ADOT

Engineering Consultants Section

2020-2021 Prequalification Preparation Checklists

General Information
Consultants are required to complete this table including but not limited to the following items:
☐ Legal Name of Firm and the year established. Note: The Firm name must match the Firm name on file with the Arizona Corporation Commission. All businesses must be in Good Standing with the Arizona Corporation Commission to do work with ADOT. Go to Arizona Corporation Commission to confirm the Status for your organization.
☐ Indicate if the Consultant is an Arizona-Owned Firm or an Out-of-State Owned Firm.
☐ Indicate if the Consultant is an AZ-Certified Disadvantaged Business Enterprise (DBE). The DBE Certification # should be provided. Recent DBE's did not receive a DBE Certification number and should enter N/A. Note: The Business Engagement and Compliance Office (BECO) determine DBE eligibility. To learn more, go to: https://azdot.gov/business/business-engagement-and-compliance#
☐ Provide the ADOT UTRACS Registration number. Go to https://utracs.azdot.gov/AzUtracsRegistration to register or search for your UTRACS number. For questions about UTRACS, call the BECO main desk at (602)712-7761. Failure to provide a UTRACS number will cause your Prequalification Application to be rejected until the number is provided. (ECS personnel do NOT have information about UTRACS).
☐ Indicate the Type of ownership (corporation, partnership, sole proprietorship or limited liability company) and Federal tax ID number.
☐ Indicate if the firm is an AZ-Certified Small Business Enterprise (SBE) and enter the SBE certification number.
☐ Confirm if the Consultant was prequalified with ADOT/ECS in the last prequalification timeframe (1/1/18-12/31/19)?
☐ Indicate if the Consultant has ever been denied or disqualified in the past. If yes, explain.
☐ Indicate if the Consultant has ever been prequalified under a different name? If yes, explain.
☐ Indicate if the Consultant has conducted business under different name(s) in the last five (5) years? If yes, provide details and be prepared to disclose previous name(s) that have been used, the year the Name Change became effective and provide a DUNS number where applicable.
☐ Indicate how many years the Consultant has been doing business under the current name?
☐ The General Information tab has two subsections which must also be completed: 1. **Contact information** – Provide a minimum of one contact for each of the following contact types: the Owner/Principal, an Officer, a Primary Firm contact, an authorized SOQ Signer, the Prequalification Submitter, and the Fiscal Officer. Provide the Title, Phone Number, and Email address for each contact. You may select more than one contact for each contact type if desired. Only the Primary Contact will receive notifications.   2. **Address information** – Confirm that every location is accurately listed. Specify the number of employees, the DUNS # if applicable, and indicate if the location is a primary location.

Technical Capabilities
The Consultant is required to demonstrate the technic l qualifications and experience to perform Architectural and/or Engineering (A/E) services by entering the following information:
☐ Indicate the number of years of experience as a Consultant
☐ Indicate the number of years of experience as a Subconsultant

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Engineering Consultants Section

☐	Provide the total number of professional staff licensed in AZ
☐	Indicate the number of fulltime personnel employed in AZ
☐	Indicate the number of fulltime personnel Total

This tab comprises of two subsections:

Technical Services Section - Consultants to disclose the following information:

☐	Type of services the Consultant is qualified to provide
☐	Total number of Arizona employees in discipline
☐	Average number of years of staff professional experience
☐	Number of years Consultant has provided those services
☐	List of Subconsultant(s) used in the discipline
☐	List of entities for which Consultant currently provides this type of work (including ADOT)

Projects Section - Consultants to disclose the following information:

☐	List major projects completed as a Consultant in the past five (5) years
☐	Include the largest projects completed for any public agency
☐	If project was an ADOT project, list the contract number and contract amount
☐	List the percent of work completed by the Consultant
☐	Indicate the role the firm played (Consultant or Subconsultant)
☐	Provide references with phone numbers
☐	Describe the overall scope of work associated with this project
☐	Describe your firm role, contracted scope of work , and status of this project

Licenses & Registration Tab

This tab comprises of two subsections:

List the Firm's Available Licenses

☐	AZ Board of Technical Registration (BTR)
☐	AZ Real Estate License (RE)
☐	AZ Contractor License (C)

If no required licenses are appropriate for your firm's type of work, please make note of this fact in the Comments field on the final Submittal page. Otherwise, your application may be declined.

Employee Licenses for ALL Key Personnel

☐	Identify Technical Service Type

☐	Provide the Registration/License Type
☐	Provide the Registration/License Number
☐	Provide the Years of Experience
Financial Information Tab	
☐	Provide the Consultant's Fiscal year end date
☐	Provide the desired Monthly Payment Progress Report (PPR)/Invoice Due Date. In the near future, ECS will require firms to send PPR's on the date specified each month.
☐	Provide Annual A/E Service Revenue for the past five (5) fiscal years (2019, 2018, 2017, 2016, and 2015) An estimate is ok the current fiscal year, but mention that it is an estimate in the comments field.
☐	Provide Annual net income for the past five (5) years (2019, 2018, 2017, 2016, and 2015) An estimate is ok for the current fiscal year, but mention that it is an estimate in the comments field.
☐	Consultants pursuing contracts utilizing overhead-based compensation types will provide information confirming the Consultant has a compliant accounting system in accordance with GAAP, Far Part 31, CAS OR the firm can indicate it is willing to get a compliant accounting system within 6 months of contract award. Overhead based compensation is generally used for Cost Plus Fixed Fee (CPFF) and/or Lump Sum (LS) type contracts. Consultants utilizing Specific Rate and/or Cost per Unit Work compensation types only will not have to answer questions about a compliant accounting system.
Required Attachments	
☐	Provide a Transmittal Letter
☐	Provide an Affirmative Action/Disadvantaged Business Enterprises
☐	Provide an Organizational Structure Chart
☐	Provide recent Financial Statements