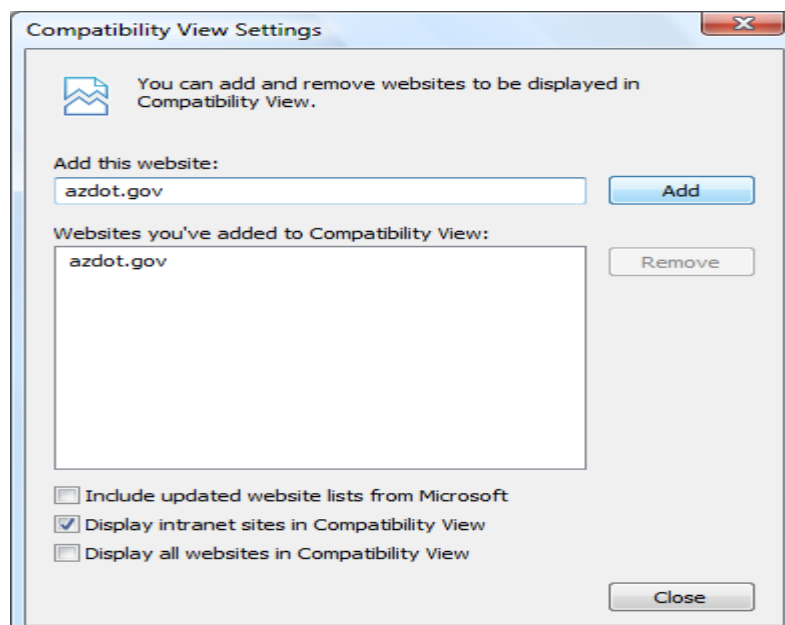
The eCMS has been developed to work best with Microsoft Internet Explorer, version 6 or higher. ADOT cannot guarantee successful submissions from firms using other browsers and will not be responsible for the non-receipt of any online SOQ proposals. When using Microsoft Internet Explorer, logon to the system at <https://partners.azdot.gov>. The first time the user logs on to the system, it will require the user to download and install a small Citrix Plug-in.

If using Microsoft Internet Explorer, version 8, the user will need to change Internet Explorer 8 into the Compatibility mode by completing the steps below:

1. From the menu, select **Tools**, and then select **Compatibility View Settings**.



2. Type "azdot.gov" in the [Add this website:] textbox and press the **Add** button. Press the **Close** button and then proceed to logon into the Citrix Access Gateway.



If the user experiences problems using Microsoft Internet Explorer, version 6 or higher, at the <https://partners.azdot.gov> website, another website, <https://remote.azdot.gov>, can be used to access eCMS via the Citrix Access Gateway.

File size of uploaded SOQ PDF documents must not exceed 15 megabytes (MB). Proposals exceeding 15MB 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** can be saved 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, delete the old version and upload a revised SOQ proposal document prior to the due date.

Contract #	ID	Contract Description	SOQ Due Date	Proposal Submitted Date	
2020-045	3298	On-Call Bridge Inspection (THIS IS NOT A REAL CONTRACT. THIS IS PROVIDED FOR YOUR TESTING PURPOSE.)	9/30/2009	Not Yet Submitted	Open Delete
2020-045	3393	On-Call Bridge Inspection (THIS IS NOT A REAL CONTRACT. THIS IS PROVIDED FOR YOUR TESTING PURPOSE.)	9/30/2009	9/1/2009	Open Delete
2020-046	3396	On-Call Environmental Planning (THIS IS NOT A REAL CONTRACT. THIS IS PROVIDED FOR YOUR TESTING PURPOSE.)	9/30/2009	9/1/2009	Open Delete

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 contracts). 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 contracts). 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 on or before the due date and time stated in the SOQ Package. **ECS encourages firms not to wait until the last minute to submit the SOQ proposal as the server is busiest the last two hours before an SOQ deadline and firms may be more likely to experience technical problems during that time.**

Due dates and time for online SOQ submittals is usually Monday thru Thursday, **2:00 pm Arizona time**. **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, 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 missing information or errors related to 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.** If a firm encounters technical problems submitting a proposal during this timeframe, contact ECS so 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.** 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 and does not have to be included in the SOQ proposal.**

System Problems

If users have problems logging on to eCMS 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 higher.
2. If you experience problems with BOTH Citrix Access Gateway websites (the newer site, <https://partners.azdot.gov>, and the older site, <https://remote.azdot.gov>) go to the ECS website (www.azdot.gov/Highways/ECS) to submit the proposal. Click on the **Current Advertisements** tab, then the **Submit SOQ Proposal** link for the advertisement for which you wish to respond.
3. **Be sure not to 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.**
4. 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.
5. 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 unless a much more serious system problem has occurred. Check often to see if the problem has been resolved.
6. If the ADOT Internet Server is not down, there is likely a problem with the submitter’s system. Check your firm’s system, settings and firewall to determine if they are preventing uploads to eCMS.

If you have gone through these steps and are still encountering problems, receiving error messages or need further 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 allows firms more flexibility to edit and/or view current and past SOQ proposals submitted on ECS**

advertised contracts. **In the future, firms will also be able to receive electronic debriefing for submitted SOQs using the CRYPTOCard.**

Each user that applies for a CRYPTOCard can apply for one of two access levels: Staff or Admin. Admin level access allows the user to view and edit information for all of the firm's contracts in eCMS. Staff level access allows the user to view and edit only information that the user initiated in eCMS. Each firm must determine within their organization who is the most appropriate person(s) to have remote access to eCMS via a CRYPTOCard and what level of access each individual should request.

A CRYPTOCard and access license must be purchased for an one-time price of \$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 and should not be shared with other users.**

Once approved, the user(s) for the firm will be assigned a RACF ID Number for logging into the Citrix Access Gateway and CRYPTOCard. ECS will notify firms when CRYPTOCards 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 (602) 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, CRYPTOCard and access license.

ECS RECOMMENDS THAT FIRMS DO NOT DELAY PLACING ORDERS FOR CRYPTOCards TO ENSURE THEY HAVE SECURED THEIR CARDS AND HAVE TAKEN THE TIME TO TEST THE ONLINE SUBMITTAL SYSTEM PRIOR TO THE TIME THEY NEED TO SUBMIT SOQ PROPOSALS.

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*. **Use of the card by individuals other than the authorized user may result in penalties up to and including contract termination and/or disqualification from future work on ECS contracts.**

Lost or stolen CRYPTOCards must be promptly reported to the ADOT Support Desk at (602) 712-7249 so that the card can be deactivated. **Replacement cards can be requested and purchased for \$65.00 each.**

Please contact the ADOT Support Desk at (602) 712-7249 for any problems or questions related to the use of CRYPTOCards. Your RACF ID will be requested by the Support Desk to provide assistance.

Online SOQ Proposal Submittal Instructions for Firms Using a CRYPTOCARD

Before getting started with the online submittal process, be sure that:

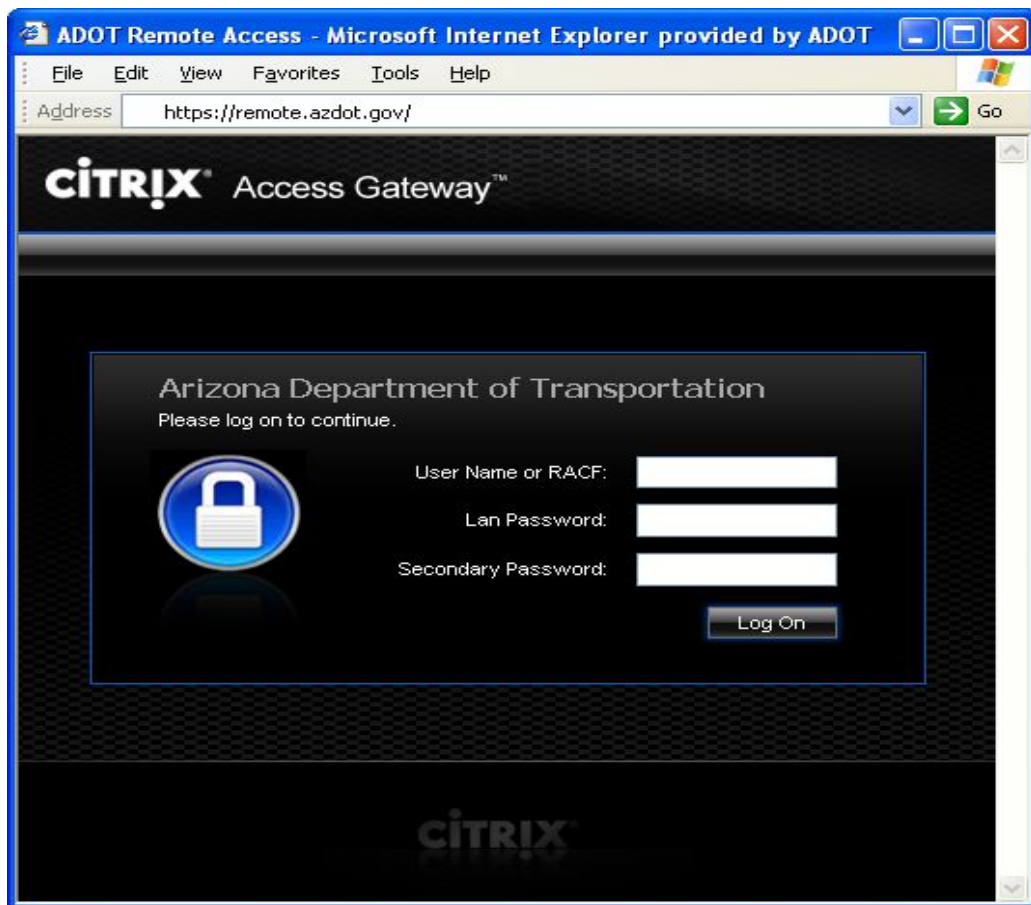
1. The firm is prequalified with ECS (visit the ECS website, <http://www.azdot.gov/Highways/ECS> to learn how to become prequalified). Allow at least 7-10 business days for processing and approval of Prequalification Application before the firm can submit SOQ proposals.

2. All subconsultants to be used on the project are listed in the eCMS database by clicking on the “Add Subconsultants” link of the Consultant Information Page and browsing the Subconsultant dropdown list. If a subconsultant’s name is not in the eCMS database, contact ECS at (602) 712-7525, and allow two business days to have the subconsultant added to the system.

To submit the SOQ proposal in eCMS using the CRYPTOCARD, follow all the steps and complete all required fields. **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 the online SOQ submittal process and their functions.

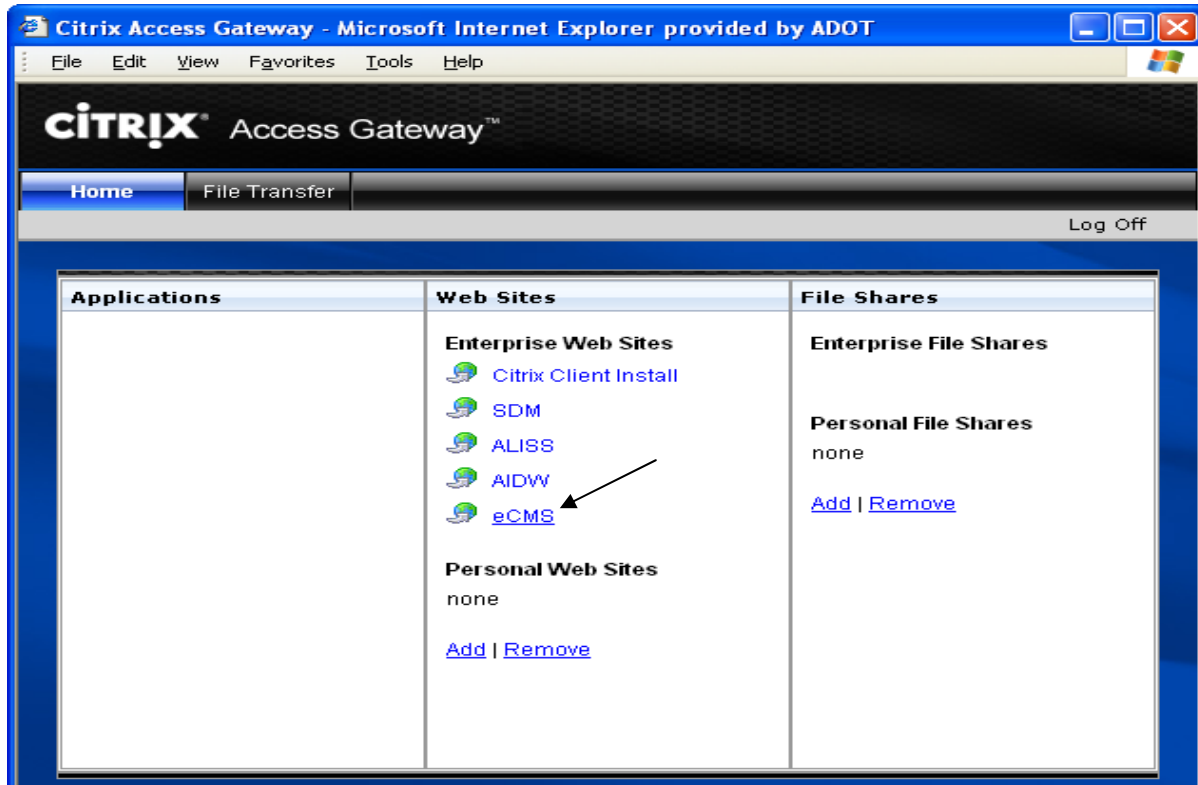
Logging On Using a CRYPTOCARD

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

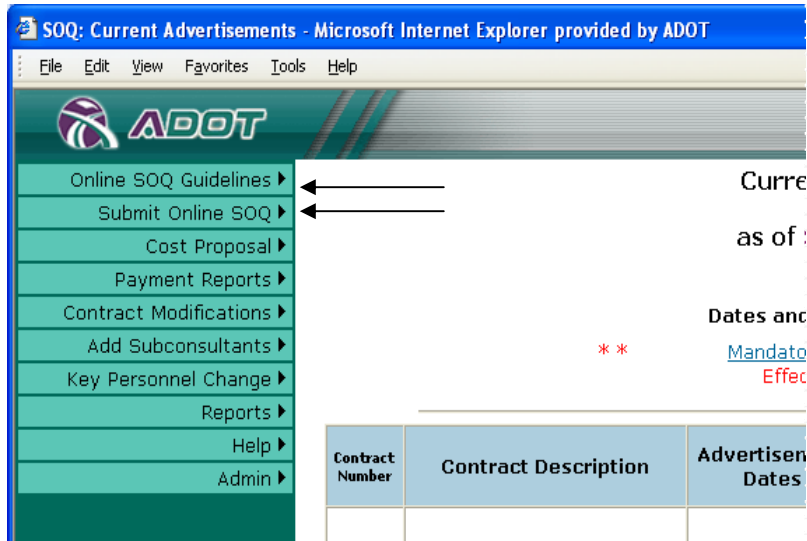


The **User Name or RACF** illustrated above is the RACF ID received with the CRYPTOCARD. The **LAN Password** is created via system prompts the first time the user accesses the Citrix Access Gateway using the remote access CRYPTOCARD. The system will prompt the user to change this password about every 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 the online SOQ submittal process 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 extensions.

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.

D - Highways Home Page Home Page :: Site Index

Current Advertisements

as of September 25, 2009

Dates and Times Subject to Change

* * **Mandatory Online SOQ Submittals** * *


Effective October 1, 2009

[Test Online Submittal Process Here](#)

Contract Number	Contract Description	Advertisement Dates	SOQ Due Date	Specialist & Project Manager	SOQ Package & Info Request
2010-003	I-10: Jct. I-19 To Empira T.I.; Feasibility Report, Environmental Overview & DCR and Environmental Study Pre-Submittal Meeting 9/15/09 @ 1 PM in the ADOT Auditorium	09/09/09 09/16/09	09/30/09	Nunez, ECS B. Khan, Pre-Design →	SOQ Package Amendment 1 Pre-Submittal Sign-in Register/Request Copy Submit SOQ Proposal
	On-Call R/W Acquisitions	Pending Pending	Pending	, ECS J. Hansher, R/W Acquisitions	
				, ECS	

Acknowledgment Page

eCMS will request that users acknowledge they have read the Guidelines & Instructions 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 the Acknowledgement Page and click the “I have fully read and understand...” box will prevent the user from proceeding with the submittal.**


eCMS Online System

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. 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

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 Web site: 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

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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 the **Consultant Firm** and **Address** fields. Users can update/correct the information in the **Contact Person, Email Address, Telephone and Fax Number** fields. If a firm's address 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.

Also be sure to check the **ADOT Certified DBE Firm** box if your firm is a certified Disadvantaged Business Enterprise (DBE).



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

File Edit View Favorites Tools Help

ADOT eCMS Online System

Welcome to The eCMS Online SOQ Submittal Form

CONSULTANT INFORMATION PAGE

CONTRACT NUMBER: 2020-045

CONTACT PERSON NAME: J. Hafner

EMAIL ADDRESS: ssoesilo@azdot.gov

CONSULTANT FIRM: JH International

ADDRESS: 9791 W. Hermosa Dr.

CITY, STATE, ZIP: Tempe, AZ, 85282-

TELEPHONE: (602)712-7249

FAX NUMBER: (602)712-7249

ADOT CERTIFIED DBE FIRM? ☐

[Add New Sub-Consultant](#)

[Add PDF SOQ Proposal Document](#)

***** PLEASE LIMIT THE FILE SIZE TO BE LESS THAN 15 MB *****

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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. Select subconsultants from the dropdown list. Be sure to add **all** subconsultants which are expected to work on the project in the subconsultants' portion of the online SOQ submittal.

Select the **Type of Work** subconsultants will be performing from the drop down list.

When adding subconsultants, be sure to check the **ADOT Certified DBE Firm** box if the firm is a certified Disadvantaged Business Enterprise (DBE) and type in the firm's DBE Certification number. **If a subconsultant's name is not in the eCMS database, contact ECS at (602) 712-7525, and allow two business days to have the subconsultant added to the system.**

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

eCMS Online System

Welcome to The eCMS Online SOQ Submittal Form

CONSULTANT INFORMATION PAGE

CONTRACT NUMBER: 2020-045
CONTACT PERSON NAME: J. Hafner
EMAIL ADDRESS: ssoesilo@azdot.gov
CONSULTANT FIRM: JH International
ADDRESS: 9791 W. Hermosa Dr.
CITY, STATE, ZIP: Tempe, AZ, 85282

SUBCONSULTANT(S):
TYPE OF WORK:
ADOT CERTIFIED DBE FIRM: ☐ DBE Cert #:

Update Cancel

[Add New Sub-Consultant](#)

[Add PDF SOQ Proposal Document](#)
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SAVE SOQ SAVE and SUBMIT FINAL SOQ

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The Subconsultant information can be edited or deleted by the user at any time until the proposal is submitted.

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

eCMS Online System

Welcome to The eCMS Online SOQ Submittal Form

CONSULTANT INFORMATION PAGE

CONTRACT NUMBER: 2020-045
CONTACT PERSON NAME: J. Hafner
EMAIL ADDRESS: ssoesilo@azdot.gov
CONSULTANT FIRM: JH International
ADDRESS: 9791 W. Hermosa Dr.
CITY, STATE, ZIP: Tempe, AZ, 85282
TELEPHONE: (602)712-7249
FAX NUMBER: (602)712-7249
ADOT CERTIFIED DBE FIRM? ☐

[Add New Sub-Consultant](#)

SubConsultant(s)	Type Of Work	ADOT Certified	
ACEC-Marsh	Research	No	Edit Delete
JH International	Electrical Engineering	No	Edit Delete
MacWord Pro	Graphics/Imaging/Scanning	No	Edit Delete

[Add PDF SOQ Proposal Document](#)
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SAVE SOQ SAVE and SUBMIT FINAL SOQ

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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 8½ 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 blank pages should not be included because they will be counted toward the page limit. Foldout pages are not allowable.
4. **Print and Font Size** – ECS strongly suggests that firms use a 10-point font or larger for the body of the proposal. The use of standard basic fonts, such as **Arial** and **Times New Roman**, found in all Microsoft software and print drivers is highly encouraged in order to avoid any formatting issues which could cause the SOQ proposal to increase the page count after it is received online by ECS. The goal is to make the document clear and legible. Proposal scores will be adversely affected if SOQs are not legible or the font size is too small to read if printed by Selection Panel members.
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 they will not be included in the page count. Extra divider sheets separating the main proposal from the attachments should not be included as this will be counted as a page.

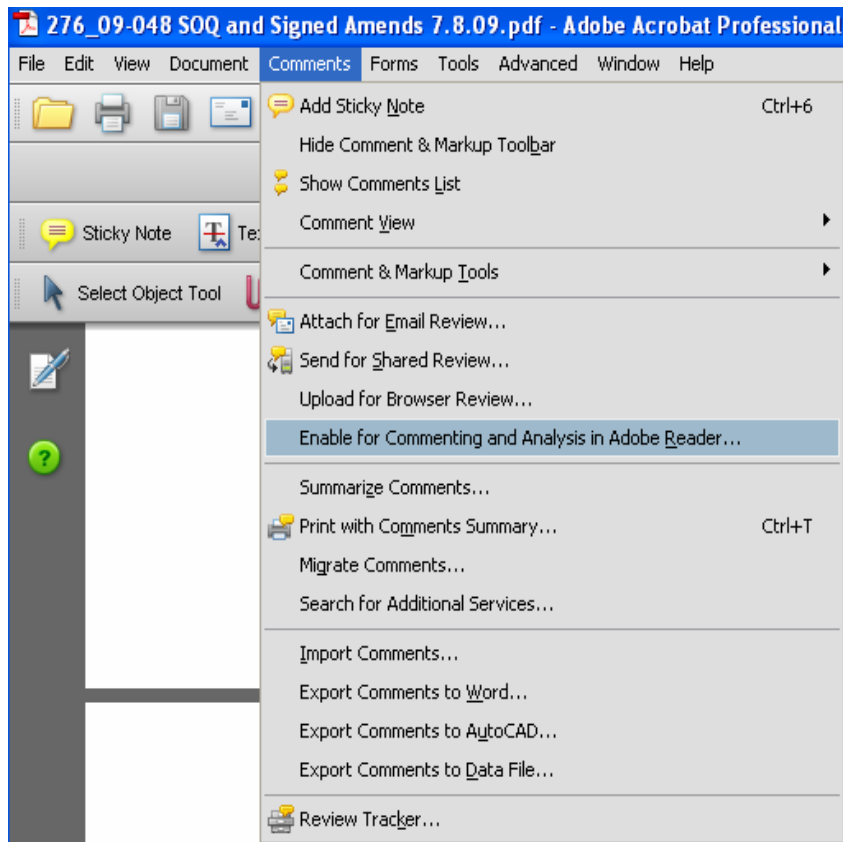
Preparing SOQ Proposal Document for Uploading

Completed SOQ proposal, including the cover letter, amendments and any other required documents stated in the SOQ Package, **must be converted to one PDF file (color or black/white)** before uploading into eCMS.

Reminder: File size of uploaded SOQ PDF documents must not exceed 15 megabytes (MB). Proposals exceeding 15MB will be rejected.

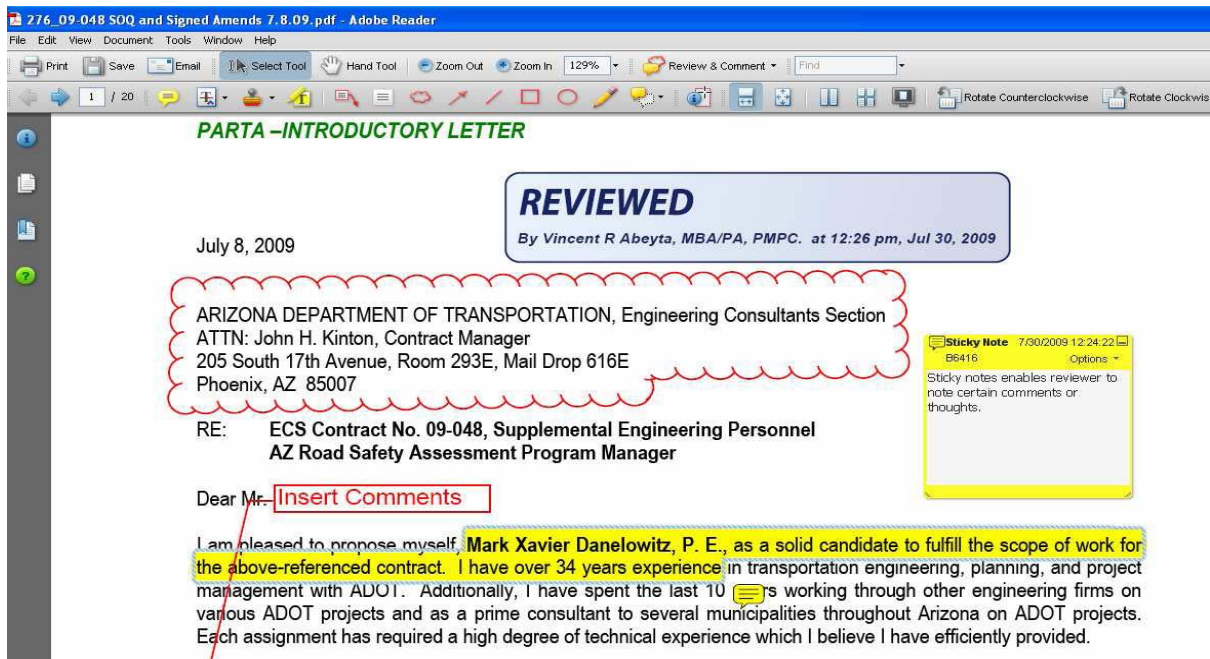
Firms are encouraged to review and print the PDF document prior to uploading to ensure that the PDF SOQ proposal document meets all SOQ format requirements and instructions and that it is completely legible if printed in black and white or color by Selection Panel members.

Selection Panel members will review and score SOQ proposal documents online. To help facilitate this review, firms are asked to enable the comment feature in the PDF SOQ proposal document before saving and uploading the file for submission to ECS. Follow the instructions below on how to enable the comment feature in the PDF document.



Using Adobe ® professional or full versions, the user can enable the document for review and commenting by:

- *Selecting Comments from the Menu tab,*
- *Moving down and selecting “Enable for Commenting and Analysis in Adobe Reader....”*



This will allow Selection Panel members to electronically review the submitted PDF document by highlighting, adding comments, or using sticky-notes, arrows, or stamps on the submitted document.

Note: This review will in no way alter the content or layout of the submitted SOQ

Uploading SOQ Proposal for Submittal

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.

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

File Edit View Favorites Tools Help

ADOT eCMS Online System

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

Welcome to The eCMS Online SOQ Submittal Form

CONSULTANT INFORMATION PAGE

CONTRACT NUMBER: 2020-045
CONTACT PERSON NAME: J. Hafner
EMAIL ADDRESS: ssoesilo@azdot.gov
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ADDRESS: 9791 W. Hermosa Dr.
CITY, STATE, ZIP: Tempe, AZ, 85282-
TELEPHONE: (602)712-7249
FAX NUMBER:
ADOT CERT:

DOCUMENT(S): Browse...
Upload PDF SOQ Document Cancel
***** PLEASE LIMIT THE FILE SIZE TO BE LESS THAN 15 MB *****

Add New Sub-Consultant

SubConsultant(s)	Type Of Work	ADOT Certified		
ACEC-Marsh	Research	No	Edit	Delete
JH International	Electrical Engineering	No	Edit	Delete
MacWord Pro	Graphics/Imaging/Scanning	No	Edit	Delete

Add PDF SOQ Proposal Document
***** PLEASE LIMIT THE FILE SIZE TO BE LESS THAN 15 MB *****

SAVE SOQ SAVE and SUBMIT FINAL SOQ

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Done Local intranet

For Supplemental Services contracts, firms can submit more than one SOQ proposal for the same advertisement. In this case only, firms may upload multiple PDF files (one per person) for the same contract advertisement. 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.**

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

File Edit View Favorites Tools Help

ADOT eCMS Online System

Welcome to The eCMS Online SOQ Submittal Form

CONSULTANT INFORMATION PAGE

UPDATE SUCCESSFUL !

CONTRACT NUMBER: 2020-045

CONTACT PERSON NAME: J. Hafner

EMAIL ADDRESS: ssoesilo@azdot.gov

CONSULTANT FIRM: JH International

ADDRESS: 9791 W. Hermosa Dr.

CITY, STATE, ZIP: Tempe, AZ, 85282-

TELEPHONE: (602)712-7249

FAX NUMBER: (602)712-7249

ADOT CERTIFIED DBE FIRM? ☐

[Add New Sub-Consultant](#)

SubConsultant(s)	Type Of Work	ADOT Certified		
ACEC-Marsh	Research	No	Edit	Delete
JH International	Electrical Engineering	No	Edit	Delete
MacWord Pro	Graphics/Imaging/Scanning	No	Edit	Delete

[Add PDF SOQ Proposal Document](#)

***** PLEASE LIMIT THE FILE SIZE TO BE LESS THAN 15 MB *****

Document Name: 12148.pdf [Delete](#) [View](#)

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Contact ADOT (http://www.azdot.gov/Index_Docs/contact_ADOT.asp)

eCMS will also provide a warning if required information is missing from the submission. **Required information include: Contact Person, Email Address, Telephone Number, Fax Number and the SOQ Proposal Document.**

ADOT eCMS Online System

Welcome to The eCMS Online SOQ Submittal Form

CONSULTANT INFORMATION PAGE

Contact Person can't be empty!
Email address can't be empty!
Telephone number can't be empty!
Fax number can't be empty!

CONSULTANT COMPANY: JH International-9791 W. Hermosa Dr.

CONTRACT NUMBER: 2020-045

CONTACT PERSON:

EMAIL ADDRESS:

CONSULTANT FIRM: JH International

ADDRESS: 9791 W. Hermosa Dr.

CITY: Tempe

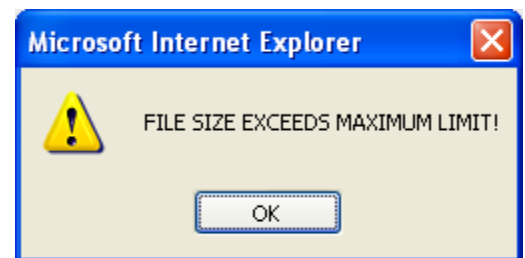
STATE: AZ

ZIP: 85282-

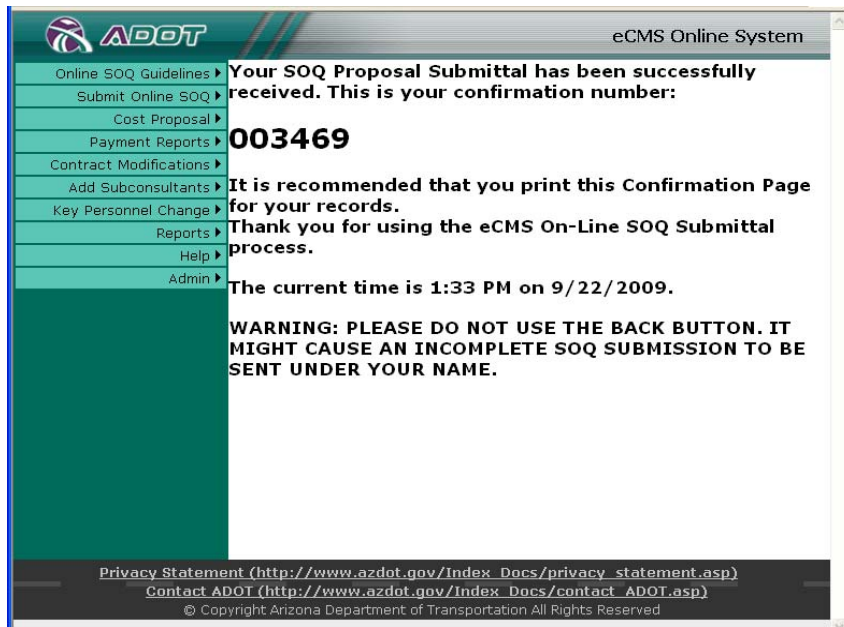
TELEPHONE:

FAX NUMBER:

ADOT CERTIFIED DBE FIRM? ☐



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 its 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.