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. 14-02

**DATE:** October 1, 2013

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

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

**SUBJECT: STATEMENT OF QUALIFICATIONS (SOQ) PROPOSER'S SOLICITATION LIST**

Pursuant to 49 CFR 26.11 (c), the U. S. Department of Transportation (DOT) requires the Arizona Department of Transportation (ADOT) to create and maintain a 'Bidders List' of all Prime consultants and Subconsultants that seek to work on federally-assisted contracts. The Bidder's list must include the Prime Consultant's name and AZ UTRACS Vendor Registration Number as well as, all Subconsultants that (1) a firm directly solicited to be a part of a specific federally-assisted contract, (2) contacted a firm expressing interest in a specific federally-assisted contract and (3), a firm ultimately proposed to work on a specific federally-assisted contract.

**Effective October 1, 2013, with new ECS contract advertisements,** all proposing prime Consultants shall submit a fully completed *SOQ Proposer's Solicitation List* with each SOQ submittal (See attached form). **Noncompliance or failure to complete and submit all items and sections by the prime Consultant on the *SOQ Proposer's Solicitation List*, (e.g., include their AZ UTRACS Vendor Registration Number), shall result in SOQ proposal rejection.**

Section V of the ECS SOQ format has been updated to include this requirement. Per SOQ Section V (SOQ Format Instructions), the SOQ submittal shall include the following required documents:

- *Introductory Letter* shall be 1st page;
- Applicable *SOQ Proposal Certification Form* shall be 2nd page; and
- Part D *SOQ Proposer's Solicitation List* shall immediately follow the Evaluation Criteria. The *SOQ Proposer's Solicitation List* is a required document but shall not count toward the SOQ page count.

Deviations from the SOQ Format Instructions shall result in SOQ proposal rejection.

If you have any questions regarding this bulletin, contact the ECS at (602) 712-7525.

Michael J. DenBleyker, P.E., LEED AP
Manager (Acting)
Engineering Consultants Section

# SOQ PROPOSER'S SOLICITATION LIST

**Contract No.: _____**

***Must be submitted with the SOQs***

In accordance with 49 CFR 26.11, ADOT is required to create and maintain a *Proposer's Solicitation List* to capture accurate data regarding the universe of DBE, non-DBE, and Small Business Concerns (**SBC**) Consultants and Subconsultants who expressed interest or were solicited to work on this contract. Proposers **must** complete the required information below. **Failure to complete this form in its entirety and submit it with the SOQ proposal shall result in rejection of the SOQ proposal.** ADOT Business Engagement and Compliance Office (**BECO**) will review this form to ensure compliance with 49 CFR 26.11. Firms may be contacted for clarification or additional information.

| Consultant Name | Contact Person | Address | Phone Number (XXX) XXX-XXXX | Email Address | AZ UTRACS Vendor Registration Number * | Select one<br>D DBE<br>N Non-DBE |
|---|---|---|---|---|---|---|
| | | | | | | |

* **Prime Consultant's failure to include their AZ UTRACS vendor registration number in this form shall result in SOQ proposal rejection.**

**List each Subconsultant that (1) your firm directly solicited to be a part of this contract, (2) contacted your firm expressing interest in this contract and (3) your firm ultimately proposes to work on this contract.**

| Subconsultant Name | Contact Person | Address | Phone Number (XXX) XXX-XXXX | Email Address | AZ UTRACS Vendor Registration Number (If available) | Identifier<br>D DBE<br>N Non-DBE<br>S SBC |
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**Copy form and add additional sheets as needed.**

**All prime Consultants are REQUIRED to register in ADOT *Arizona Unified Transportation Registration and Certification System* (AZ UTRACS). Failure to complete this form in its entirety and submit it with the SOQ proposal shall result in the rejection of the SOQ proposal.**