



**Arizona Department of Transportation**  
**Intermodal Transportation Division**

206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janice K. Brewer  
Governor

John S. Halikowski  
Director

Floyd Roehrich, Jr.  
State Engineer

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**INFORMATION BULLETIN NO. 10-05**

**TO:** ADOT Project Managers  
Resident Engineers  
Consultant Engineering Firms

**FROM:** Engineering Consultants Section (ECS)

**SUBJECT:** STATEMENT OF QUALIFICATIONS (SOQ) CERTIFICATION FORM

ECS appreciates the time, effort and cost that firms invests in developing and submitting SOQ proposals. Recently, a number of SOQ proposals were rejected for not including or checking boxes on the SOQ Certification Form. Information on the form is intended to ensure that firms are aware of and in agreement with Federal, State and ECS guidelines related to the award of ECS contracts.

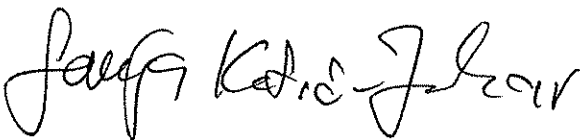
Modifications have been made to the form such that there are no longer boxes to be checked. Instead, firms are required to read all requirements, agree to adhere to and/or acknowledge that statements are true to the best of their knowledge, sign and submit the form with the SOQ proposal. **The signed SOQ Certification form must be submitted with the SOQ proposal otherwise the SOQ will be rejected.**

Please note that the specific SOQ Certification form attached to an SOQ solicitation must be submitted with that SOQ proposal, as revisions to the form may occur from time to time. **Failure to submit the correct SOQ Certification form with the SOQ proposal will also result in the SOQ being rejected.**

It is very important that firms comply with all SOQ submittal requirements. **SOQ proposals will be rejected if they vary from instructions listed in the advertised SOQ solicitation, no exceptions.**

Please contact the ECS Specialist assigned to the solicitation if you have any questions about completion and submission of the SOQ proposal during contract advertisement.

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

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