






Engineering Consultants Section

Prequalification Application





All firms desiring to offer their services as a prime consultant for Architectural and Engineering Consultants Services for the ADOT advertised must make application for prequalification.



- Biennial year basis (2024-2025 current prequalification period)
- No submittal specific deadline
- Application online (eCMS)
- 10 Days Processing
- Subconsultants
- Disqualifications

Preparation for application

- [ECS Prequalification Page](#)
- Prequalification Application [Checklist](#)
- [AZ UTRACS](#) Vendor Registration Number
- [Arizona Corporation Commission Status](#)
- Licensing
- Establish [Access](#) to eCMS

Consultant General Information Page

Information provided will be used throughout eCMS starting with development of the [ECS consultant prequalification list.](#)

Consultant Technical Capabilities Information Page

Firms are required to select technical qualifications to perform ADOT engineering services and list **major consultant projects** completed by the firm as a prime consultant over the past 1-5 years.

Consultant Licenses & Registrations Page

ADOT requires that engineering firms and/or the principal/officer and other key personnel of the engineering firm who is responsible for an ADOT contract , be properly registered to practice in the State of Arizona.

Consultant Financial Information Page

Firms must demonstrate financial viability and the understanding and use of the components of a compliant accounting system that meets Federal Acquisition Regulations.

Prime consultants firms and subconsultants interested in or have been awarded Cost Plus Fixed Fee and Lump Sum type of contracts shall provide evidence and statement attesting that the firm has a compliant accounting system In accordance with the Generally Accepted Accounting Principles (GAAP), Federal Acquisition Regulation (FAR Part 31, applicable Cost Accounting Standards (CAS) and ADOT Cost Allowability Guidelines.

Consultant Required Attachment Page

Transmittal Letter

Affirmative Action / DBE Statement/ Policy

Financial Statements

Organizational Structure/ Chart

Consultant Submit Application Page

Final Checklist

Comments

Notification

Rejection/ Approval

Common Application Rejections

- Legal Name
- UTRACS Number
- Arizona Corporation Commission (ACC)
- Financials
- Attachments

Any questions about the approval process, please contact ECS by email at ECSPrequalification@azdot.gov.

For more resources please visit [Engineering Consultants Section](#) website.