



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

Janice K. Brewer
Governor

June 7, 2011

Floyd Roehrich, Jr.
State Engineer

John S. Halikowski
Director

INFORMATION BULLETIN NO. 11-03

TO: ADOT Project Managers
Resident Engineers
and Consultant Engineering Firms

FROM: Engineering Consultants Section (ECS)

SUBJECT: **ONLINE COST PROPOSAL SUBMITTALS**

Effective July 1, 2011, Consultant firms must submit all Cost Proposals online through the Electronic Contract Management System (eCMS) for all ECS contracts selected/awarded after July 1, 2011. Hard copies of Cost Proposals will no longer be accepted after that date.

A remote access CRYPTOCARD is required for online Cost Proposal submittal. Consulting firms must order remote access CRYPTOCARDS at least 21 days in advance to receive them in time to complete cost proposals online before the submittal deadline. Instructions on how to purchase cards are available on the ECS Website at http://www.azdot.gov/highways/ecs/PDF/Request_Remote_Access_eCMS.pdf.

Several training sessions for Consultants on how to prepare and submit Cost Proposals online have been scheduled over the next few months. **A flyer with training dates is attached** and is also posted on the ECS website. Please follow the instructions on the flyer to sign-up for one of the training dates and times. Additional training sessions may be scheduled during the upcoming months, as needed.

The Online Cost Proposal Preparation Instructions & User Manual distributed at the training will be available on the ECS Website after the first training. It is very important that firms read, fully understand, and follow these guidelines before using the eCMS to submit Cost 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

Electronic Contract Management System (eCMS)

Engineering Consultant Training

Online Cost Proposal Module

SELECT ONE DATE

Tuesday, June 28, 2011

or

Tuesday, July 19, 2011

or

Wednesday, August 3, 2011

**9:30am-11:00am
(all dates)**

**ADOT Auditorium
206 S. 17th Avenue
Phoenix, AZ 85007**

Consultants selected/awarded ADOT ECS contracts will be required to use eCMS to submit Cost Proposals online for all contracts awarded after July 1, 2011.

In This Workshop, Participants Will Learn About:

- ◆ New Cost Proposal submittal guidelines
- ◆ Revised Cost Proposal negotiation process
- ◆ Online forms and back-up documentation to be submitted with online Cost Proposal
- ◆ How to access eCMS to submit online Cost Proposal
- ◆ How to enter Consultant wage classifications, hours, labor activities and overhead
- ◆ How to enter Subconsultant wage classifications, hours, labor activities and overhead
- ◆ How to communicate with ADOT through the system Communication Log during the negotiations process
- ◆ How to make changes and resubmit Cost Proposal to ADOT during negotiations
- ◆ Have the opportunity to ask questions
- ◆ and much more....



Don't Miss It!

RSVP by emailing your:

- Name
- Firm Name
- Date you plan to attend

To
Liliana Aguilar at
laguilar@azdot.gov
Or
Call Liliana at (602)-712-4698

