

Arizona Department of Transportation

ENGINEERING CONSULTANTS SECTION

Guidelines for Submitting Online Statement of Qualifications

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.

Firms must be Pre-Qualified through ECS before they can submit online SOQ proposals through eCMS. 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.

Firms will access eCMS through [ECS website](#). eCMS has been developed to work best with Microsoft Internet Explorer, version 8 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.

Files size of uploaded SOQ pdf. documents must not exceed 15 megabytes (MB). Proposal exceeding 15MB will be rejected.

SOQ proposals must be submitted on or before the due date and time stated in the RFQ 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.

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 RFQ 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 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.

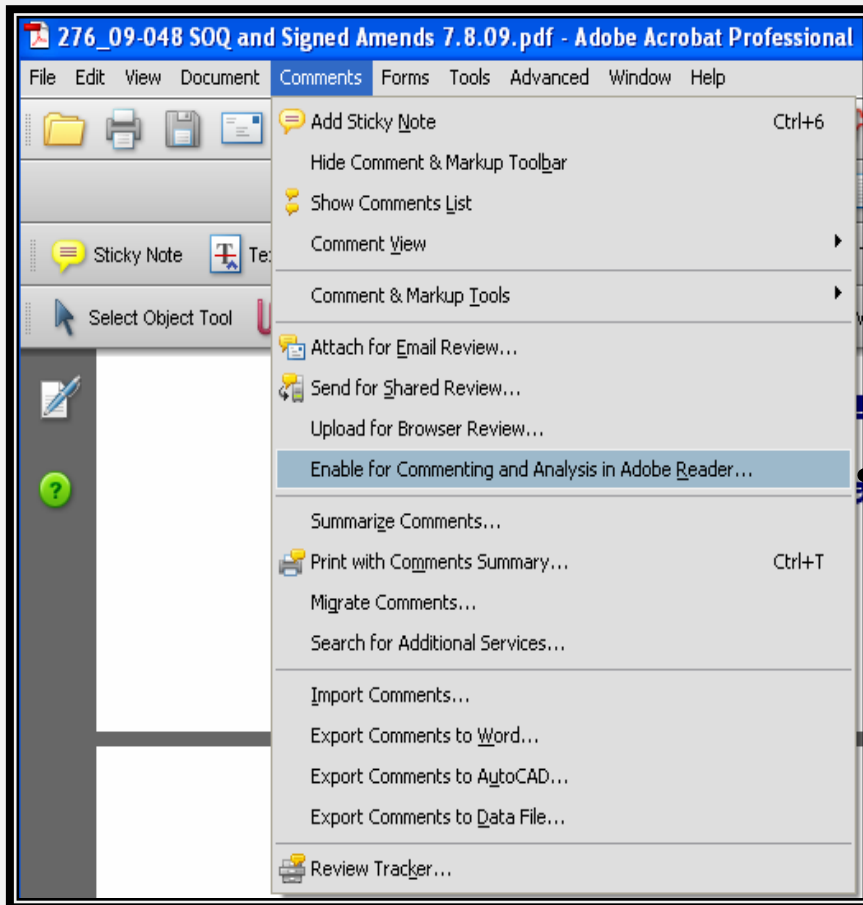
All subconsultants to be used on the project are listed in the eCMS database and firm can check this by checking Current Subconsultants List on the [ECS Website](#). If a Subconsultants name is not in the eCMS database, please email your request to ECS (E2@azdot.gov), and allow two business days to have the subconsultant added to the system.

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.

SOQ Proposal Format

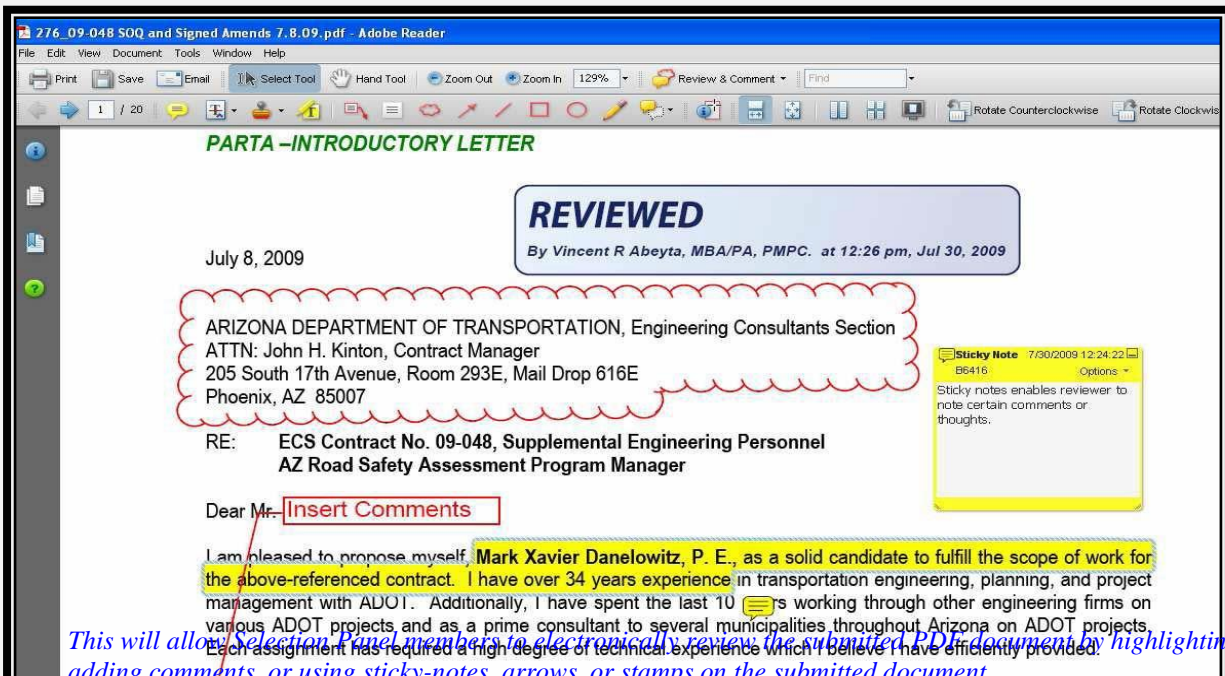
Complete the SOQ proposal in a standard word processing program or other application adhering to the guidelines stated below:

1. **Format** – Follow the exact format outlined in the RFQ Package for the selected advertisement in preparing the SOQ proposal. Formats for each advertisement/RFQ 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 RFQ 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.
8. Completed SOQ proposal, including the cover letter, amendments and any other required documents stated in the SOQ Package, **must be converted to PDF file (color or black/white)** before uploading into eCMS.
9. 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.
10. 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.



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....”*

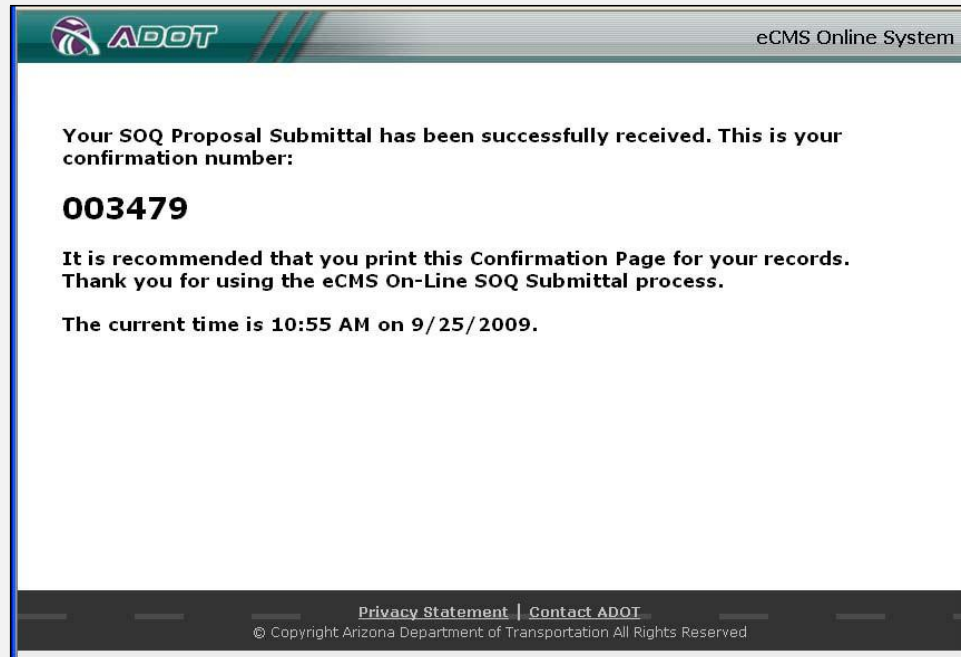


This will allow Selection Panel members to electronically review the submitted PDF document by highlighting, adding comments, or using sticky-notes, arrows, or stamps on the submitted document.

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.

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.

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.