



INTRODUCTORY LETTER

September 5, 2024

Arizona Department of Transportation
Engineering Consultants Section
205 South 17th Avenue, Mail Drop 616E

RE: STATEMENT OF QUALIFICATIONS FOR: CONTRACT NO. 2025-003 – Temporary Part-Time Project Delivery Manager(s)

Dear Members of the Selection Committee:

Expression Of Interest: Consor is pleased to submit this Statement of Qualifications (SOQ) to supply the supplemental services of Charlene Robinson, PE as a temporary part-time project delivery manager. The wealth of knowledge, understanding, and experience Charlene brings to Arizona Department of Transportation (ADOT) is clearly demonstrated throughout this SOQ and exemplifies why she is the best selection for this contract. She is very interested in being more involved and learning more about ADOT's Project Management and Project Development process.

Conсор has a solid and long-standing reputation for being an engineering firm that goes "above and beyond" to serve the needs of clients, exemplified by our 30+ years history of successful Arizona projects, providing the following benefits:

- Over 20 years of ADOT experience
- Over 50 ADOT projects
- Deep bench of resources (Over 60 staff and four Arizona offices)
- Additional staff/Project Managers available for this contract
- Project Principal Nathan Palmer, PE has 20 years of ADOT Project Delivery experience

Commitment Of Key Personnel: Consor confirms that the key personnel identified in the SOQ for Consor will be fully committed to performing their duties and services to the extent required to exceed ADOT's quality and schedule expectations upon selection for this contract. Key personnel were strategically selected because of their long-standing working relationships and strong technical expertise. We will collaborate with ADOT staff and key stakeholders to apply practical, realistic solutions to project issues and concerns.

A Seasoned Project Manager Who Understands ADOT: Charlene has served or is serving as Project Manager on contracts under the ADOT Project Development On-Call and offers exceptional relevant ADOT experience. Charlene's level of knowledge and familiarity with ADOT standards, processes, procedures, and staff is hard to match. To be awarded the opportunity to continue working with ADOT in the capacity of this contract would be the ultimate compliment.

Summary Of Key Points Of Consor's Team Qualifications:

- Charlene's expertise includes project and schedule management; development and oversight of plans, specifications, and estimates (PS&E); and successful delivery of projects on-schedule and within budget.
- Charlene is available and excited to work as a temporary part-time Project Delivery Manager (PDM) for this important contract. She is fully committed to meeting ADOT's quality and schedule expectations. Charlene will provide the highest level of responsiveness and quality for this contract because quality, responsiveness, and exceeding your expectations are what drives her.

Disadvantaged Business Enterprises (DBE): Consor is not a DBE firm.

Thank you for considering our SOQ for this contract. If you have any questions about the information presented or Charlene's qualifications, please contact Charlene directly at 520.485.2853 or at crobinson@consoreng.com.

CONSOR ENGINEERS, LLC (AZ #13871)

Charlene J. Robinson

Charlene Robinson, PE | Project (Contract) Manager
crobinson@consoreng.com | 520.485.2853
Principal Engineer

Nathan J. Palmer

Nathan Palmer, PE | Project Principal
npalmer@consoreng.com | 602.228.3714
Senior Vice President/District Manager, Arizona Transportation



Engineering Consultants Section SOQ Proposal Certifications Form – SUPPLEMENTAL SERVICE

Contract Number: 2025-003Consultant Name: Conсор Engineers, LLC

Please read the nine (9) statements below. The statements are to ensure Consultants are aware and in agreement with Federal, State and ECS guidelines related to the award of this contract. Consultants shall submit the specific Certification form attached to each SOQ advertised, as revisions to the form may occur from time to time. Failure to sign and submit the certification form specified in this SOQ with the SOQ proposal shall result in the SOQ proposal being rejected.

The signature below and submission of the SOQ by the Consultant certifies that to the best of its knowledge:

1.	The Consultant has not engaged in collusion with respect to the contract under consideration.
2.	The Consultant and/or its principals have not been suspended or debarred from doing business with any government entity.
3.	The Consultant and/or Supplemental Service individual proposed have the proper and current Arizona license(s) and registration(s) for services to be performed under this contract.
4.	The Consultant's signature on any SOQ proposal or contract constitutes an authorization to ADOT to ascertain the eligibility of the firm and its principals to enter into contract with the ADOT and with any other governmental agency.
5.	The Supplemental Service individual submitted is employed by the Consultant on the date of submittal.
6.	All information and statements written in the proposal are true and accurate and that ADOT reserves the right to investigate, as deemed appropriate, to verify information contained in proposals.
7.	The Supplemental Service individual submitted by the Consultant that is a former ADOT employee did not have or provide information that gives the Consultant a competitive advantage; and either (1) concluded their employment with ADOT at least 12 months before the SOQ due date or (2) have not made any material decisions about this project while employed by ADOT.
8.	No Federally appropriated funds have been paid or shall be paid, by or on behalf of the Consultant for the purpose of lobbying.
9.	If selected, the Consultant is committed to satisfactorily carry out the Consultant's commitments as detailed in the contract and its SOQ proposal.

I hereby certify that I have read and agree to adhere to the nine (9) statements above and/or that the statements are true to the best of my knowledge as a condition of award of this contract (must be signed by a Principal or Officer of the Consultant).

Print Name: Nathan Palmer, PETitle: Senior Vice President/District Manager, Arizona TransportationSignature: *Nathan J. Palmer*Date: September 5, 2024



Engineering Consultants Section

ADOT Project Involvement Disclosure Statement – SUPPLEMENTAL SERVICE

Supplemental Service personnel proposed in an SOQ must disclose on this form **ALL** work he/she is currently performing (or anticipate performing) under any contractual agreements (listed in a submitted SOQ, in negotiations and/or executed contracts) with ADOT. This disclosure includes contracts awarded and/or executed through the Engineering Consultants Section, Procurement Group, Multi-Modal Planning Division or other ADOT Groups or Divisions.

THIS FORM MUST BE COMPLETED AND SIGNED FOR ALL SUPPLEMENTAL SERVICES CONTRACTS EVEN IF NO WORK IS CURRENTLY BEING PERFORMED, OR IS ANTICIPATED TO BE PERFORMED, BY THE PROPOSED SUPPLEMENTAL SERVICES PERSONNEL ON OTHER ADOT CONTRACTS. This form **shall** be submitted on the SOQ shall be rejected.

Consultant Name: Conzor Engineers, LLC Contract Number: 2025-003
 Proposed Supplemental Service Personnel Name: Charlene J. Robinson, PE, MBA
 % of time available to work on the proposed contract: 60%

No.	ADOT Section	Contract or Agreement Number	Detailed Description of Proposed Supplemental Service Personnel's Role in Project	Average Number of Hours per Week Working on Project	Anticipated Completion Date of Work
1.	Project Management Group	2022-006.03	ADOT Project Development On-Call Project/Contract Manager	5 hours per week	June 30, 2025
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

(Add additional sheets, as needed)

I hereby certify the above to be true to the best of my knowledge (must be signed by Proposed Supplemental Services Personnel and a Principal or Officer of the firm).

Charlene J. Robinson, PE, MBA
 Proposed Supplemental Service Name
Charlene J. Robinson
 Signature
September 5, 2024
 Date

Nathan Palmer, PE
 Principal or Officer of Firm Name
Nathan J. Palmer
 Signature
September 5, 2024
 Date



**ARIZONA DEPARTMENT OF TRANSPORTATION
ENGINEERING CONSULTANTS SECTION
PARTICIPATION IN BOYCOTT OF ISRAEL - CONSULTANT CERTIFICATION FORM
ADOT ECS Contract No.: 2025-003**

This Certification is required in response to legislation enacted to prohibit the State from contracting with companies currently engaged in a boycott of Israel. To ensure compliance with A.R.S. §35-393, this form must be completed and returned with any response to a solicitation (SOQ), Contract Cost Proposals, and Contract Time Extensions. The Consultant understands that this response will become public record and may be subject to public inspection.

Please note that if any of the following apply to this Solicitation, Contract, or Contractor, then the Offeror shall select the "Exempt Solicitation, Contract, or Contractor" option below:

- The Solicitation or Contract has an estimated value of less than \$100,000;
- Contractor is a sole proprietorship;
- Contractor has fewer than ten (10) employees; OR
- Contractor is a non-profit organization.

Pursuant to A.R.S. §35-393.01, public entities are prohibited from entering into contracts "unless the contract includes a written certification that the company is not currently engaged in, and agrees for the duration of the contract to not engage in, a boycott of goods or services from Israel."

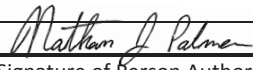
Under A.R.S. §35-393:

1. "Boycott" means engaging in a refusal to deal, terminating business activities or performing other actions that are intended to limit commercial relations with entities doing business in Israel or in territories controlled by Israel, if those actions are taken either:
 - (a) Based in part on the fact that the entity does business in Israel or in territories controlled by Israel.
 - (b) In a manner that discriminates on the basis of nationality, national origin or religion and that is not based on a valid business reason.
2. "Company" means an organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company or other entity or business association, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate, that engages in for-profit activity and that has ten or more full-time employees.
- ...
5. "Public entity" means this State, a political subdivision of this State or an agency, board, commission or department of this State or a political subdivision of this State.

The certification below does not include boycotts prohibited by 50 United States Code Section 4842 or a regulation issued pursuant to that section. See A.R.S. §35-393.03.

In compliance with A.R.S. §§35-393 *et seq.*, all offerors must select one of the following:

- ☒ The Company submitting this Offer does not participate in, and agrees not to participate in during the term of the contract, a boycott of Israel in accordance with A.R.S. §§35-393 *et seq.* I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.
- ☐ The Company submitting this Offer does participate in a boycott of Israel as described in A.R.S. §§35-393 *et seq.*
- ☐ **Exempt Solicitation, Contract, or Contractor.**
Indicate which of the following statements applies to this Contract:
- ☐ Solicitation or Contract has an estimated value of less than \$100,000;
 - ☐ Contractor is a sole proprietorship;
 - ☐ Contractor has fewer than ten (10) employees; and/or
 - ☐ Contractor is a non-profit organization.

Consor Engineers, LLC				
Company Name			Signature of Person Authorized to Sign	
3100 N. 3rd Ave, Suite 201			Nathan Palmer, PE	
Address			Printed Name	
Phoenix	Arizona	85013	Senior Vice President	September 5, 2024
City	State	Zip	Title	Date



FORCED LABOR OF ETHNIC UYGHURS BAN Certification Form

Forced Labor of Ethnic Uyghurs Ban

Please note that if any of the following apply to the Consultant, then the Offeror shall select the "Exempt Consultant" option below:

- Consultant is a sole proprietorship;
- Consultant has fewer than ten (10) employees; OR
- Consultant is a non-profit organization.

Pursuant to A.R.S. § 35-394, the State of Arizona prohibits a public entity from entering into or renewing a contract with a company unless the contract includes written certification that the company does not use the forced labor, or any goods or services produced by the forced labor, or use any consultants, subconsultants, or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China.

Under A.R.S. §35-394:

- "Company" means an organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company or other entity or business association, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate, that engages in for-profit activity and that has ten or more full-time employees.
 - Based in part on the fact that the entity does business in Israel or in territories controlled by Israel.
 - In a manner that discriminates on the basis of nationality, national origin or religion and that is not based on a valid business reason.
- "Public entity" means this State, a political subdivision of this State or an agency, board, commission or department of this State or a political subdivision of this State.

In compliance with A.R.S. §§ 35-394 et seq., all offerors must select **one** of the following:

☒	The Company submitting this Offer does not use, and agrees not to use during the term of the contract, any of the following: • Forced labor of ethnic Uyghurs in the People's Republic of China; • Any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; or • Any Consultants, Subconsultants, or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China.
☐	The Company submitting this Offer does participate in use of Forced Uyghurs Labor as described in A.R.S. § 35-394.
☐	Exempt Consultant. Indicate which of the following statements applies to this Consultant (may be more than one): ☐ Consultant is a sole proprietorship; ☐ Consultant has fewer than ten (10) employees; and/or ☐ Consultant is a non-profit organization.

Consor Engineers, LLC

Company Name

3100 N. 3rd Ave, Suite 201

Address

Phoenix

City

Arizona

State

85013

Zip

Nathan J. Palmer

Signature of Person Authorized to Sign

Nathan Palmer, PE

Printed Name

Senior Vice President

Title



Statement of Qualifications for Charlene Robinson, PE

1. RELEVANT EXPERIENCE

To respond to ADOT's need to provide on-site consultants for supplemental temporary part-time PDM Consor proposes:



Charlene Robinson, PE, MBA (AZ PE #33452)
Master of Business Administration, Finance,
Ashford University | Bachelor of Science, Civil
Engineering, University of Arizona

Charlene has more than 33 years of engineering and project management experience working on

ADOT and other agency projects throughout the state of Arizona.

Through this experience Charlene has a thorough understanding of ADOT's processes and requirements and has successfully delivered many multi-discipline projects on time and within budget. She is an exemplary collaborator and communicator, and maintains excellent working relationships with ADOT and other agency staff and key stakeholders.

Although Charlene has never served as a PDM for ADOT, Charlene understands the following tasks are necessary to successfully deliver each project:

- Prior to awarding a project to a consultant there are steps involved in getting project approval by the Project Review Board (PRB). The abbreviated steps include:
 - » Having a comprehensive understanding of the project scope, goals, needs, and budget constraints.
 - » Preparing the Project Framework Form. Coordinate with the various ADOT disciplines for scope elements, schedule, budget, and estimates (Design Itemized Cost Estimate (DICE) and Consultant Hours Estimate), and identify project team.
 - » Prepare documentation for PRB and attend meeting. Prepare for and attend Priority Planning Advisory Committee (PPAC), if applicable.
 - » Ensure State Transportation Board approval.

This process is not limited to the items above; however, Charlene understands that there will be a learning curve to fully understand ADOT's process from project initiation to completion.

- Get consultant on board:
 - » Have Stakeholder Kick-off Meeting to refine scope and schedule; prepare Scope and Fee proposal for review by ADOT and then submit to ADOT ECS for contract approval and execution.
 - » Once a project is active, the Task Order Assignment Schedule Tracker (TOAST) is used for project management, tracking the schedule, and reporting.
- Serve as an extension of staff to ADOT Project Management and Contracts and Specifications (C&S) sections
- Manage and adhere to project schedules
- Coordinate to obtain clearances
- Execute Intergovernmental Governmental Agreements (IGAs) and Joint Project Agreements (JPAs)
- Oversee PS&E delivery including supporting reports/documents
- Deliver the project within scope, schedule, and budget
- Have the ability to manage multiple projects

Charlene's experience includes a wide range (scale and cost) of non-federal and federally funded projects in transportation planning and engineering; civil and bridge design; multi-modal (transit and multi-use facilities) planning and design; and traffic engineering. She has managed multi-discipline design teams in the development of planning, study, and final construction documents (PS&E) on over 45 statewide projects in accordance with the goals and objectives of the local agency, ADOT and Federal Highway Administration and their requirements. **Most of these projects included all of the activities necessary to successfully deliver a project including survey/mapping, geotechnical activities, environmental documentation and clearance, landscape architecture, temporary and permanent erosion control, right-of-way (ROW)/temporary construction easement delineation, acquisition and clearance, utility coordination, design, and clearance, multi-agency and stakeholder coordination, public outreach activities, and post-design services.**

Charlene understands that for her to be successful in the PDM role, she must:

- Work with all project team members and stakeholders to develop a concise scope and budget. Minimize/avoid scope changes/creep during project development.
- Develop a schedule with attainable milestones. Include float in case of slippage in a milestone(s) that will maintain the project end date and deliver the project on time. Identify critical path elements such as environmental documentation and surveys to obtain the environmental clearance, and any utility, railroad, and ROW issues that could impact obtaining the URR and ROW clearances.
- Coordinate with the team(s) to develop and regularly monitor a register of project risks and mitigation strategies. Act on resolving issues early in the project development.
- Monitor project budgets. Use Performance Based Practical Design (PBPD) decisions to align the design with the project budget and maximize system performance.
- Be proactive in managing every project. Develop a Project Workplan and a Project Action Item List (PAIL).
- Keep lines of communication open and honest. Communicate frequently.
- Review documents to ensure a quality and constructable project(s), and design elements that meet ADOT requirements. Have the technical acumen to know when requirements are not met.

Record of Performance

Our proposed PDM has a reputation for delivering quality projects on-time and within budget, including fast-track and emergency projects.

- Charlene's past performance experience includes project initiation, project management, status reporting, team coordination, technical design, design oversight, cost estimating, cost containment, risk management, stakeholder coordination, project scheduling, consultant contract negotiation, obtaining clearance documentation, and assisting with finalizing agency agreements.



Statement of Qualifications for Charlene Robinson, PE

Similar Roles as Required by the Contract

Charlene has not served as an ADOT PDM; however, her engineering and project management experience on past projects has allowed her to gain the knowledge and skills necessary to fulfill the PDM role. A small sample of Charlene's ADOT PM experience include (full project descriptions are located in Charlene's resume in the Appendix):

- F0557 – I-40: CA Border to Needle Mountain Road Pavement Rehabilitation Project (on an accelerated schedule)
- F0580 – US 191 – Armory Road to US 70 Pavement Rehabilitation Project (on an accelerated schedule)
- US 191: Dial Wash to Ten Ranch (Segment II, MP 91.80 to MP 94.34)
- Pedestrian Bridge and Approach Enhancements (ADOT and San Xavier District of the Tohono O'Odham Nation)
- SR 77 from Calle Concordia to Tangerine Road
- B-8 (4th Avenue) and 24th Street Intersection Improvements

- Parker – West California Avenue Traffic Enhancement
- SR 75 York Valley Pedestrian Pathway

She is currently working on T0462 – Various Streets, Town of Duncan.

Additionally, Charlene has completed several projects for agencies using federal funding and are certified to independently manage most aspects of the project development process. These projects include:

- Houghton Road Widening: Old Vail Road/ Mary Ann Cleveland Intersection to South of the UPRR Bridge (Tucson Department of Transportation (TDOT)/Pima County Department of Transportation (PCDOT))
- Valencia Road: Cardinal Avenue to Westover Avenue (PCDOT)
- Bopp Road – Sarasota Boulevard at Kinney Road Improvements (PCDOT)

These projects included all of the activities necessary to successfully deliver a project.

2. DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

Charlene has served as the PM on over 25 ADOT Projects and 30 Projects for other agencies throughout the state. She has a thorough understanding of the requirements, processes and times to deliver these projects successfully.

Charlene's role on past projects has allowed her to gain the knowledge and skills necessary to deliver bid-ready documents. She is currently the Project/Contract Manager for Consor's ADOT PDOC contract (2022-006.03) delivering bid-ready construction documents in the programmed month, and at times on accelerated schedules. She has extensive knowledge of ADOT's Project Management and Project Development Process from project inception through construction

due to the experience she has gained overseeing and managing projects under the PDOC contract. She has also performed this role on previous ADOT and other agency on-call and standalone contracts throughout her 33 years of consulting. Charlene has a comprehensive understanding of the principles of civil engineering; and is very familiar with AASHTO, FHWA, and ADOT requirements, design standards, guidelines, policies, and procedures.

Under this supplemental services contract, she is very interested in serving as an ADOT PDM to coordinate with ADOT and consultant staff to perform the necessary services to deliver projects on time and within budget. She is capable of overseeing the efforts to deliver bid-ready construction plans and their supporting documents including but not limited to roadway and pathway plans, drainage reports, geotechnical/material reports, geometric alignments, traffic, bridge, earthwork, construction phasing, encroachment permits, rights-of-way, utilities, specifications, cost estimates joint project agreements, and environmental documents. Charlene is also

very capable of managing schedules, facilitating communication of information, leading field and office reviews and comment resolution meetings, and other project delivery activities.

In addition, her role will be to collaborate with ADOT to determine the most qualified candidate to fill the PDM role for a project from a list of our staff.

Project Schedules: As a PM, Charlene develops detailed project schedules using a work breakdown structure in Microsoft Projects that defines the project tasks, agency and quality reviews, and milestones. Critical path elements are also defined so that they are carefully monitored to avoid or minimize schedule slippage. As part of ADOT's process, Charlene will coordinate with ADOT staff and the consultant to develop a realistic project schedule using scope-specific milestones listed under ADOT's Project Resource Offices 21 Milestones List. Milestones and their dates will be input into ADOT's Workfront Platform and project activities regularly monitored to be able to communicate how the project is progressing/tracking with the team and ADOT staff. Project schedules will be updated as needed and shared with the project team for the project duration. If there is slippage in a milestone submittal, Charlene will collaborate with the team to identify strategies to get the project back on track to meet other milestone dates. For multiple projects, Charlene will develop an all-encompassing schedule that reflects how project activities relates to other project activities to avoid overburdening ADOT staff and stakeholders with overlapping submittal reviews and work performed in-house.

Multiple Project Delivery: In her current PM role, Charlene is effectively managing multiple multi-discipline projects, collaborating closely with the project team and various stakeholders for timely project deliveries. She is currently managing a ADOT projects and five projects under two Construction Manager/General Contractor (CM/GC) contracts as the Transportation Lead completing all project delivery activities and meeting deliverable quality expectations and milestones. She manages the work load of several staff members



Statement of Qualifications for Charlene Robinson, PE

and subconsultants coordination to meet tight deadlines through daily emails and teams' discussions and weekly meetings. One tool that Consor finds useful for managing multiple projects is a PAIL developed for each project to track the project's progress and keep a record of all project activities. The PAIL identifies what is completed, outstanding, or requires follow up with an assigned deadline for completion and the person responsible for completing the action item. The PAIL will be closely monitored and updated by Charlene on a weekly basis and shared with ADOT staff, key stakeholders, and the project team so everyone is fully aware of the project status.

Oral and Written Communication: Charlene uses various resources to regularly communicate with agency staff, project team discipline leads, and key stakeholders to facilitate technical discussions, and engage project participants in addressing concerns and issues and identifying opportunities that result in an efficient and cost-effective project outcome. Common strategies that she has used on past projects to facilitate project communication include:

- One-on-one/face-to-face meetings
- Progress meetings
- Utility coordination meetings
- Internal coordination meetings/discipline lead meetings
- Private owner/stakeholder meetings
- Teams meetings
- Email

She also communicates and coordinate with the project team on a daily basis to offer any support to meet schedule and quality expectations when deadlines are approaching. Her communication skills also include actively listening to respond accordingly.

Interpersonal Relations with Stakeholders and Disciplines:

Similar to this contract expectation, Charlene has collaborated integrally with stakeholders and disciplines leads to complete projects on time and within budget. On past projects, she has met one-on-one with stakeholders and/or discipline leads to mitigate issues that had the potential to delay a projects schedule. She coordinates regular meetings with project team members to provide direction and assistance as needed to complete tasks and meet deadlines. For example, on her I-10 Mainline: Tangerine Road to Ina Road project, she participated in meetings with several business owners/representatives to present the planned improvements. Despite having impacts on several businesses along I-10 and the frontage road, the business owners were favorable with the design. For Pima County's federally funded Bopp Road project, she presented project information at a public meeting with over 300 attendees with favorable results. Charlene is very approachable and personable, which is beneficial for aligning stakeholders and working with various disciplines to meet project delivery deadlines.

Presentations: Charlene has prepared for and presented at several public meetings. She has not presented at ADOT's PRB or PPAC for project approval requests, but she is eager to learn the process.

Necessary technical skill to meet the requirements of the

contract: As demonstrated within this Section, Charlene is well suited for the PDM role. Her qualifications include:

- Managing and delivering more than 55 local public agency and ADOT projects with multi-discipline design teams to complete the planning and/or bid-ready documents on federally funded projects in compliance with the local agency, ADOT, and FHWA standards, guideline, and requirements. Most of these projects included all of the activities necessary to successfully deliver a project including survey/mapping, geotechnical activities, environmental documentation and clearance, landscape architecture, temporary and permanent erosion control, right-of-way/temporary construction easement delineation, acquisition and clearance, utility coordination, design, and clearance, multi-agency and stakeholder coordination, public outreach activities, and post design services.
- A comprehensive understanding of ADOT, and federal requirements, standards, and guidelines.
- Effective at communicating with Agency staff, stakeholders, and project teams for on time project delivery.
- Effective at collaborating with Agency staff, stakeholders, and project teams to identify innovation that results in cost-effective solutions to align with the available funding and client's needs.
- Coordinating closely with technical leads to ensure all technical reports, calculations, plans, specifications, and estimates are thorough and accurate.
- A willingness to learn and grow into the PDM role to be influential to ADOT's Project Management Group (PMG) and any other Group needing PDM services.
- Developing strong and lasting working relationships with clients and stakeholders to successfully complete projects.
- Understanding of how funding mechanisms impact project scopes, schedules and budgets.

Innovative Techniques in Previous Work

Innovative Techniques that Charlene has Displayed on Previous Projects include:

- Using a PAIL to monitor all project activities to ensure the project stays on track. On her current projects, such as the T0462 – Various Streets, Town of Duncan, she has a comprehensive list that identifies all project activities, due dates, and any risks that can delay a project activity. This living document is shared with the team to keep the project moving forward.
- On Consor's East Butte Avenue Bridge Replacement project, our team proposed replacing the existing bridge with a Superbox to reduce costs compared to the bridge alternative and its ease of construction by local contractors.

In her current role as a PM, Charlene's responsibilities include defining the project objectives, identifying project development needs, and delivering the project in the programmed month through effective schedule management.



Statement of Qualifications for Charlene Robinson, PE

- Utilizing Consor's senior construction management staff to review construction documents for biddability and constructability. This has helped minimize RFI's during the bidding process and plan revisions during construction on several of Consor's projects.
- On Consor's Youth Camp Road project in Peach Springs, Arizona, she suggested using a readily available limestone source to stabilize the existing soil instead of cement that would have to be trucked a long distance to the site.

Ability to Meet the Requirements

Charlene has a comprehensive understanding of the requirements for delivering bid-ready and supporting documents. She is also very capable of managing schedules, facilitating communication of information, leading field and office reviews and comment resolution meetings, and other project delivery activities. She demonstrated her ability to complete bid-ready documents on time and in coordination with ADOT PMG and C&S on the following projects to name a few (see resume for project descriptions):

- F0557 – I-40: CA Border to Needle Mountain Road Pavement Rehabilitation Project (on an accelerated schedule)
- F0580 – US 191 – Armory Road to US 70 Pavement Rehabilitation Project (on an accelerated schedule)
- US 191: Dial Wash to Ten Ranch (Segment II, MP 91.80 to MP 94.34)
- Pedestrian Bridge and Approach Enhancements (ADOT and San Xavier District of the Tohono O'Odham Nation)
- SR 77 from Calle Concordia to Tangerine Road
- B-8 (4th Avenue) and 24th Street Intersection Improvements
- Parker – West California Avenue Traffic Enhancement
- SR 75 York Valley Pedestrian Pathway

She has also **completed projects for other agencies using federal funding** and is certified to independently manage all aspects of the project development process. Projects included:

- Houghton Road Widening: Old Vail Road/ Mary Ann Cleveland Intersection to South of the UPRR Bridge (Tucson Department of Transportation (TDOT)/Pima County Department of Transportation (PCDOT))
- Valencia Road: Cardinal Avenue to Westover Avenue (PCDOT)
- Bopp Road – Sarasota Boulevard at Kinney Road Improvements (PCDOT)
- She is currently working on T0462 – Various Streets, Town of Duncan.

Complex Assignments that Charlene has Completed

As the Deputy PM for the SR 189: International Border to Grand Avenue Design-Build project, Charlene assisted with preparing the Statement of Qualifications (SOQ) and Request for Proposal (RFP) documents as ADOT's General Engineering Consultant (GEC) to contract with a design-build team to construct the SR 189 widening and two single-lane flyover ramps that connect SR 189 to I-19. She oversaw plan revisions to the original 30% plans to include in the SOQ/RFP and the final design reviews by the GEC technical leads on the structural, roadway, drainage, and traffic elements. She also prepared for and participated in public, utility, and agency meetings, and business owner meetings for driveway/turnout modifications and ROW impacts. This project was awarded a TIGER grant; therefore, it was important for the project to meet specific grant reporting requirements that Charlene assisted with.

3. KNOWLEDGE OF FEDERAL, STATE AND INDUSTRY STANDARDS

Based on Consor's previous experience with federally funded projects, we fully understand that all of these projects must follow the federal process and requirements, including the National Environmental Policy Act (NEPA), Disadvantaged Business Enterprise (DBE) requirements, Build America, Buy America (BABA) requirements, Section 404/401 permitting, Americans with Disabilities Act (ADA) requirements, contracting procedures, consultant selections, and the applicable design standards. We know that funding can come from a multitude of sources, such as the National Highway System, Highway Safety Improvement Program (HSIP), Bridge Formula Program (BFP), earmarks, and various initiatives associated with the Infrastructure Investment and Jobs Act (IIJA). Furthermore, there are often numerous agencies involved on these projects, such as FHWA, US Army Corps of Engineers, US Fish and Wildlife, Bureau of Reclamation, US Forest Service, Bureau of Land Management, State Land Department, Tribal Nations, and local cities and counties. Consor has worked on over 50 federally funded projects in Arizona with ADOT and these agencies, in both prime and subconsultant capacities, so we are acutely aware of the intricacies and challenges that many consultants face in delivering these challenging and vital projects.

In addition to the federal requirements, we have decades of experience working with ADOT and have successfully applied all of, but not limited to, the following codes, specifications, processes, standards and design guidelines, at one point or another, to our ADOT projects:

- ADOT Roadway Design Guidelines
- ADOT Bridge Design Guidelines
- ADOT Workfront Platform
- ADOT Standard Specifications and Stored Specifications
- ADOT Design Exception and Design Variance Process Guide
- ADOT Traffic Guidelines and Processes
- ADOT CAD Standards
- ADOT Drainage Manual
- ADOT Standard Drawings/Details (Construction, Structures, Signing, Pavement Marking, Signals, Lighting, ITS, etc.)
- AASHTO Policy on Geometric Design, Roadside Design Manual and Bridge Design Specifications
- Manual on Uniform Traffic Control Devices, 2009 edition (with Arizona Supplement)
- Scoping Documentation – Scoping Letters, DCRs & PAs
- Bridge Selection Reports



Statement of Qualifications for Charlene Robinson, PE

4. AVAILABILITY

Adequate Time to Commit

Charlene is well suited and committed to working as an extension of ADOT's Project Management Group.

Conzor's Area Manager, Nathan Palmer, as Project Principal has committed the firm to provide ADOT with a qualified PDM listed in this proposal and to balance the workload of the assigned PDM for contract success.

Conzor is proposing Charlene Robinson, PE for PDM consideration.

In addition, we have identified four possible candidates for future consideration should ADOT identify the need for extra part-time services.

Aaron Goslee, PE (AZ PE #76822), has more than 24 years of experience of transportation design, drainage design including waterway modeling, sewer/culvert design, and stormwater detention, trail/ pathway design, streetscape design, water main design, sanitary sewer design, and pavement markings/signage. Aaron has worked on various roadway projects including new interstate highway, highway rehabilitation, added travel lanes, intersection reconstruction, roundabout construction, and local road reconstruction and rehabilitation. He has extensive experience with multi-agency coordination and permitting (Army Corp., DNR, etc.) and works with towns, cities, and counties to provide the best product not only for the client and community using value engineering. Aaron is the manager of Consor's roadway group in Phoenix, Arizona. **He has extensive knowledge of federal, state, and local agency design standards, guidelines, rules and regulations acquired while working on transportation projects throughout Arizona and Indiana.**

Brian Jones, PE (AZ PE #58901), has 16 years of experience and is very familiar with the project development process for public work projects, from design to construction. Brian's experience allows

him to identify solutions to reduce costs, optimize the design, and maintain the schedule. Brian is committed to delivering a complete and thorough design. **Brian also possesses extensive knowledge of federal, state, and local agency design standards, guidelines, rules and regulations acquired while working on transportation projects throughout Arizona.**

David Zaleski, PE, SE (AZ PE #33249, AZ SE #32396), is an experienced senior bridge/structural engineer and project manager with over 38 years of experience and success in creating designs and engineering plans to meet established project goals and specifications. He is detail-oriented in assessing project objectives to determine the correct direction for project planning and technical drawings. **David has a long and successful career in both public works administration and in the private sector working closely with ADOT and FHWA. His experience includes bridge and roadway designs, while managing complex bridge and roadway projects, including those with Federal funding and with Federal and State guidelines, overseeing construction and maintenance.**

Denis Howe, PE (AZ PE #19584), has over 43 years of experience which includes study and design of transportation, drainage, wet utilities, roundabouts and traffic control improvement projects. He has been a project principal and/or project manager responsible for day-to-day communication with client managers and staff, project scheduling and budget conformance, and for the preparation of plans, specifications, and cost estimates. **He has a strong understanding of accepted engineering practices with responsibility for and conformance to ADOT and AASHTO standards, guidelines, rules and regulations.**

Conzor and our proposed PDM have adequate time to commit to this contract's specific tasks. Each candidate proposed is available to meet the time commitment of part-time services as requested by the contract. We have reviewed our workload and the specific project commitments and availability are identified in the table below.

Name	Availability for this Contract	Current Commitments	Time Committed
Charlene Robinson PE, MBA	60%	ADOT Town of Duncan	5%
		Hualapai Tribe CM/GC Program	25%
		Seminole Nation CM/GC Program	10%
Aaron Goslee, PE	75%	ADOT I-40: US 93 to Silver Springs Rd	10%
		ADOT I-10: 7th St – Chandler Blvd	10%
		Office Admin.	5%
Brian Jones, PE	50%	ADOT Town of Duncan	5%
		ADOT Apache County Safety Improvements	5%
		ADOT Navajo County Intersection Imp.	5%
		ADOT US 95 San Luis Medians	5%
		ADOT I-10: 7th St – Chandler Blvd	5%
		Hualapai Tribe CM/GC Program	15%
		Seminole Nation CM/GC Program	10%
David Zaleski, PE, SE	70%	Pima County Telera Street Bridge	5%
		Cochise County Bridge Assessments	25%
Denis Howe, PE	50%	ADOT Apache & Navajo Counties Safety Imp.	20%
		ADOT US 95 San Luis Medians	10%
		Pending ADOT PDOC Contracts	20%



RESUME

Statement of Qualifications for Charlene Robinson, PE

CHARLENE ROBINSON, PE, MBA | *Principal Engineer*

EXPERIENCE

33 years

EDUCATION

Master of Business
Administration, Finance,
Ashford University

Bachelor of Science, Civil
Engineering, University of
Arizona

REGISTRATION

Professional Engineer
AZ #33452 - Civil

SOFTWARE

- MicroStation
- OpenRoads

Charlene has over 33 years of engineering and project management experience. Her experience includes a wide range of non-federal and federally funded projects in transportation planning and engineering; civil and bridge design; multi-modal (transit and multi-use facilities) planning and design; and traffic engineering. She has managed multi-discipline design teams in the development of planning, study, and final construction documents (plans, special provisions, and estimates) on over 55 statewide projects in accordance with the goals and objectives of the local agency, ADOT and Federal Highway Administration and their requirements. Many of these projects involved right-of-way design and acquisition, utility coordination and design (wet and dry), multi-agency and stakeholder coordination, ADA compliance, quality control, and public outreach.

KEY PROJECT EXPERIENCE

SR 189 FROM INTERNATIONAL BORDER TO GRAND AVENUE; ADOT, Nogales, AZ; Deputy Project Manager. Charlene assisted with the preparation of the Statement of Qualifications and Request for Proposal, as ADOT's General Engineering Consultant (GEC), for ADOT to contract with a design-build team to construct the SR 189 widening to a four-lane divided roadway and two single-lane flyover ramps that connect SR 189 to I-19. Her responsibilities also included performing final design reviews on the structural, roadway, drainage, and traffic elements. She was also responsible for facilitating the final design reviews by the GEC technical leads. Charlene also assisted with utility coordination and participated in public involvement activities. Some of the challenges involved coordinating with adjacent developments for driveway/turnout modifications due to the significant terrain changes, minimizing impacts to the at-grade railroad crossing on Calle Sonora east of Old Nogales Highway, and minimizing right-of-way impacts and the use of retaining walls. Agency coordination included the City of Nogales, Santa Cruz County, Nogales/Mariposa Port of Entry, Army Corps of Engineers (ACOE), and various utility companies.

B-8 (4TH AVENUE) AND 24TH STREET INTERSECTION IMPROVEMENT; ADOT, Yuma, Arizona; Project Manager. Charlene was responsible for producing construction documents for a new right-turn lane, traffic signal and street lighting modifications, and minor utility adjustments.

SR 77 FROM CALLE CONCORDIA TO TANGERINE ROAD; ADOT, Oro Valley, Arizona; Project Manager. Charlene managed the production of construction documents to widen SR 77 (Oracle Road) from a four-lane to a six-lane divided roadway. The improvements included the addition of right-turn lanes, drainage modifications, traffic signal modifications at six major intersections, left-turn storage lane improvements, new retaining and noise walls, the widening of the existing bridge over the Canada Del Oro (CDO) wash, a new pedestrian bridge over the CDO approximately 300 ft. west of the existing bridge, construction sequencing, traffic control, signing, and pavement markings. The project elements also included geotechnical investigations of the CDO wash and hillside areas, noise analysis, and environmental clearance. Charlene's responsibilities also included utility coordination and assisting with the public involvement process. Project challenges included coordinating with adjacent developments for driveway/turnout modifications due to the significant terrain changes, minimizing right-of-way impacts, and mitigating drainage and erosion issues. Agency coordination included the Town of Oro Valley, Pima County, ACOE, FHWA, and various utility companies.



Statement of Qualifications for Charlene Robinson, PE

US 191 FROM DIAL WASH TO TEN RANCH (SEGMENT II, MP 91.80 TO MP 94.34); ADOT, Cochise and Graham Counties, Arizona; Project Manager. Charlene managed the final design of Segment II of the US 191 corridor improvement project. The project involved the design of a new parallel two-lane facility to the east of the existing roadway for northbound traffic converting the highway to a four-lane divided rural highway. Other project elements included existing culvert and pipe extensions and new drainage improvements, construction sequencing, traffic control, signing, pavement marking, geotechnical investigations, and utility coordination. A project challenge was balancing the earthwork to minimize borrow on the project. Agency coordination included the Cochise and Graham Counties, State Land, and various utility companies.

SR 75 YORK VALLEY PEDESTRIAN PATHWAY; ADOT, York Valley, AZ; Project Manager/Lead Transportation Engineer. Charlene was responsible for completing the design of approximately one mile of a 6-ft.-wide asphaltic concrete pathway on the east side of SR 75. Other project elements included geotechnical investigation and analysis, new drainage pipes, a box culvert extension, new concrete half barrier and metal handrail installation, signing, pavement markings, temporary and permanent erosion control measures, and utility and multi-jurisdictional coordination.

US 191 SAFFORD SIDEWALK PROJECT; ADOT, Safford, AZ; Project Manager/Lead Transportation Engineer. Charlene was responsible for completing final PS&E, for two miles of concrete sidewalk along the west side of US 191 between Discovery Park Boulevard and Relations Street. Project elements included new concrete driveways and curb access ramps, the installation of metal handrail, temporary erosion control measures, signing, and utility coordination, relocations, and adjustments.

SANDRA DAY O'CONNOR WALKWAY; ADOT, Duncan, Arizona; Project Manager/Lead Transportation Engineer. Charlene was responsible for completing final PS&E for 0.25-mile of concrete sidewalk, curb and gutter, and landscaping along the south side of US 70. Project elements included new concrete driveways and curb access ramps, the installation of sidewalk scuppers with a metal handrail, temporary and permanent erosion control measures, street furniture (benches, trash receptacles, and a drinking fountain), signing, and utility coordination, relocations, and adjustments.

PARKER – WEST CALIFORNIA AVENUE TRAFFIC ENHANCEMENT; ADOT, Parker, AZ; Project Manager/Lead Transportation Engineer. Charlene was responsible for completing the Project Assessment and final design to construct approximately 1,600 ft. of concrete sidewalk and curb and gutter along the west side of SR 95 Spur (California Avenue). Project elements included new concrete driveways, curb access ramps, drainage improvements (catch basins, pipes, and sidewalk scuppers), landscaping, irrigation, and street furniture (benches and trash receptacles).

PEDESTRIAN BRIDGE AND APPROACH ENHANCEMENTS; ADOT, San Xavier District of the Tohono O'odham Nation; Project Manager/Lead Transportation Engineer. Charlene was responsible for completing the final PS&E for a 443-ft. long pedestrian bridge over the Santa Cruz River and about 1,900 ft. of concrete sidewalk along the north side of San Xavier Road. Project elements included new retaining walls, curb access ramps, sidewalk scuppers, riprap, metal handrail, signing, pavement marking, temporary and permanent erosion control measures, concrete benches, street and bridge lighting, landscaping, and utility coordination.

I-10 MAINLINE: TANGERINE ROAD TO INA ROAD; ADOT, Tucson, AZ; Project Manager. Charlene managed finalizing the Design Concept Report and Stage II plans to reconstruct approximately four miles of the I-10 mainline to a 10-lane facility. The project included new and reconstructed east- and westbound frontage road alignments, reconstructing two major Traffic Interchanges – Avra Valley Road and Cortaro Road, Avra Valley Road to a four-lane facility, and Cortaro Road to a six-lane facility with four new bridge structures including one over the Union Pacific Railroad. The study also included environmental documentation in accordance with NEPA requirements, utility coordination, multi-jurisdictional coordination, and public outreach activities.

I-19 MAINLINE: SAN XAVIER ROAD TO I-10; ADOT, Tucson, Arizona; Project Manager. Charlene managed finalizing the Design Concept Report and Stage II plans to reconstruct approximately seven miles of the I-19 mainline to an eight-lane facility, constructing a new single point urban interchange (SPUI) at Drexel Road and a split diamond interchange between San Xavier Road and Los Reales Road connected by collector-distributor roads, and reconstructing the Irvington Road and Ajo Way Traffic Interchanges. The study also included environmental documentation in accordance with NEPA requirements, utility coordination, multi-jurisdictional coordination, and public outreach activities.



Statement of Qualifications for Charlene Robinson, PE

I-40: CA BORDER TO NEEDLE MOUNTAIN ROAD PAVEMENT REHABILITATION PROJECT; ADOT; Project Manager. Charlene managed the preparation of final construction documents to mill and replace the existing pavement between mileposts 0.2 and 2.4, and on the frontage road and cross road. Project elements also included replacing guardrail to be MASH-compliant and embankment curb; reconstructing the median crossover; adjusting downdrains and spillways; shoulder-buildup; installing rumble strips; replacing signs and traffic counter loops; reconstructing the barrier/railing, replacing the deck joints, sealing the deck on two bridges; and placing riprap and pavement markings. The project efforts also included survey and mapping, environmental documentation and surveys to obtain the environmental clearance, utility coordination and clearance, and obtaining the right-of-way clearance.

US 191 – ARMORY ROAD TO US 70 PAVEMENT REHABILITATION PROJECT; ADOT; Project Manager. Charlene assisted with managing the preparation of final construction documents to mill and replace the existing pavement between Armory Road and US 70. Project elements also included replacing signs, sidewalk ramps, and vehicle loop detectors; reconstructing turnouts; utility adjustments; and installing pavement markings. The project efforts also included environmental documentation and surveys to obtain the environmental clearance, utility and railroad coordination and clearance, and obtaining the right-of-way clearance.

HOUGHTON ROAD WIDENING FROM OLD VAIL ROAD/ MARY ANN CLEVELAND INTERSECTION TO SOUTH OF THE EXISTING UNION PACIFIC RAILROAD BRIDGE (UPRR); City of Tucson, AZ; Lead Transportation Engineer. Charlene was the lead transportation engineer to widen Houghton Road from a two-lane roadway to a six-lane divided facility using federal funds. The improvements included demolishing the existing deficient UPRR bridge and replacing it with twin 3-span AASHTO Type VI modified concrete girder bridges, retaining walls, drainage facilities (reinforced box culverts, pipes, and catch basins), concrete sidewalks, curb, curb access ramps, signing, pavement marking, and utility relocations. This project had to avoid expensive utility relocations for Tucson Electric Power Overhead facilities on the west side of the roadway and El Paso Natural Gas underground transmission pipes crossing Houghton Road. Additionally, the improvements had to minimize impact on State Land. Agency coordination included ADOT, Pima County, UPRR, FHWA, and various utility companies.

ALVERNON WAY AND LOS REALES ROAD INTERSECTION IMPROVEMENTS; Pima County, AZ; Project Manager. Charlene managed the preparation of construction documents to widen Los Reales Road to include exclusive left-turn lanes, 6-ft. wide bike lanes on both roadways, and a new traffic signal. Project elements included a new storm drain system, curb and gutter and curb access ramps on all four corners of the intersection, signing, and pavement markings.

VALENCIA ROAD FROM CARDINAL AVENUE TO WESTOVER AVENUE; Pima County, AZ; Project Manager. Charlene was responsible for completing a Project Assessment and finalizing the PS&E for .3 miles of roadway improvements that added a new lane for continuous right-turns, new curb and gutter, drainage improvements, bus pullouts, new 6-ft. wide concrete sidewalks and bike lanes, and new street lighting on both sides of Valencia Road. Other improvements included new concrete curb access ramps, traffic signal modifications, temporary and permanent erosion control, pavement marking, signing, landscaping, and irrigation. The project had to meet the requirements to use federal funding for construction. The design avoided expensive utility relocations for Tucson Electric Power Overhead facilities on the south side of the roadway. Additionally, the improvements had to minimize impact on adjacent privately owned land. Agency coordination included ADOT, FHWA, and various utility companies.

BOPP ROAD – SARASOTA BOULEVARD AT KINNEY ROAD IMPROVEMENTS; Pima County, AZ; Project Manager. Charlene was responsible for completing construction documents to realign Bopp Road to intersect Kinney Road at Sarasota Boulevard creating a four-legged intersection using federal funds. The improvements included a new traffic signal, drainage facilities (reinforced concrete box culverts and pipes), curb, curb access ramps and concrete landings, an asphaltic concrete path, signing, pavement marking, landscaping and irrigation, and utility coordination/ relocations. The work also involved preparing a Project Assessment and an Environmental Clearance document in conformance with federal requirements. The design avoided expensive utility relocations for Tucson Electric Power Overhead facilities, Pima County sewer lines, and Central Arizona Project (CAP) facilities. Agency coordination included ADOT, FHWA, Bureau of Land Management (BLM), and various utility companies.

From: [Kerri Ingham](#)
To: [Rana Kobie](#)
Subject: FW: Bidders List for Consor Engineers, LLC
Date: Wednesday, August 28, 2024 2:35:13 PM

Kerri Ingham

Chief Marketing Officer
+1.888.451.6822 Ext. 51017
Direct: +1.817.928.4896
Mobile: +1.817.269.9795

✓

From: ADOT Business Engagement and Compliance Office <AZUTRACS-Support@azdot.gov>
Sent: Wednesday, August 28, 2024 2:35 PM
To: Kerri Ingham <kingham@consoreng.com>
Cc: ContractorCompliance@azdot.gov
Subject: Bidders List for Consor Engineers, LLC

Consor Engineers, LLC, AZUTRACS Number: [10536](#) has submitted a Bidder/Proposer list for **2025-003** on 08/28/2024 at 1:34 PM MST (UTC - 07:00).

Consor Engineers, LLC submitted a blank bidders/proposers list. This means that they did not list any firms that they reached out to or were contacted by during the preparation of this bid/proposal. NOTE: Subbing out work is encouraged, where applicable. Under some circumstances, no subbing opportunities are available.



Engineering Consultants Section

Our True North: *Safely Home*

Katie Hobbs, Governor

Jennifer Toth, Director

Greg Byres, Deputy Director for Transportation/State Engineer

Steve Boschen, Division Director

Adam Bieniek, Group Manager

Date: August 28, 2024

TO: ALL INTERESTED PARTIES

SUBJECT: AMENDMENT NUMBER 01

REFERENCE: REQUEST FOR QUALIFICATIONS
CONTRACT NUMBER 2025-003
SUPPLEMENTAL SERVICES
PROJECT MANAGEMENT GROUP
TEMPORARY PART-TIME PROJECT DELIVERY MANAGER(S)

The following questions have been asked in reference to the above Request for Qualifications package:

Question 1: Please clarify if ADOT is only asking for the Project (Contract) Manager's resume or for resumes of all key personnel identified in the statement of qualifications (SOQ), e.g. other qualified staff discussed in our firm's responses under Relevant Experience (Evaluation Criteria 1) or Demonstrated Knowledge, Skills and Abilities (Evaluation Criteria 2)

Answer 1: Yes, ADOT is only asking for the Project (Contract) Manager's resume.

Question 2: If we are discussing qualifications of other qualified staff (not the Project/Contract Manager) in our firm's responses under Relevant Experience (Evaluation Criteria 1) or Demonstrated Knowledge, Skills and Abilities (Evaluation Criteria 2), should the "ADOT Project Involvement Disclosure Statement" form also be provided for those staff members?

Answer 2: No, Only one disclosure form for the Project (Contract) Manager is to be submitted in the SOQ.

Question 3: Can you please confirm that **only a single resume**, which is that of the Project Contract Manager, is required to be attached to the SOQ submittal?

Answer 3: Yes, ADOT is only asking for the Project (Contract) Manager's resume.

Question 4: Can you please confirm that by stating the Project Contract Manager is the only person considered as *key personnel* for this contract, that **only a single "ADOT Project Involvement Disclosure Statement"** form (page 3 of Part B of the SOQ) is required to be submitted?

Answer 4: Yes, Only one disclosure form for the Project (Contract) Manager is to be submitted in the SOQ.

Thank you,

April R Conti-Farris
April R Conti-Farris
Contract Specialist
Engineering Consultants Section

AN OFFEROR MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT BY SIGNING BELOW AND INCLUDING ALL PAGES OF THIS AMENDMENT IN THE SOQ SUBMITTAL. FAILURE TO DO SO SHALL RESULT IN REJECTION OF THE PROPOSAL.

Conсор Engineers, LLC

CONSULTANT NAME

Nathan J Palmer

SIGNATURE

* This amendment is not included in the total page count in the Statement of Qualification submittal.

CONSULTANT INFORMATION PAGES (CIP)

CONTRACT NO.: 2025-003

CONTACT PERSON: Nathan Palmer, PE

E-MAIL ADDRESS: npalmer@consoreng.com

TITLE: Senior Vice President/District Manager, Arizona Transportation

CONSULTANT FIRM: Consor Engineers, LLC

ADDRESS: 3100 N. 3rd Avenue, Suite 201

CITY, STATE, ZIP: Phoenix, AZ 85013

TELEPHONE: 602.437.2551

FAX NUMBER: N/A

UNIQUE ENTITY ID# (FROM SAM WEBSITE): L3KVABJ627S6

ADOT CERTIFIED DBE FIRM? (YES/NO) ^{No}

SUBCONSULTANT(S):	TYPE OF WORK	ADOT CERTIFIED DBE FIRM (YES/NO)

NOTE: This page is not evaluated by the Selection Panel but is used by Engineering Consultants Section for administrative purposes.

DBE GOAL ASSURANCE/DECLARATION

This Contract is Race Neutral (No DBE Goal-DBE use encouraged).

By signing below, and in order to submit an SOQ proposal and be considered to be awarded for this contract, in addition to all other pre-award requirement, the consultant/Proposer certifies that they will meet the established DBE goal or will make good faith efforts to meet the goal for the contract and that arrangements with certified DBEs have been made prior to SOQ and/or Cost Proposal submission. The proposer will meet the established DBE goal or will make good faith efforts to meet the goal on each Task Order assignment associated with the contract and that arrangements with certified DBEs have been made prior to SOQ and/or Task Order proposal submission.



Signature

September 5, 2024

Date

Nathan Palmer, PE

Printed Name

Senior Vice President/District Manager, Arizona Transportation

Title

SOQ SUBMITTAL CHECKLIST

Place a check mark on the left side of the table indicating compliance with the following items. Only include the Supplemental Services Disclosure Form listed below if the form is requested in the Request for Qualifications:

☒	SOQ is within the page limit indicated in the RFQ
☒	SOQ is combined into one PDF Document no larger than 15 MB
☒	All Amendments are Included and Signed
☒	Introduction Letter (Including all required elements/statements)
☒	SOQ Proposal Formatted According to Requirements Listed in RFQ Section IV, #11.
☒	Correct SOQ Certification List (15 pt OR 9 pt) Signed and Dated by a Principal or Officer of the Firm
☒	Completed Consultant Information Pages (CIP)(Including listing DBE firms, if applicable)
☒	DBE Goal Assurance/Goal Declaration completed (located at the top of this page)
☒	All Subconsultants & Proposed Work Type listed on CIP (Including indicating DBE firms)
☒	Any Additional Required Documents (Specific to RFQ such as Resumes for all Key Personnel named)
☒	Commenting or User Rights Feature Enabled in SOQ PDF Document
☒	Supplemental Services Disclosure Form (Required for <u>Supplemental Services</u> Type Contracts ONLY)

NOTE: This page is not evaluated by the Selection Panel but is used by Engineering Consultants Section for administrative purposes.