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 invest 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.