

INFORMATION BULLETIN NO. 16-02

DATE: June 20, 2016

TO: ADOT Project Managers
ADOT Local Public Agency Section
Resident Engineers
Consultant Engineering Firms

FROM: Engineering Consultants Section (ECS)


SUBJECT: ECS Consultant Contract Manual

In accordance with federal and state laws, the Arizona Department of Transportation is required to maintain written policies and procedures for the procurement, management and administration of engineering and design related consultant services. ADOT's Engineering Consultants Section (ECS) has developed the *ECS Consultant Contract Manual* (previously known as the *Contract Award and Administration Manual*) to provide documented procedures and guidelines that govern the administration of engineering and design related consultant contracts which are exempt from the State Procurement Code (ARS 41-2501(K)) and administered by ADOT ECS.

ECS has developed the *ECS Consultant Contract Manual* to incorporate recent updates to state and federal regulations regarding the administration and management of professional services contracts, including recent changes resulting from updates to 23 CFR Part 172. Implementation of the new *ECS Consultant Contract Manual* is effective June 20, 2016 and replaces the utilization of the *ECS Contract Award and Administration Manual*.

A copy of the *ECS Consultant Contract Manual* is available on the ADOT ECS Website.

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



Michael J. DenBleyker, P.E.
Manager
Engineering Consultants Section