

Arizona Department of Transportation
Engineering Consultants Section

Guidelines & Instructions
for
Submitting Online Statement of Qualifications
(For Firms with No ECS Contracts)

Welcome to the Electronic Contract Management System (eCMS)

The purpose of the electronic Contract Management System (eCMS) is to provide efficient and easily accessible tools to help firms more effectively submit and view needed information to successfully conduct business with the Engineering Consultants Section (ECS) of the Arizona Department of Transportation (ADOT).

Guidelines for Online SOQ Proposal Submittal

In these guidelines, the term “firm” is defined as the consultant or company submitting the Statement of Qualifications (SOQ) proposal, whereas, the term “user” is defined as the firm’s employee submitting an online SOQ proposal on behalf of the firm.

Effective October 1, 2009, firms are required to electronically submit (SOQ) proposals for ALL consultant engineering contracts advertised by ECS. **Hard copies of SOQ proposals will no longer be accepted after that date.**

Firms must be Pre-Qualified through ECS before they can submit online SOQ proposals through eCMS. Therefore, **effective October, 1, 2009, firms will no longer be able to submit a Pre-Qualification Application with SOQ proposals. Please note that this is a change in ECS procedure.** Firms not prequalified through ECS should give themselves sufficient time (at least 7-10 business days) to submit and have their Pre-Qualification Application reviewed and approved prior to the time they want to submit an online SOQ proposal through eCMS.

System Requirements

Firms without ECS contracts will access eCMS via the internet at <http://www.azdot.gov/Highways/ECS>. eCMS has been developed to work best with Microsoft Internet Explorer, version 6 or higher. **Many consultants have also successfully submitted proposals using the Mozilla Firefox browser version 3 or higher.** ADOT cannot guarantee successful submissions from firms using other browsers and will not be responsible for the non-receipt of any SOQ proposals.

File size of uploaded SOQ PDF documents must not exceed 15 megabytes (MB). Proposals exceeding 15MB will be rejected.

Response Due Date

SOQ proposals must be submitted on or before the due date and time stated in the SOQ Package. **ECS encourages firms not to wait until the last minute to submit the SOQ proposal as the server is busiest the last two hours before an SOQ deadline and firms may be more likely to experience technical problems during that time.**

Due dates and time for online SOQ submittals is usually Monday thru Thursday, **2:00 pm Arizona time. SOQ Proposal, Amendments or any documents submitted after the due date and specified time will automatically be rejected.**

Submissions that do not follow instructions outlined in these guidelines, as well as instructions outlined in the SOQ Package will be rejected.

Note: ECS will retrieve proposals from eCMS **after** the due date; therefore, ECS will **not** notify firms of any missing information or errors related to their SOQ proposals before the due date. Furthermore, ECS staff is not permitted to delete pages or alter the contents of submitted proposals for any reason.

Normally, the SOQ due date will only be extended if the ADOT server is not operating from **12:00 noon to 2:00 pm, Arizona time, on the due date.** If a firm encounters technical problems submitting a proposal during this timeframe, contact ECS so we are aware of the problem. **If ECS confirms that the server is down during that time period, the SOQ due date will be extended to 12:00 noon on the following business day.** Please note that only firms that **Registered/Requested Copy** of an SOQ Package from the ECS website **Current Advertisements** page will be notified of the extension via email. **This due date extension is not classified as an SOQ Amendment and does not have to be included in the SOQ proposal.**

System Problems

If users have problems submitting SOQ proposals, complete the following steps:

1. Be sure you are using Microsoft Internet Explorer, version 6.0 or higher.
2. **Be sure not to click on the “Back” or “Refresh” button in the browser at anytime during the SOQ Submittal Process as this may cause the proposal not to load successfully.**
3. If that’s not the problem, call the ADOT Support Desk at (602) 712-7249 to determine if the ADOT Internet server is down.
4. If the ADOT Internet Server is down, the problem is likely being addressed and the system will be back online usually within one to two hours unless a much more serious system problem has occurred. Check often to see if the problem has been resolved.
5. **If the ADOT Internet Server is not down, there is likely a problem with the submitter’s system. Check your firm’s system, settings and firewall to determine if they are preventing uploads to eCMS.**

If you have gone through these steps and are still encountering problems, receiving error messages or need further assistance, please contact the ECS Front Desk at (602) 712-7525.

Online SOQ Proposal Submittal Instructions for Firms with No ECS Contracts

Before getting started with the online submittal process, be sure that:

1. The firm is prequalified with ECS (visit the ECS website, <http://www.azdot.gov/Highways/ECS> to learn how to become prequalified). Allow at least 7-10 business days for processing and approval of Prequalification Application before the firm can submit SOQ proposals.
2. All subconsultants to be used on the project are listed in the eCMS database by clicking on the “Add Subconsultants” link of the Consultant Information Page and browsing the Subconsultant dropdown list. If a subconsultant’s name is not in the eCMS database, please contact ECS at (602)712-7525, and allow two business days to have the subconsultant added to the system.

To submit the SOQ proposal in eCMS, follow all the steps and complete all required fields. Once submitted, the proposal can no longer be edited. **Incomplete submission (not clicking the Submit SOQ button) will cause the SOQ proposal not to be considered for review by the Selection Panel.** Below is a brief summary of the different screens in the online SOQ submittal process and their functions.

Opening Screen

Access eCMS from the ECS website location: <http://www.azdot.gov/Highways/ECS>. Select the **Current Advertisements** menu button. Be sure to download the **SOQ Package** that corresponds to the advertisement for which you wish to respond, by clicking on that link.

It is also important to **Register/Request Copy** for the same corresponding advertisement by clicking on the link and completing the form. Be sure to include an email address. This allows ECS to notify firms of any changes related to the specific advertisement, including any amendments or due date extensions.

When the user is ready to complete the online SOQ, click the **Submit SOQ Proposal** link for the advertisement for which you wish to respond.

D - Highways Home Page Home Page :: Site Index

Current Advertisements

as of September 25, 2009

Dates and Times Subject to Change

**** Mandatory Online SOQ Submittals ****

Effective October 1, 2009

[Test Online Submittal Process Here](#)

Contract Number	Contract Description	Advertisement Dates	SOQ Due Date	Specialist & Project Manager	SOQ Package & Info Request
2010-003	I10: Jct. I19 To Empiria T.I.; Feasibility Report, Environmental Overview & DCR and Environmental Study Pre-Submittal Meeting 9/15/09 @ 1 PM in the ADOT Auditorium	09/09/09 09/16/09	09/30/09	Nunez, ECS B. Khan, Pre-Design	SOQ Package Amendment 1 Pre-Submittal Sign-in Register/Request Copy Submit SOQ Proposal
	On-Call R/W Acquisitions	Pending Pending	Pending	, ECS J. Hansher, R/W Acquisitions	
				, ECS	

Acknowledgment Page

eCMS will request that users acknowledge they have read the Guidelines & Instructions for Submitting Online SOQs located on the ECS website, as well as in the Acknowledgement Page itself. Users must check the box at the bottom of the page to continue to the submittal pages. **Failure to read the Acknowledgement Page and click the “I have fully read and understand...” box will prevent the user from proceeding with the submittal.**

eCMS Online System

Arizona Department of Transportation
Engineering Consultants Section

Guidelines & Instructions for Submitting Online Statement of Qualifications Submittal
(For Firms with No ECS Contracts)

Acknowledgement Page

Welcome to the Electronic Contract Management System (eCMS)

The purpose of the Electronic Contract Management System (eCMS) is to provide efficient and easily accessible tools to help firms more effectively submit and view needed information to successfully conduct business with the Engineering Consultant Section (ECS) of the Arizona Department of Transportation (ADOT).

Guidelines for Online SOQ Proposal Submittal
In these guidelines, the term "firm" is defined as the consultant or company submitting the SOQ proposal, whereas, the term "user" is defined as the firm employee submitting an online SOQ proposal on behalf of the firm. Firms are now able to electronically submit Statement of Qualifications (SOQ) proposals for advertised engineering services through eCMS. ECS invites firms to pilot test eCMS by submitting SOQ proposals online for contracts advertised between April 15, 2009 and September 30, 2009. Both online and hard

A confirmation email will also be sent to the firm's email address that will include the submittal number along with the time and date of the submittal. If the confirmation screen does not appear or an error message is received after clicking the Submit SOQ button, contact ECS at 602.712.7525.

eCMS Remote Access
Once firms have been awarded a contract, they must apply for remote access to eCMS via the Citrix Access Gateway in order to complete the cost proposal and other required transactions vital to the successful management of the contract. Firms with no ECS contracts may also submit online SOQ proposals through the Citrix Access Gateway by purchasing a remote access CRYPTOCard for \$165.00 for each user. This will allow firms more flexibility to edit and/or view current and past SOQ proposals submitted on ECS advertised contracts.

Firms to request remote access to eCMS via the Citrix Access Gateway are available on the ECS Web site: www.azdot.gov/Highways/ECS, or call the ECS office at 602.712.7525.

I have fully read and understand the Guidelines and Instructions for Submittal of online SOQ Proposals

Privacy Statement | Contact ADOT
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Consultant Information Page

Select the firm name (and appropriate location/address from which the contract will be administered) from the **Consultant Company** dropdown list. If the firm is prequalified, the firm's contact person, address and phone number on file with ECS will automatically populate in the appropriate fields.

If the information in the **Contact Person, Email Address, Telephone Number** and **Fax Number** fields are incorrect, be sure to update them with the correct information. If the address is incorrect, check the **Consultant Firm** dropdown list and select the correct address. **If a firm's address is incorrect or needs updating, please contact ECS at (602)712-7525, and allow two business days for the information to be changed in eCMS.** If the firm name is not listed in the **Consultant Firm** dropdown list, the firm is not currently pre-qualified with ECS and needs to do so before submitting an SOQ proposal. Also be sure to check the **ADOT Certified DBE Firm** box if your firm is a certified Disadvantaged Business Enterprise (DBE).

eCMS Online System

Welcome to The eCMS Online SOQ Submittal Form

CONSULTANT INFORMATION PAGE

CONSULTANT COMPANY:

CONTRACT NUMBER: 2020-045

CONTACT PERSON:

EMAIL ADDRESS:

CONSULTANT FIRM:

ADDRESS:

CITY:

STATE:

ZIP:

TELEPHONE:

FAX NUMBER:

ADOT CERTIFIED DBE FIRM?

Adding Subconsultants

Add each subconsultant that will be part of the Project Team by clicking on **Add New Sub-Consultant** link and completing the requested information. Select subconsultants from the drop down list. Be sure to add **all** and **only those** subconsultants which are expected to work on the project in the subconsultants' portion of the online SOQ submittal.

Select the **Type of Work** subconsultants will be performing from the drop down list. Also when adding subconsultants, be sure to check the **ADOT Certified DBE Firm** box if the firm is a certified Disadvantaged Business Enterprise (DBE) and type in the firm's DBE Certification number. **If a subconsultant's name is not in the eCMS database, contact ECS at (602) 712-7525, and allow two business days to have the subconsultant added to the system.**

The screenshot shows the 'CONSULTANT INFORMATION PAGE' in the eCMS Online System. A modal window is open for adding a subconsultant. The modal contains the following fields: 'SUBCONSULTANT(S):' (a dropdown menu), 'TYPE OF WORK:' (a dropdown menu), 'ADOT CERTIFIED DBE FIRM:' (a checkbox), and 'DBE Cert #:' (a text input field). There are 'Update' and 'Cancel' buttons at the bottom of the modal. In the background, the 'Add New Sub-Consultant' link is circled in blue, and an arrow points to it from the left. Another arrow points to the 'SUBCONSULTANT(S):' dropdown in the modal.

The Subconsultant information can be edited or deleted by the user at any time until the proposal is submitted.

The screenshot shows the 'CONSULTANT INFORMATION PAGE' after a successful update. A red message 'UPDATE SUCCESSFUL!' is displayed at the top. The form fields are populated with the following information:

- CONSULTANT COMPANY: JH International-9791 W. Hermosa Dr.
- CONTRACT NUMBER: 2020-045
- CONTACT PERSON: J. Hafner
- EMAIL ADDRESS: ssoesilo@azdot.gov
- CONSULTANT FIRM: JH International
- ADDRESS: 9791 W. Hermosa Dr.
- CITY: Tempe
- STATE: AZ
- ZIP: 85282-
- TELEPHONE: (602)712-7249
- FAX NUMBER: (602)712-7249
- ADOT CERTIFIED DBE FIRM?:

Below the form is a table of subconsultants:

Sub-Consultant(s)	Type Of Work	ADOT Certified	Edit	Delete
BasePlans U.S.A.	Civil Engineering	No	Edit	Delete
DHJK	Landscape Architecture	No	Edit	Delete
JH International	ITS/FMS	No	Edit	Delete

The 'Edit' and 'Delete' links for the 'JH International' row are circled in blue, and an arrow points to them from the right. Below the table is the 'Add PDF SOQ Proposal Document' link and the 'SUBMIT SOQ' button.

SOQ Proposal Format

Complete the SOQ proposal in a standard word processing program or other application adhering to the guidelines stated below:

1. **Format** – Follow the exact format outlined in the SOQ Package for the selected advertisement in preparing the SOQ proposal. Formats for each advertisement/SOQ Package may vary.
2. **Number of Pages** – Number of pages must not exceed the page limit specified in the SOQ Package. Be sure to number the pages of the proposal beginning with the Introductory Letter/cover page and ending with the final page.
3. **Page Parameters** – A page is defined as an 8½ by 11 inch sheet, blank or printed on one side only. All proposal pages are counted from the front cover to the back cover to arrive at the maximum allowable page limit stated in the SOQ Package. All pages including covers (front and back), clear report covers, table of contents, tables, figures, maps, divider pages, etc. are counted as pages. Photographs, emblems, seals, symbols, stickers, etc. affixed to blank pages should not be included because they will be counted toward the page limit. Foldout pages are not allowable.
4. **Print and Font Size** – ECS strongly suggests that firms use a 10-point font or larger for the body of the proposal. The use of standard basic fonts, such as **Arial** and **Times New Roman**, found in all Microsoft software and print drivers is highly encouraged in order to avoid any formatting issues which could cause the SOQ proposal to increase the page count after it is received online by ECS. The goal is to make the document clear and legible. Proposal scores will be adversely affected if SOQs are not legible or the font size is too small to read if printed by Selection Panel members.
5. **Video or Multimedia Applications** – Do not include video clips or other multimedia applications. Including these media will cause the proposal to be rejected.
6. **Amendments** – Any amendments issued as part of an SOQ must be copied, signed and included in the SOQ as required, but will not be counted towards the page limit. **Amendments should be included at the end of the proposal and do not require page numbers.** Copy any amendments from the **Current Advertisements** page of the ECS website for the relevant project, sign the amendment acknowledging that it was received and append it to the end of the SOQ proposal before uploading the completed document.
7. **Attachments** – The SOQ may require attachments such as resumes but they will not be included in the page count. Extra divider sheets separating the main proposal from the attachments should not be included as this will be counted as a page.

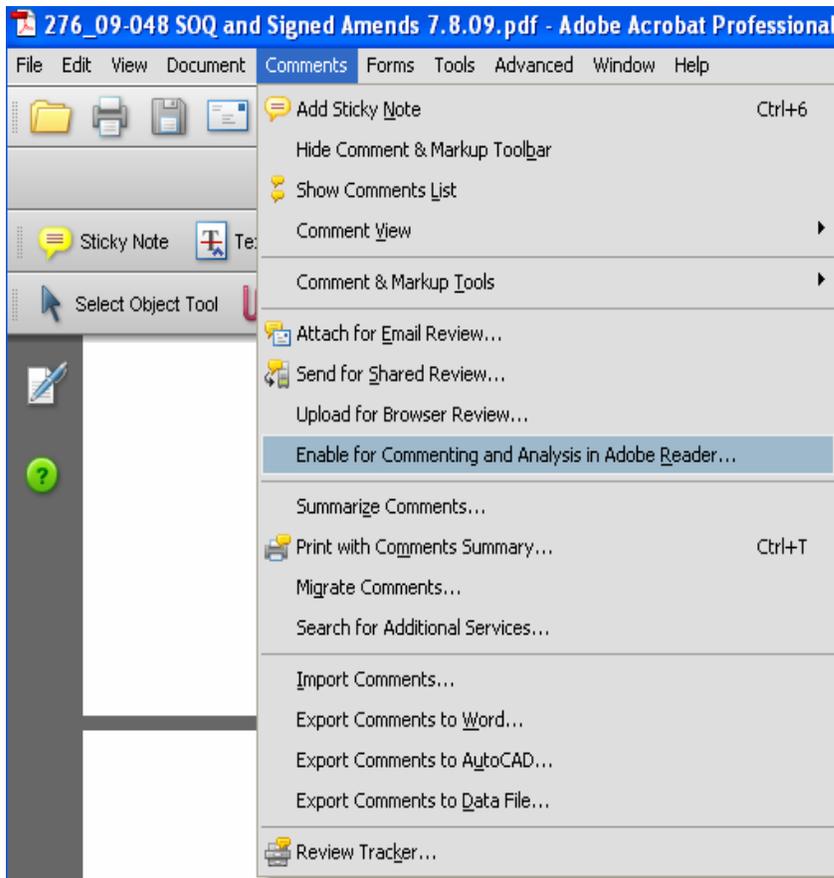
Preparing SOQ Proposal Document for Uploading

Completed SOQ proposal, including the cover letter, amendments and any other required documents stated in the SOQ Package, **must be converted to one PDF file (color or black/white)** before uploading into eCMS.

Reminder: File size of uploaded SOQ PDF documents must not exceed 15 megabytes (MB). Proposals exceeding 15MB will be rejected.

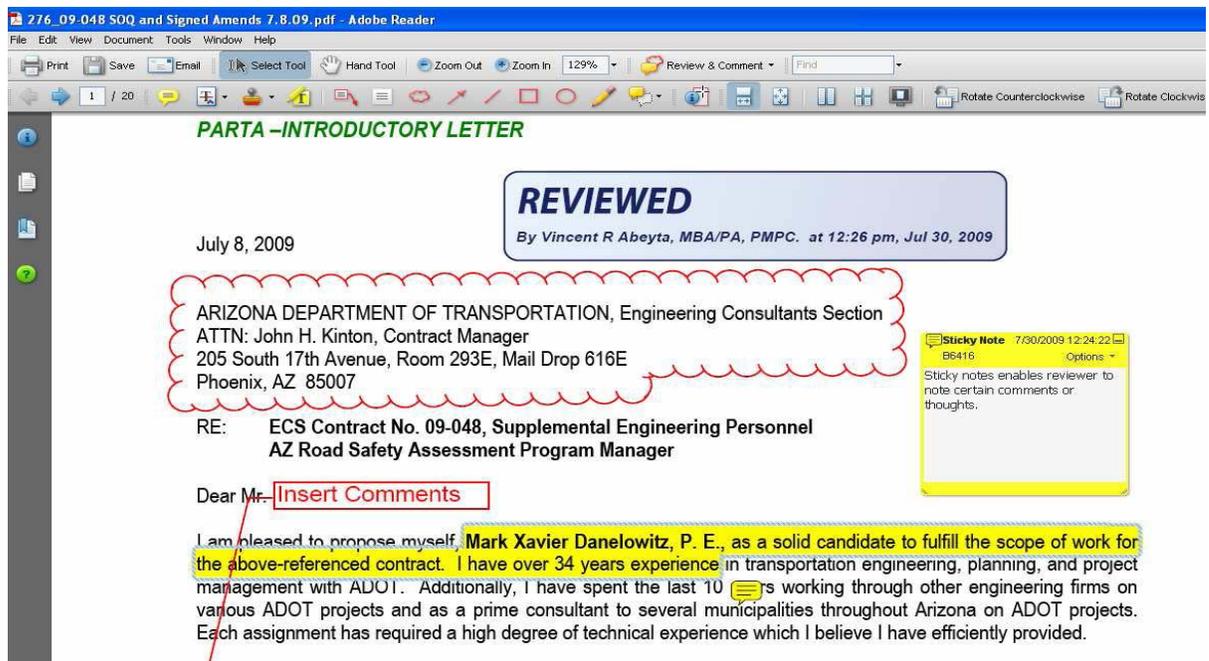
Firms are encouraged to review and print the PDF document prior to uploading to ensure that the PDF SOQ proposal document meets all SOQ format requirements and instructions and that it is completely legible if printed in black and white or color by Selection Panel members.

Selection Panel members will review and score SOQ proposal documents online. To help facilitate this review, firms are asked to enable the comment feature in the PDF SOQ proposal document before saving and uploading the file for submission to ECS. Follow the instructions below on how to enable the comment feature in the PDF document.



Using Adobe ® professional or full versions, the user can enable the document for review and commenting by:

- *Selecting Comments from the Menu tab,*
- *Moving down and selecting "Enable for Commenting and Analysis in Adobe Reader...."*



This will allow Selection Panel members to electronically review the submitted PDF document by highlighting, adding comments, or using sticky-notes, arrows, or stamps on the submitted document.

Note: This review will in no way alter the content or layout of the submitted SOQ document.

Uploading SOQ Proposal for Submittal

The PDF file containing the SOQ proposal must be uploaded into the system by clicking on the **Add PDF SOQ Proposal Document** link. Browse to locate the completed SOQ proposal on your system and click the **Upload PDF SOQ Document** button.

ADOT eCMS Online System

Welcome to The eCMS Online SOQ Submittal Form

CONSULTANT INFORMATION PAGE

CONSULTANT COMPANY:

CONTRACT NUMBER: 2020-045

CONTACT PERSON: J. Hafner

EMAIL ADDRESS: ssoesilo@azdot.gov

CONSULTANT FIRM: JH International

ADDRESS: 9791 W. Hermosa Dr.

CITY: Tempe

STATE: AZ

ZIP:

TELEPHONE:

FAX NUMBER:

ADOT CERTIFIED DBE FIRM:

DOCUMENT(S):

***** PLEASE LIMIT THE FILE SIZE TO BE LESS THAN 15 MB *****

[Add New Sub-Consultant](#)

Sub-Consultant(s)	Type Of Work	ADOT Certified		
BasePlans U.S.A.	Civil Engineering	No	Edit	Delete
DHJK	Landscape Architecture	No	Edit	Delete
JH International	ITS/FMS	No	Edit	Delete

[Add PDF SOQ Proposal Document](#)

***** PLEASE LIMIT THE FILE SIZE TO BE LESS THAN 15 MB *****

For Supplemental Services contracts, firms can submit more than one SOQ proposal for the same advertisement. In this case only, firms may upload multiple PDF files (one per person) for the same contract advertisement. All other advertisements should have just one submittal per firm.

Note: Firms are not able to edit or correct information in their submittal once the **Submit SOQ** button is clicked and the SOQ proposal has been submitted. If a firm wishes to correct a proposal, it will need to resubmit another proposal before the response due date. In that case, **ECS will forward the last SOQ proposal submitted to the Selection Panel.**

Submitting Final SOQ Proposal

To successfully submit the online SOQ proposal, the user must click on the **Submit SOQ** button. **Incomplete submission (not clicking the Submit SOQ button) will cause the SOQ proposal not to be considered for review by the Selection Panel.**

eCMS Online System

Welcome to The eCMS Online SOQ Submittal Form

CONSULTANT INFORMATION PAGE

UPDATE SUCCESSFUL !

CONSULTANT COMPANY:

CONTRACT NUMBER:

CONTACT PERSON:

EMAIL ADDRESS:

CONSULTANT FIRM:

ADDRESS:

CITY:

STATE:

ZIP:

TELEPHONE:

FAX NUMBER:

ADOT CERTIFIED DBE FIRM?

[Add New Sub-Consultant](#)

Sub-Consultant(s)	Type Of Work	ADOT Certified		
BasePlans U.S.A.	Civil Engineering	No	Edit	Delete
DHJK	Landscape Architecture	No	Edit	Delete
JH International	ITS/FMS	No	Edit	Delete

[Add PDF SOQ Proposal Document](#)

***** PLEASE LIMIT THE FILE SIZE TO BE LESS THAN 15 MB *****

Document Name	
8154-01-0005.pdf	Delete

eCMS will also provide a warning if required information is missing from the submission. **Required information includes: Contact Person, Email Address, Consultant Name, Address (all fields), Telephone Number, Fax Number and the SOQ Proposal Document.**

eCMS Online System

Welcome to The eCMS Online SOQ Submittal Form

CONSULTANT INFORMATION PAGE

Contact Person can't be empty!
 Email address can't be empty!
 Telephone number can't be empty!
 Fax number can't be empty!

CONSULTANT COMPANY:

CONTRACT NUMBER:

CONTACT PERSON:

EMAIL ADDRESS:

CONSULTANT FIRM:

ADDRESS:

CITY:

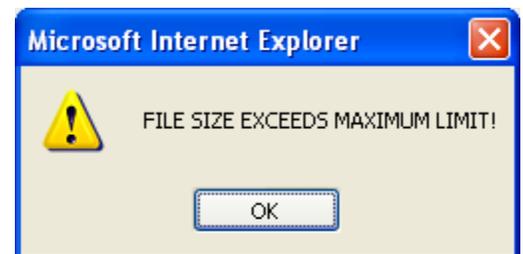
STATE:

ZIP:

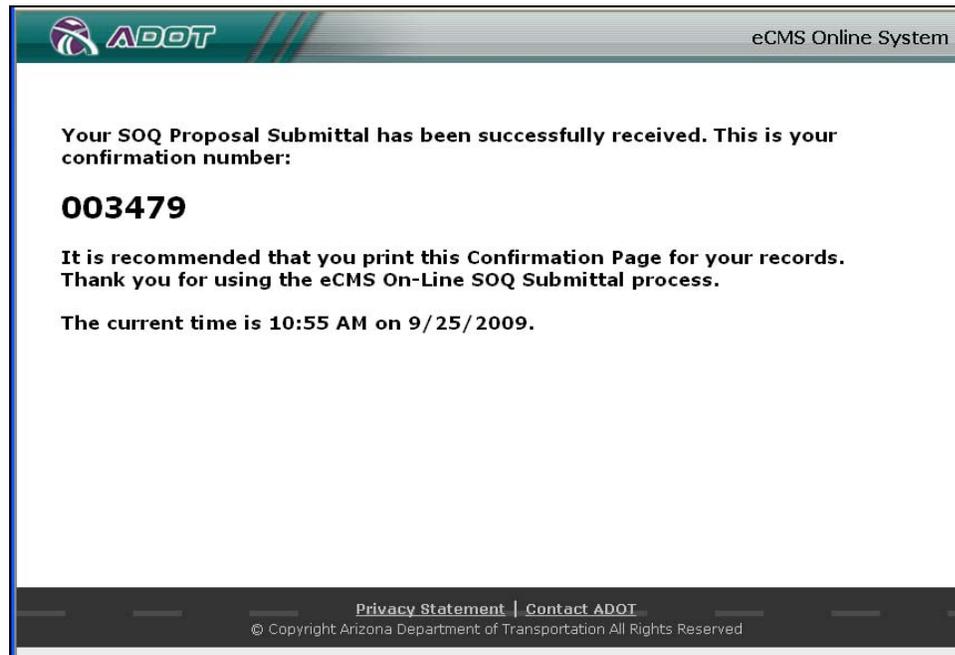
TELEPHONE:

FAX NUMBER:

ADOT CERTIFIED DBE FIRM?



When the SOQ proposal has been successfully submitted through eCMS, a confirmation screen will appear with a submittal number. It is recommended that the firm/user print this screen for its records by using the screen print feature on their computer or by simply using the **File - Print** menu option.



A confirmation email will also be sent to the firm's email address that will include the submittal number along with the time and date of the submittal. If the confirmation screen does not appear or an error message is received after clicking the **Submit SOQ** button, contact ECS at (602)712-7525.

eCMS Remote Access

Once firms have been awarded a contract, they must apply for remote access to eCMS via the Citrix Access Gateway in order to complete the cost proposal and other required transactions vital to the successful management of the contract. Prequalified firms with no ECS contracts may also submit online SOQ proposals through the Citrix Access Gateway by purchasing a remote access CRYPTOCard for a one-time fee of \$165.00 for each user. This allows firms more flexibility to edit and/or view current and past SOQ proposals submitted on ECS advertised contracts. **In the future, firms will also be able to view debriefing information for contracts submitted using the CRYPTOCard.**

Forms to request remote access to eCMS via the Citrix Access Gateway are available on the ECS website: www.azdot.gov/Highways/ECS, or call the ECS office at (602) 712-7525.