

**INFORMATION BULLETIN NO. 18-01**

**DATE:** November 22, 2017

**TO:** ADOT Group Managers  
Consultant Engineering Firms

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

**SUBJECT:** 2018-2019 CONSULTANT PREQUALIFICATION

**Please note that all current 2016-2017 Consultant Pre-Qualification Applications with ADOT/ECS are scheduled to expire on December 31, 2017. Firms must be prequalified for the 2018-2019 timeframe in order to submit a Statement of Qualifications (SOQ) for ECS contracts with an SOQ due date on or after January 1, 2018.**

**Consultants currently prequalified with ADOT/ECS for the 2016-2017 period will have their Pre-Qualified status renewed automatically for 2018-2019.** Consultants will not need to re-apply, but will be required to take the following action by March 1, 2018 to maintain their "Prequalified" status:

1. Log into eCMS and review their current prequalification application information.
2. If the information in the prequalification application is true and correct, the firm shall submit a letter by email to ECS ([ECSPrequalification@azdot.gov](mailto:ECSPrequalification@azdot.gov)), on company letter head and signed by an owner/corporate officer of the firm, certifying the following:
  - a. All statements and supporting documentation contained in the application are true and correct to the best of its knowledge as of the date of the issuance of the letter and all material information necessary to identify and explain the operations of the firm are contained in the application. This certification constitutes a material representation. Any misrepresentation will be grounds for denying or revoking prequalification of the firm and for initiating action under federal and state laws concerning false statements.
  - b. The firm is familiar with and adheres to the regulations contained in FAR Part 31.
  - c. The firm shall comply with all state and federal equal opportunity and Non-discrimination requirements and conditions of employment in accordance with A.R.S. Title 41 Chapter 9, Article 4 and Executive Order No. 99-4 dated March 26, 1999.
  - d. The firm, nor its principals, has a current or pending Federal Highway Administration (FHWA) suspension or debarment action, ineligibility, voluntary exclusion or conviction, and/or civil judgement, in accordance with FHWA Order 2000.2B: FHWA Suspension and Debarment Process.
3. If any of the information in the prequalification application needs to be corrected, or information added to the prequalification application, the firm shall submit a letter, on company letter head and signed by an owner/corporate officer of the firm, documenting the required changes. The letter shall also certify the same statements noted above.

Firms which are currently pre-qualified with ADOT/ECS, but fail to submit the required letter and documentation noted above by March 1, 2018, will have their Pre-Qualification status terminated.

Consultants not currently pre-qualified with ADOT/ECS, and are interested in becoming prequalified with ADOT ECS for 2018-2019 are requested to submit their 2018-2019 Prequalification Applications online via the electronic Contract Management System (eCMS). Allow seven (7) to ten (10) business days for ECS' review and approval of the application. Consultants should plan ahead and allow sufficient time (10 business days) to have the Prequalification Application reviewed and approved by ECS prior to submission of an online SOQ proposal.

Subconsultants are not required to be pre-qualified, but are encouraged to do so.

Instructions for completing the online application, along with other helpful resources, are available on the ECS website (<http://www.azdot.gov/ECS/prequal>). Instructions can also be accessed directly from the eCMS online Prequalification application.

If you have any questions regarding the Consultant prequalification application process, email [ECSPrequalification@azdot.gov](mailto:ECSPrequalification@azdot.gov) or call the Engineering Consultants Section at (602) 712-7525.

A handwritten signature in black ink, appearing to read "Michael J. DenBleyker", is written over a horizontal line.

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