

INFORMATION BULLETIN NO. 20-02

DATE: December 14, 2021

TO: ADOT Project Managers
Resident Engineers
Consultant Engineering Firms

FROM: Engineering Consultants Section (ECS)

SUBJECT: 2022-2023 CONSULTANT PREQUALIFICATION

Please note that all current 2020-2021 Consultant Prequalification Applications with ADOT/ECS are scheduled to expire on December 31, 2021. The 2022-2023 Prequalification is open and available. For the 2022-2023 prequalification period, information from the 2020-2021 prequalification application will carry forward as firms start the new application. Firms must be prequalified for the 2022-2023 timeframe in order to submit a Statement of Qualifications (SOQ) for ECS contracts with an SOQ due date on or after January 1, 2022, unless otherwise stated in the individual Request for Qualifications. Consultants are required to submit their 2022-2023 Prequalification Applications online via the electronic Contract Management System (eCMS). Allow seven (7) to ten (10) business days for ECS review and approval of the application. Consultants should plan ahead and allow sufficient time (10 business days) to have the Prequalification Application reviewed and approved by ECS prior to submission of an SOQ proposal.

Subconsultants are not required to be pre-qualified, but are encouraged to do so.

Firms with remote access can access the online application from the Citrix Access Gateway. After logging on to eCMS, click on the Prequalification button on the left navigation to access and complete the eCMS online Prequalification application.

New firms or firms with no remote access must log on to the ADOT website (<https://apps.azdot.gov/websignon/logon.asp>) and complete a form to request a username and password to access the Prequalification System. After receiving a username and password via email (referred to as a Single Sign-on), the firm must return to the ECS website and use the new Single Sign-on to access and complete the online prequalification application.

Instructions for completing the online application, along with other helpful resources, are available on the ECS website <https://azdot.gov/business/engineering-consultants>. Instructions can also be accessed directly from the eCMS online Prequalification application.

If you have any questions regarding the Consultant prequalification application process, email ECSPrequalification@azdot.gov.



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