Janice K. Brewer, Governor
John S. Halikowski, Director
Jennifer Toth, State Engineer
Robert Samour, Senior Deputy State Engineer, Operations
Dallas Hammit, Senior Deputy State Engineer, Development

INFORMATION BULLETIN NO. 14-01

Supersedes Info Bulletin 11-05

DATE: October 1, 2013

TO: ADOT Project Managers
Resident Engineers
Consultant Engineering Firms

FROM: Engineering Consultants Section (ECS)

SUBJECT: AZ UTRACS ONLINE VENDOR REGISTRATION

Pursuant to 49 CFR 26.11 (c) (2), the U. S. Department of Transportation (DOT) requires the Arizona Department of Transportation (ADOT) to collect demographic information on all firms who seek to work on federally-assisted contracts, including prime Consultants, Subconsultants, Disadvantaged Business Enterprises (DBEs), and Small Business Concerns (SBCs). ADOT's primary method of collecting this data is through the *Arizona Unified Transportation Registration and Certification System* (AZ UTRACS), a centralized database of companies doing business with ADOT on federally-funded projects.

Information from the AZ UTRACS assists ADOT in determining/calculating the current pool of "ready, willing and able" DBE and non-DBE firms who seek to do work on federally-assisted contracts, helps ADOT set narrowly tailored DBE contract goals, in addition to helping ADOT determine triennial DBE goals as required by the DOT.

Effective October 1, 2013, all prime Consultants submitting Statement of Qualifications (SOQ) to ECS, which are initially advertised after the afore mentioned date, shall be registered as a vendor in AZ UTRACS. Prime Consultants submitting SOQs must register or update their firm's AZ UTRACS vendor registration at https://adot.dbesystem.com . AZ UTRACS vendor registration is good for three (3) years, at which time, firms must re-register. **Noncompliance or failure of prime Consultants to include their AZ UTRACS vendor registration number in the *SOQ Proposer's Solicitation List* (Information Bulletin 14-02) shall result in the SOQ rejection.**

All Subconsultants that work on federally-assisted contracts are also strongly encouraged to register as a vendor.

For additional information regarding the AZ UTRACS vendor registration, visit https://adot.dbesystem.com or contact the Business Engagement and Compliance Office (BECO) at (602) 712-7761. If you have any questions regarding this bulletin, contact the ECS at (602) 712-7525.

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