

# ARIZONA DEPARTMENT OF TRANSPORTATION

## ENGINEERING CONSULTANTS SECTION

### REQUEST FOR QUALIFICATIONS PACKAGE

CONTRACT NUMBER: 2026-021

## DOWNTOWN STREET IMPROVEMENTS; CITY OF DOUGLAS

### COCHISE COUNTY



“An Equal Opportunity Agency”

*The Arizona Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252.42 U.S.C. §§ 2000d-4) and the Americans with Disabilities Act (ADA), hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin in consideration for an award.*

*Persons that require a reasonable accommodation based on language or disability should contact ADOT's Engineering Consultants Section by phone (602) 712-7525. Requests should be made as early as possible to ensure the State has an opportunity to address the accommodation.*

*Las personas que requieran asistencia (dentro de lo razonable) ya sea por el idioma o discapacidad deben ponerse en contacto con ADOT (602) 712-7525.*

**APRIL 2026**

**REQUEST FOR QUALIFICATIONS PACKAGE**  
ADOT CONTRACT NUMBER: 2026-021  
DOWNTOWN STREET IMPROVEMENTS; CITY OF DOUGLAS  
COCHISE COUNTY  
ADOT PROJECT NUMBER: T0710 01D

**TABLE OF CONTENTS**

<b>I.</b>	PUBLIC ADVERTISEMENT
<b>II.</b>	GENERAL INSTRUCTIONS
<b>III</b>	DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
<b>IV</b>	SOQ FORMAT INSTRUCTIONS
<b>V.</b>	SOQ FORMAT AND EVALUATION CRITERIA
<b>VI.</b>	PANEL RANKING FORMS
<b>VII.</b>	DBE SOQ SUBMITTAL REQUIREMENTS AND PROGRAM INFORMATION AND FORMS
<b>VIII.</b>	NOT USED FOR THIS CONTRACT
<b>IX.</b>	LOBBYING CERTIFICATION
<b>X.</b>	PROJECT SUMMARY/REFERENCE MATERIAL AVAILABILITY
<b>XI.</b>	SOQ SUBMITTAL GUIDELINES
<b>XII.</b>	SOQ PROPOSAL CERTIFICATIONS FORM
<b>XIII.</b>	PAYMENT REPORT FORMAT
<b>XIV.</b>	ADOT ADVANCE AGREEMENT GUIDELINE & CONSULTANT AUDIT CRITERIA
<b>XV.</b>	ECS CONSULTANT EVALUATION PROGRAM GUIDELINES
<b>XVI.</b>	ECS CONSULTANT CONTRACT MANUAL
<b>XVII.</b>	CONTRACT BOILERPLATE
<b>XVIII.</b>	DICTIONARY OF STANDARDIZED WORK TASKS
<b>XIX.</b>	ADOT PARTICIPATION IN BOYCOTT OF ISRAEL – CONSULTANT CERTIFICATION FORM
<b>XX.</b>	ADOT FORCED LABOR OF ETHNIC UYGHURS BAN – CONSULTANT CERTIFICATION FORM
<b>XXI.</b>	CONSULTANT INFORMATION PAGES (CIP)
<b>XXII.</b>	STANDARDS OF CONDUCT AND CONFLICT OF INTEREST
<b>XXIII.</b>	SCOPE OF WORK
<b>XXV.</b>	TITLE VI/NON-DISCRIMINATION ASSURANCES APPENDIX A AND APPENDIX E

**SECTION I - PUBLIC ADVERTISEMENT**

**FOR PUBLICATION Wednesday, April 29, 2026 and Wednesday, May 6, 2026  
IN THE ARIZONA REPUBLIC NEWSPAPER**

ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT)/ENGINEERING CONSULTANTS SECTION (ECS)/PUBLIC NOTICE FOR **DOWNTOWN STREET IMPROVEMENTS;CITY OF DOUGLAS, COCHISE COUNTY**/ADOT CONTRACT NUMBER: **2026-021**/ADOT PROJECT NUMBER: **T0710 01D**/Statements Due: **Wednesday May 20<sup>th</sup> 2026**, 2:00 P.M. Arizona (Phoenix) Time/ADOT is accepting Statement of Qualifications (SOQs) from Consultants to provide engineering and design services to improve roadway infrastructure in the City of Douglas/The Request for Qualifications (RFQ) Package for Contract 2026-021 is available on the ECS website (<https://azdot.gov/business/engineering-consultants/advertisements/current-advertisements-engineering-consultants>)/ADOT is an Affirmative Action/Equal Opportunity Employer/Para Español hable (602-712-7525).

## SECTION II - GENERAL INSTRUCTIONS

REQUEST FOR QUALIFICATIONS  
FOR CONSULTANTS INTERESTED IN DOWNTOWN STREET IMPROVEMENTS; CITY OF DOUGLAS  
COCHISE COUNTY  
ADOT CONTRACT NUMBER: 2026-021  
ADOT PROJECT NUMBER: T0710 01D

**Statements Due: Wednesday, May 20, 2026, 2:00 P.M. Arizona (Phoenix) Time**

All format requirements, submittal guidelines, instructions and documentation submission contained in this RFQ Package are for the ADOT Contract Number and ADOT Project Number referenced above. SOQ submittals failing to follow the format, submittal guidelines or any other instructions outlined in this RFQ Package shall be rejected.

As format instructions and guidelines for each advertisement/RFQ Package vary, read this RFQ Package carefully. The ECS Consultant Contract Manual (ECS Manual) governs the ECS Qualification Based Selections (QBS) process and this ECS solicitation, selection and negotiation process; however the requirements and instructions in this RFQ supersede the ECS Manual. The ECS Manual governs in all matters silent in this RFQ.

ADOT, also referred to as the Department, throughout this RFQ Package, reserves the right to reject any and all SOQs, or cancel the advertisement, negotiations or contract at any time in the best interest of the State.

SOQs will be accepted from any Consultant prequalified through ECS and properly registered with the [Arizona Board of Technical Registration](#) (BTR) at the time the SOQ is submitted to ECS. This contract does require a Principal, Officer of the Firm or Project (Contract) Manager responsible for this contract that is properly registered with the BTR at the time of SOQ submittal. It is the Consultant's responsibility to verify that all Subconsultants, in the SOQ submittal, have the proper Arizona licenses and/or registrations, and Disadvantaged Business Enterprise (DBE) certification, if applicable, for the services to be performed under this contract.

Consultants downloading the RFQ are required to register to receive courtesy notifications of RFQ Amendments, deadline changes or any other contract information. Amendments are posted on the ECS website with the original RFQ. The proposers are responsible for checking the ECS website for amendments. A courtesy email may be sent to all firms on the contract advertisement registration list, but this does not relieve the proposers from their responsibility to check the ECS website for amendments prior to the SOQ due date. Failure by ECS to send courtesy email notifications regarding amendments or non-receipt by the Consultant are not grounds for protest. Any Amendments issued as part of an RFQ Package shall be signed and included in the SOQ submittal. Failure to do so shall result in rejection of the proposal. See Sections IV and V for further instruction.

The selected Consultant(s) shall provide engineering and design services to improve roadway infrastructure for Americans with Disabilities Act (ADA) compliance, pedestrian connectivity, drainage deficiencies, pavement conditions, and traffic operations in the City of Douglas.

ADOT may select one prime Consultant from among those submitting SOQs for further consideration. Previous experience in complete streets, pavement rehabilitation, and ADA will be a factor in the selection. SOQs submitted by prime Consultants will be evaluated and selected based on the criteria outlined in Sections V and VI of this RFQ. Requested services are further detailed in the Scope of Work located in Section XXIII of this RFQ.

A firm proposing as a prime Consultant is not permitted to serve as a Subconsultant on another contract. By submitting an SOQ as a prime Consultant, the firm is stating that they will not be proposed on any other project team as a Subconsultant. In addition, it is the responsibility of the firm proposing as a prime Consultant to ensure that prior to their submittal of their SOQ, they have written acknowledgement from their proposed Subconsultants that the subconsulting firms will not submit an SOQ themselves as a prime Consultant (copies of the written acknowledgement shall be kept on file, and available to submit to ECS upon request).

Any firm that has submitted an SOQ as a prime Consultant and is identified as a Subconsultant in another prime Consultant's proposal shall have their prime Consultant **SOQ submission rejected**. If a prime Consultant lists firms as Subconsultants in its SOQ, the prime Consultant must be able to provide ADOT with evidence, if requested, of written consent provided by the Subconsultant firms that are listed as part of their prime Consultant's SOQ, or that prime Consultant's SOQ will be rejected. A firm who proposed, but was not selected may be added as a Subconsultant after the contract has been executed.

This contract has been established as **DBE Neutral with a 0.00% DBE Goal**. The Compensation Type for this contract will be **Lump Sum**. The non-negotiable Fixed Fee for this contract, and any applicable extensions, has been established at **10%**.

#### **Title VI/Non-Discrimination**

The Arizona Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

#### **Definitions**

##### **Due**

Indicates when something must be **received** by ADOT, regardless of when it was sent. ECS utilizes the time stamp indicated in the [ecssq@azdot.gov](mailto:ecssq@azdot.gov) mailbox.

##### **May**

Indicates something that is not mandatory but is permissible.

##### **Must**

Indicates a mandatory requirement. Failure to meet these requirements, if they constitute a substantive requirement, shall, at ADOT's sole discretion, result in the rejection of a SOQ as non-responsive.

##### **Shall**

Indicates a mandatory requirement. Failure to meet these requirements, if they constitute a substantive requirement, shall, at ADOT's sole discretion, result in the rejection of a SOQ as non-responsive.

##### **Should**

Indicates something that is recommended but not mandatory. If the Consultant fails to provide recommended information, ADOT may, at its sole option, ask the Consultant to provide the information or evaluate the SOQ without the information.

##### **Will**

Indicates a mandatory requirement. Failure to meet these requirements, if they constitute a substantive requirement, shall, at ADOT's sole discretion, result in the rejection of a SOQ as non-responsive.

There will be no pre-submittal meeting associated with this solicitation.

Effective the date of the first public advertisement of this contract, no further contact is allowed with **any** ADOT (Federal Highway Administration (FHWA), etc.) personnel concerning this project except for questions of an administrative or contractual nature that shall be submitted in writing to the attention of ECS at the email address below. This restriction is in effect until the selection has been announced.

#### **RFQ Questions and SOQ Submittal Instructions**

Questions, in writing, shall be received by ECS until **Wednesday, May 12, 2026 at 2:00 P.M. Arizona (Phoenix) Time**. No further questions shall be accepted after the time specified. All Consultants will be notified of any Consultant's request for information and ECS' response(s) to the question(s). RFQ Amendments, deadline changes or any other contract information shall be posted on the ECS website as an Amendment to the RFQ. Any Amendments issued as part of this RFQ package shall be signed and included by the Consultant in the SOQ submittal. Failure to do so shall result in rejection of the SOQ. See Sections IV and V for further instructions. Any violation of the contact restrictions may be grounds for rejection of the Consultant's SOQ.

Engineering Consultants Section  
Email: [ECSSQ@azdot.gov](mailto:ECSSQ@azdot.gov)

Submit SOQs expressing interest in the above referenced project following ECS SOQ Submittal Instructions found in Section XI until 2:00 P.M. Arizona (Phoenix) Time on Wednesday May 20<sup>th</sup>, 2025. No SOQs shall be accepted after the date and time specified. Hard copies of SOQs shall not be accepted. Oral interviews will not be held as part of the evaluation and selection process.

### **Prime Consultant Prequalification with ECS**

Submission of the SOQ requires the prime Consultant is pre-qualified with ECS. **Failure to prequalify with ECS will result in SOQ rejection.**

A listing of current Prequalified Consultants, by firm name and by firm discipline, can be found on the ECS website, [Consultant Prequalification](#).

If the prime Consultant's name is **not listed** on the spreadsheet, the Consultant is **not** currently pre-qualified with ECS and the Consultant cannot submit an SOQ. Consultants who intend to submit an SOQ for this proposed contract shall successfully submit a prequalification application to ECS no later than **Wednesday, May 6, 2026 at 2:00 P.M. Arizona (Phoenix) Time.**

Complete instruction for prequalification can be found on the Consultant Prequalification page on the ECS website [Consultant Prequalification](#). Any submissions for Prequalification with ECS received Wednesday, May 6, 2026 at 2:00 P.M. Arizona (Phoenix) Time are **not** guaranteed to be reviewed by the SOQ due date. For questions or further clarification regarding the ECS Prequalification, contact the ECS Front Desk at [E2@azdot.gov](mailto:E2@azdot.gov).

If the prime Consultant's name is **listed**, they **are** prequalified with ECS.

### **Key Personnel**

The Consultant's submittal of an SOQ is a representation and commitment by the firm that it will provide the key personnel identified in the SOQ to perform the services associated with the contract for the duration of the contract. It is the responsibility of the submitting prime Consultant to determine which positions and/or persons that are considered Key Personnel. Any person named from the consultant's team (in any section with the exception of Project Principal/Officer of the Firm) by the submitting consultant shall be considered Key Personnel, including Subconsultants. For all Key Personnel identified in the SOQ, the consultant shall include the individual's existing and company responsibilities, company/corporate titles and document their availability and commitment to meeting ADOT's needs performed under this contract. The prime Consultant acknowledges that the Department will rely on this representation and commitment in its selection process and was a key factor in the selection of the most qualified Consultant and award of the contract.

Key Personnel are those individuals whose qualifications are highly significant and appropriate in evaluating the overall qualifications of the project team. All Key Personnel identified in the prime Consultant's SOQ may not be replaced without written request to ADOT's assigned Contract Project Manager and written approval by ECS. The Consultant shall identify the Key Personnel, which shall include, at a minimum:

1. The Consultant's Project (Contract) Manager in direct charge of the overall project/contract work.

The prime Consultant shall provide the resumes for the Project (Contract) Manager and any other personnel identified by name in their SOQ. Each resume shall be limited to two pages each, and shall demonstrate the individual's experience related to services outlined in this RFQ. The SOQ may also identify other key members of the team, including other personnel (classifications identified in Attachment A of the Scope of Work) determined by the Consultant. These are personnel from both the Consultant and Subconsultants who the Consultant wishes to highlight in the submittal that may provide special expertise or perform critical task(s) on the project. Failure to include resumes of Key Personnel identified in the SOQ will result in rejection of the submitted SOQ as non-responsive. Do not include resumes for other members of the team. Resumes included for other members of the team will count towards the overall page limit, regardless of the location these documents are placed in the SOQ.

**Any person named from the consultants team will be considered key personnel and must have a resume. Failure to include a Resume for all key personnel named will result in rejection.**

The prime Consultant Project Principal or Officer of the Firm responsible for contractual matters will not be considered a Key Personnel.

### **Contract Specific Direction Regarding Standards of Conduct and Conflict of Interest**

Consultants shall refer to Section XXII of this RFQ for ADOT's contract specific direction regarding Standards of Conduct and Conflict of Interest, including use of supplemental services consultants and temporary technical engineering personnel on this contract.

Prime Consultants and Subconsultants participating on this Contract shall arrange their affairs so as to prevent Conflicts of Interest from arising and shall undertake reasonable due diligence, including organizational and personnel conflict searches, to determine if

actual, potential or perceived Conflicts of Interest exist or arise. Due diligence should extend to the investigation of past relationships and, if the Proposer being investigated is an entity, to officers or directors of the Firm. If a prime Consultant or Subconsultant becomes aware of an actual, potential, or perceived Conflict of Interest at any time during the solicitation or participation in this Contract, the Consultant shall promptly disclose the matter in writing to ADOT, including a written description of the action the Consultant has taken or proposes to take to avoid or mitigate such conflicts. If conflict of interest is determined to exist, ADOT may, at its sole discretion, cancel the procurement, disqualify the Consultant with a conflict or take other action as necessary to mitigate the conflict. If a conflict of interest that the Proposer knew about, or should have known about, but failed to disclose is determined to exist during the procurement process or contract, the Department may, at its sole discretion, disqualify the Proposer or terminate the contract. Failure to comply with these requirements will result in the disqualification of the prime Consultant's SOQ (including any affiliates) or termination of the contract.

Consultants shall familiarize themselves with ADOT's Conflict of Interest policies, including ECS Consultant Contract Manual (Section 1.08 – Standards of Conduct and Conflict of Interest), which will apply to the consultant's organizational and personnel activities.

#### **ADOT Audit Requirements**

As required by Federal regulations, during the negotiation stage of the contracting process, ECS will request the ADOT Office of Audit and Analysis (Audit and Analysis) to conduct a review of proposed indirect cost (overhead) rates or unit rates for the selected prime Consultant(s) and its Subconsultant(s) (Consultants). Consultants are required to comply with requests for supporting documentation from Audit and Analysis. Supporting documentation should be readily available upon request by ADOT to ensure an efficient review process.

Supporting documentation may include:

- **Unit Rate Reviews** - Client invoices, fee schedules, calculation breakdowns, and any other relevant information.
- **Indirect Cost Rate Reviews** - Consultants that propose on an indirect cost rate basis are required to provide all documentation listed on page 1 of the *American Association of State Highway and Transportation Officials (AASHTO) – Internal Control Questionnaire (ICQ)*. All requested documentation shall be available for review by Audit and Analysis **no later than six months from the completion of the Consultant's preceding fiscal year-end**. For example, a Consultant with a fiscal year end of December 31<sup>st</sup>, shall have required documentation available no later than June 30<sup>th</sup>.

Additional information and supporting documentation may be requested once a Consultant has been engaged for review. Non-compliance with the above requirements shall be considered failed negotiations unless waived in writing by ADOT.

If you have questions about the review process, please refer to the Audit and Analysis website at <https://azdot.gov/about/audit-and-analysis>.

#### **Additional Requirements**

The approved Labor Classification List, and associated definitions and qualifications, can be found on the ECS Website. ECS will review rates for the labor classifications identified in the solicitation based upon definitions and qualifications documented in the approved Labor Classification List [https://azdot.gov/sites/default/files/2019/06/fy13\\_ecs\\_labor\\_classification\\_list\\_w\\_definitions.pdf](https://azdot.gov/sites/default/files/2019/06/fy13_ecs_labor_classification_list_w_definitions.pdf) and in accordance with Federal cost principles. Labor classifications proposed by a consultant other than those identified in this RFQ, or at a higher classification than those identified in this RFQ, must be approved by ADOT and rates for those classifications will be negotiated based on definitions and qualifications documented in the approved Labor Classification List and in accordance with Federal cost principles.

To standardize the Labor Classifications ADOT allows for all projects, the list of labor classifications anticipated to be used for the proposed contract is listed on **Attachment A** in the Scope of Work.

The selected prime Consultant(s) and applicable Subconsultant(s) may be required to attend a Pre-Negotiation meeting and shall bear the cost of their time.

The SOQ submitted by the selected firm(s) will be made available on the ECS website to all interested parties, after the selection announcement. Copies of SOQs submitted by non-selected firms will not be distributed or available for review by any party at any time. Any reproduction including, but not limited to, copying and photographing of the winning SOQ(s) **is not permitted**. Interested parties that did not propose (submit SOQs) for this contract are not permitted or entitled to protest the Department's selection.

All selected prime Consultant(s) shall be required to establish a local office in the State of Arizona **prior** to the Notice to Proceed (NTP) date if one does not already exist.

Professional liability insurance is required.

The boilerplates for all ECS contracts are non-negotiable.

Partnerships (joint-ventures) are not allowed.

All materials submitted in accordance with this solicitation become the property of the State of Arizona.

Inclusion of cost, work-hour and/or plan-sheet estimates in the SOQ is not allowed.

ADOT is an Affirmative Action/Equal Opportunity Employer.

**Selection Process through Contract NTP Schedule**

ADOT is committed to the selection, procurement and contract schedule and will require firms to actively participate and meet the scheduled milestones. Listed below is the proposed schedule; however it is subject to change without notice at the sole discretion of ADOT. Any changes that will affect the SOQ submittal date will be communicated to potential consultants via amendment posted to the ECS website. Changes to other dates listed will be discussed with the successful firm for this contract.

- 1<sup>st</sup> Newspaper Advertisement Date: April 29, 2026
- 2<sup>nd</sup> Newspaper Advertisement Date: May 6, 2026
- Prequalification Application Due: May 6, 2026
- Questions Due: May 12, 2026 at 2:00 P.M. Arizona (Phoenix) Time
- SOQ Submittal Due Date: May 20, 2026 at 2:00 P.M. Arizona (Phoenix) Time
- Estimated Selection Date: June 26, 2026
- Initial Cost Proposal Due Date: July 17, 2026
- Estimated Contract Notice to Proceed Date: September 14, 2026

It is the expectation that all firms selected for this contract actively participate throughout the negotiation process. If a firm fails to submit documentation, respond to questions and comments, or provide required revisions in a timely manner, ADOT reserves the right to declare failed negotiations, terminate negotiations with that firm and commence negotiations with the next ranked firm.

**SECTION III – DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**  
ADOT CONTRACT NUMBER: 2026-021

**Disadvantaged Business Enterprises**

The Arizona Department of Transportation (hereinafter referred to as ADOT), has established a Disadvantaged Business Enterprises (DBE) Program in accordance with the regulations of the U.S. Department of Transportation (USDOT), [49 CFR Part 26](#). ADOT has received federal financial assistance from the U.S. Department of Transportation and as a condition of receiving this assistance (hereinafter referred to as “federally-funded” or “federal-aid”), ADOT has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of ADOT to ensure that DBEs, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in federally-funded contracts. It is also ADOT’s policy to:

1. Ensure nondiscrimination in the award and administration of federally-funded contracts;
2. Create a level playing field on which DBEs can compete fairly for federally-funded contracts;
3. Ensure that the DBE program is narrowly tailored in accordance with applicable law;
4. Ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are counted as DBEs;
5. Help remove barriers to the participation of DBEs in federally-funded contracts;
6. Assist in the development of firms that can compete successfully in the marketplace outside the DBE program; and
7. Promote the use of DBEs in all types of federally-funded contracts and procurement activities.

It is also the policy of ADOT to facilitate and encourage participation of Small Business Concerns (SBCs), as defined in Appendix C of this contract (See Section XVII). ADOT encourages prime Consultants to take reasonable steps to eliminate obstacles to SBCs’ participation and to utilize SBCs in performing contracts.

The Federal regulations require a recipient of federal highway funding to implement an approved DBE Program that consists of establishing a statewide DBE utilization goal and using DBE-neutral means to the maximum feasible extent to achieve the goal. Where DBE-neutral measures prove inadequate to achieve the goal, the State is required to use race-conscious measures, such as a DBE participation goal for individual contracts.

ADOT has established an overall annual goal for DBE participation on Federal-aid contracts. ADOT intends for the goal to be met with a combination of DBE-conscious efforts and DBE-neutral efforts. DBE-conscious participation occurs where the prime Consultant uses a percentage of DBEs to meet a contract-specified goal. DBE-neutral efforts are those that are, or can be, used to assist all small businesses or increase opportunities for all small businesses. The regulation, [49 CFR Part 26](#) defines DBE neutral as when a DBE wins a prime contract through customary competitive procurement procedures or is awarded a subcontract on a prime contract that does not carry a DBE contract goal.

**This contract has been designated as a Race-Neutral Contract and has an established DBE Goal of 0.0%.** Prime Consultants are encouraged to obtain DBE participation above and beyond the goal on this contract.

**DBE Reporting**

ADOT is required to collect data on all DBE participation to report to FHWA, whether or not there is a stated DBE goal on the contract. Prime Consultants should refer to Sections 4.33, 4.47 and Appendix C of the contract (See Section XVII) for information on DBE reporting requirements. Payment reporting requirements apply to all contracts, federal and non-federal funded. Accurate reporting is needed to track DBE participation.

To count toward meeting the goal, DBE Consultants and Subconsultants must be certified at the time of the Cost Proposal submission in each NAICS code applicable to the kind of services proposed in the SOQ submittal. DBE Consultants and Subconsultants performing work for services for which they are not certified will not be counted towards the DBE goal. Furthermore, proposing DBE Consultant, or Small Business Concern (SBC) Consultant or Subconsultants to provide services they are not certified in may negatively impact the prime Consultant’s score. To confirm the firm’s DBE certification and work categories the firm is certified to perform, visit the AZ UTRACS System ([AZ UTRACS](#)) or contact ADOT Business Engagement and Compliance Office (BECO) at (602) 712-7761.

Prime Consultants and Subconsultants are **required to register** their firms in [AZ UTRACS](#). Prime Consultants shall specify the anticipated role of **all** certified DBE firms who will participate as Subconsultants in this contract and shall be noted in eCMS’ *Consultant Information Page (CIP), Subconsultants* subsection. The DBE Subconsultants’ experience and their role in the contract

shall also be explained in SOQ Section V, Part C (Evaluation Criteria), 3. Project Team Experience and Availability. eCMS does not track the DBEs used as direct expense vendors; therefore, do not enter the DBE direct expense vendors into eCMS as Subconsultants when submitting SOQs.

**Additionally, all proposers shall create a Bidder's/Proposer's List in the AZ UTRACS by selecting all firms, services providers, and vendors that expressed interest or submitted proposals or quotes for this contract. The Bidders/Proposers List form must be completed and must include the names for all Subconsultants, service providers, and vendors that submitted proposals or quotes on this project regardless of the proposer's intentions to use those firms on the project. All proposers must complete and submit the Bidders/Proposers List online at AZ UTRACS prior to the Statement of Qualifications submittal. A confirmation email will be generated by the system, which must be included with the Statement of Qualifications of the prime Consultant.**

**\*\*Failure to submit the required Bidder's/Proposer's list confirmation email from BECO with the statement of qualifications of the prime consultant shall be cause for the proposer's SOQ to be rejected.\*\***

Before the first Payment Report/Invoice is submitted to ECS, the prime Consultant is required to logon to the ADOT DBE & OJT Online Reporting System at <https://adotdoors.dbesystem.com/> and enter the name, contact information, and subcontract budget amounts for **all** DBE and non-DBE Subconsultants and direct expense vendors performing **any** work on the project.

Prime Consultants shall submit a payment report on a monthly basis, per Section 4.0 of the contract (See Section XVII), indicating the amounts earned by and paid to all Subconsultants, lower-tier Subconsultants and direct expense vendors working on the contract in the manner detailed in the Progress Payment Report (PPR) format for the contract. *All DBE and non-DBE Subconsultants, lower-tier Subconsultants and direct expense vendors shall confirm their payments received through the ADOT DBE System.* The Prime Consultant may credit second-tier subcontracts issued to DBEs by non-DBE Subconsultants. Any second-tier subcontract to a DBE used to meet the goal shall meet the requirements of a first-tier DBE subcontract.

#### **Fostering Small Business Participation**

[49 CFR Part 26.39](#) also requires that ADOT's DBE Program includes an element to incorporate contracting requirements to facilitate participation by Small Business Concerns (SBCs) in federally-assisted contract procurements for prime Consultants and Subconsultants. SBCs are for-profit businesses registered to do business in Arizona that meet the Small Business Administration (SBA) size standards for average annual revenue criteria for its primary North American Industry Classification System (NAICS) code.

While the SBC component of the DBE Program does not require utilization of goals on projects, **ADOT strongly encourages prime Consultants to utilize small businesses on their contracts** that are registered in AZ UTRACS, in addition to DBE meeting the certification requirement. Visit AZ UTRACS at <https://utracs.azdot.gov/AzUtracsRegistration/> to search for certified DBEs and registered SBCs that can be used on this contract. However, SBCs that are not DBEs will not be counted toward the DBE contract goal.

#### **Assurances of Non-Discrimination**

The prime Consultant, sub-recipient, or Subconsultant shall not discriminate on the basis of race, color, sex or national origin in the performance of this contract. The prime Consultant shall carry out applicable requirements of [49 CFR Part 26](#) in the award and administration of federally-funded contracts. Failure by the prime Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as ADOT deems appropriate, which may include, but not limited to:

1. Withholding monthly progress payments;
2. Assessing sanctions;
3. Liquidated damages;
4. Disqualifying the prime Consultant from submitting SOQs, or any other forms of proposals, as non-responsible;
5. Cancellation, termination, or suspension of the Contract, in whole or in part.

The prime Consultant, sub-recipient, or Subconsultant shall ensure that all subcontract agreements contain this non-discrimination assurance.

## SECTION IV – SOQ FORMAT INSTRUCTIONS

ADOT CONTRACT NUMBER: 2026-021

The total page limit is **15 pages** for the SOQ submittal. All SOQs shall be submitted via email to [ECSSOQ@azdot.gov](mailto:ECSSOQ@azdot.gov). Hard copies of SOQ proposals are not accepted.

1. Prime Consultants shall follow the applicable submittal instructions found in Section XI. The SOQ proposal submitted must be one PDF file and shall not exceed 15MB. Only **one (1)** PDF file is permitted per submittal.
2. Format – Follow the exact format outlined in Section IV and V, as formats for each advertisement/RFQ Package may vary. **Failure to follow the format as outlined in this RFQ shall result in rejection of the SOQ.**
3. Number of Pages – Number of pages shall not exceed the page limit specified above, beginning with the Introductory Letter and ending with the last page. **Failure to follow the page limit specified in the RFQ shall result in rejection of the SOQ. Do not add any additional pages, forms, documents, divider pages and attachments that are not specifically listed or requested in the RFQ as they shall be counted towards the page count and shall cause the proposal to be rejected.**
4. Page Parameters – A page is defined as an 8½ x 11-inch, blank or printed. All proposal pages are counted from beginning to end to arrive at the maximum allowable page limit stated in the RFQ Package. All pages including covers, table of contents, tables, figures, photographs, divider sheets, maps, etc. are counted as pages.
5. Print and Font Size – ECS strongly recommends that Consultants use a 10-point or larger font for the body of the proposal and that the SOQ is legible and easy to read. Proposal scores may be adversely affected if SOQs are not legible or the font size is too small to read by the Selection Panel members.
6. Video or Multimedia Applications – No video clips or other multimedia applications are allowed. Failure to adhere to the guidelines shall result in rejection of the SOQ.
7. Attachments – The SOQ will require attachments but these shall not be included in the page count. See Section V, Part D for a detailed list of requested attachments.
8. Amendments – Any amendments issued as part of this RFQ Package shall be signed and included in the SOQ submittal and shall not count toward the page limit. Consultants should check the ECS website, *Current Advertisements* page prior to submitting the SOQ proposal, print all amendments from the *Current Advertisements* page of the ECS website for the relevant project, sign the amendment(s) acknowledging receipt and append it to the SOQ proposal before submitting the completed document. **Failure to include all pages of each issued Amendment; signed and dated, in the submitted SOQ shall result in rejection of the SOQ.** Do not add additional pages, forms, documents, and attachments, including blank pages in this section that are not specifically listed or requested in the RFQ, as these shall count toward the page count and **shall cause the proposal to be rejected.** Extra divider sheets, including pages of any sort, blank or printed (regardless of the printed material on the page), separating the main proposal from amendments should also not be included as this shall be counted as a page.
9. Commenting or User Rights Feature – Enable the Commenting or User Rights Feature before uploading the SOQ. This SOQ will be reviewed electronically by the Selection Panel. Adobe Professional Version 7 or above *may* be used for this purpose.
10. SOQ Submission
  - a. Submit the SOQ via email to: [ECSSOQ@azdot.gov](mailto:ECSSOQ@azdot.gov).
  - b. **Prime Consultant Prequalification**

Submission of the SOQ requires the prime Consultant is pre-qualified with ECS. **Failure to prequalify with ECS will result in SOQ rejection.**

A listing of current Prequalified Consultants, by firm name and by firm discipline, can be found on the ECS website, [Consultant Prequalification](#).

If the prime Consultant's name is **not listed** on the spreadsheet, the Consultant is **not** currently pre-qualified with ECS and the Consultant cannot submit an SOQ. Consultants who intend to submit an SOQ for this proposed contract shall

successfully submit a prequalification application to ECS no later than **Wednesday May 6, 2026 at 2:00 P.M. Arizona (Phoenix) Time.**

Complete instruction for prequalification can be found on the Consultant Prequalification page on the ECS website [Consultant Prequalification](#). Any submissions for Prequalification with ECS received after Wednesday May 6, 2026 at 2:00 P.M. Arizona (Phoenix) Time are not guaranteed to be reviewed by the SOQ due date. For questions or further clarification regarding the ECS Prequalification, contact the ECS Front Desk at [E2@azdot.gov](mailto:E2@azdot.gov).

If the prime Consultant’s name **is listed**, they **are** prequalified with ECS.

- c. ECS will retrieve proposals after the due date and time; 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.

**11. The SOQ proposal shall follow the exact format outlined below:**

	<b>FORMAT CONTENT</b>	<b>MAXIMUM POINTS</b>	<b>TOTAL NUMBER OF PAGES</b>
<b>PART A</b>	<b>INTRODUCTORY LETTER</b> (Page 1)		1
<b>PART B</b>	<b>SOQ PROPOSAL CERTIFICATIONS FORM (15-point checklist)</b> (Page 2)		1
	<b>PARTICIPATION IN BOYCOTT OF ISRAEL FORM</b> (Page 3)		1
	<b>FORCED LABOR OF ETHNIC UYGHURS BAN FORM</b> (Page 4)		1
<b>PART C</b>	<b>EVALUATION CRITERIA</b>		11
	1. Project Understanding & Approach	40	
	2. Project Risks and Schedule	40	
	3. Project Team Experience and Availability	20	
	4. Past Performance	0 thru -5	
<b>PART D</b>	<b>ATTACHMENTS</b> (Required but shall <b>not</b> count toward page limit)		
	1. Key Personnel Resumes Only: Identified in the SOQ (each resume shall not exceed <b>two</b> pages each)		
	2.SOQ Bidder’s/Proposer’s Solicitation List Confirmation Email (from BECO)		
<b>PART E</b>	<b>AMENDMENTS</b> (Required but shall <b>not</b> count toward page limit)		
<b>PART F</b>	<b>CONSULTANT INFORMATION PAGES (CIP)</b> (Required but shall <b>not</b> count towards page limit)		
	<b>TOTALS</b>	<b>100</b>	<b>15</b>

SOQ submissions failing to follow all instructions outlined above and the applicable SOQ guidelines shall be rejected. The Consultant will be notified in writing of the reason(s) for rejection.

## SECTION V – SOQ FORMAT AND EVALUATION CRITERIA

ADOT CONTRACT NUMBER: 2026-021

The following describes more specifically, the content of each part.

### **PART A. Introductory Letter**

The Introductory Letter shall be the **first page** of the SOQ and shall be addressed to:

Arizona Department of Transportation  
Engineering Consultants Section  
205 South 17<sup>th</sup> Avenue, Mail Drop 616E  
Phoenix, Arizona 85007

The Introductory Letter should be no longer than **one page** and shall contain the following items:

1. An expression of the prime Consultant's interest in being selected for the project.
2. A statement confirming the commitment of Key Personnel identified in the submittal to the extent necessary to meet ADOT's quality and schedule expectations.
3. Provide the name and Professional Engineer's registration number of the prime Consultant Principal, Officer of the Firm or Project (Contract) Manager responsible for this contract that is properly registered with the BTR at the time the SOQ is submitted to ECS.
4. A summary of key points regarding the Consultant's qualifications.
5. Indicate whether or not the Consultant is a certified DBE. DBE Consultants and Subconsultants must be certified for the services proposed in the SOQ Submittal.
6. Signature of the Consultant's Principal, an Officer of the firm, or another authorized SOQ signer indicated in the Consultant's current prequalification application.

### **PART B. SOQ Proposal Certifications Form, Participation in Boycott of Israel – Consultant Certification Form and The Forced Labor of Ethnic Uyghurs - Consultant Certification Form**

The *SOQ Proposal Certifications Form* (15-point checklist) shall be the **second page** of the SOQ. The certification statements are to ensure that prime Consultants are aware and in agreement with required Federal, State and ECS guidelines related to the award of this contract. The *SOQ Proposal Certifications Form* (15-point checklist) shall be signed by the prime Consultant's Principal, an Officer of the firm, or another authorized SOQ signer indicated in the Consultant's current prequalification application. Failure to sign and submit the correct SOQ Proposal Certifications Form (15-point checklist) located in Section XII **shall result in the SOQ proposal being rejected.**

The ADOT *Participation in Boycott of Israel – Consultant Certification Form* shall be the **third page** of the SOQ. Use the link in Section XIX to review, print out, complete and sign the ADOT Participation in Boycott of Israel – Consultant Certification Form, which shall be signed by one of the prime Consultant's Principal, an Officer of the firm, or another authorized SOQ signer indicated in the Consultant's current prequalification application. Failure to sign and submit the certification form located in Section XIX **shall result in the SOQ proposal being rejected.**

The ADOT *Forced Labor of Ethnic Uyghurs Ban – Consultant Certification Form* shall be the **fourth page** of the SOQ. Use the link in Section XX to review, print out, complete and sign the ADOT Forced Labor of Ethnic Uyghurs – Consultant Certification Form, which shall be signed by one of the prime Consultant's Principal, an Officer of the firm, or another authorized SOQ signer indicated in the Consultant's current prequalification application. Failure to sign and submit the certification form located in Section XX **shall result in the SOQ proposal being rejected.**

### PART C. Evaluation Criteria

The qualifications and associated evaluation criteria shall begin on the **fifth page** of the SOQ. The SOQ proposal will be reviewed and scored based on the responses to the information requested. Follow the format in the discussion of qualifications and number responses to each category and subcategory exactly as they are listed below:

**1. Project Understanding and Approach** (Maximum 40 points)

Discuss generally the tasks involved in this project. Identify any special issues or problems that are likely to be encountered. Outline your proposed approach for dealing with the tasks and issues of this project. Demonstrate clearly and concisely your understanding of the technical and institutional elements for which your firm must deal with in this project.

**2. Project Risks and Schedule** (Maximum 40 points)

Provide a tentative schedule indicating the duration and functional relationship of major tasks and key events. Given the scope identified in the RAISE grant, and the coinciding "Complete Streets" study, discuss strategies to address potential addition or reduction of scope and mitigation of schedule slippage. A graphical depiction may be included to describe the schedule. Include a tentative risk register that identifies the project risks and your mitigation strategies.

**3. Project Team Experience and Availability** (Maximum 20 points)

Provide a summary of experience and qualifications of the Project (Contract) Manager and other Key Personnel (including Subconsultants). Identify any projects that the proposed Project (Contract) Manager will be involved with concurrently and time committed to each project. Discuss the Consultant's recent relevant experience of comparable character, size, budget and complexity, and indicate clearly whether that experience was as a Consultant or Subconsultant. Describe any notable expertise, increase in capacity or other special capabilities of your Subconsultants (including DBEs and SBCs) that are critical to your proposal.

**4. Past Performance** (Maximum of up to 5 points may be **deducted** from the total score)

Consultants' past performance on ECS administered contracts will be determined based on the Consultants' **final** evaluation history for contracts executed **after July 1, 2010**. Up to five points will be deducted from the Consultant's scores during the selection process on performance factors of evaluation for projects a firm has completed for the Department over the most current one-year timeframe. More information about the Consultant Evaluation Program Guidelines can be found in Section XV.

ADOT will apply the past performance scores once the Selection Panel has completed its scoring and has determined the firms' final average score. ADOT will deduct points, if applicable, from the final average score for each firm based on performance ratings listed below:

Performance rating of 1 or 2 on 1 - 2 evaluation factors	-1 Point
Performance rating of 1 or 2 on 3 - 4 evaluation factors	-2 Points
Performance rating of 1 or 2 on 5 - 6 evaluation factors	-3 Points
Performance rating of 1 or 2 on 7 - 8 evaluation factors	-4 Points
Performance rating of 1 or 2 on 9 or more evaluation factors	-5 Points

### PART D. Attachments

Attach the required documents listed below. These documents will not count towards the page limit. **Failure to include requested documents shall result in the SOQ being rejected. Do not add additional pages, forms, documents, and attachments, including blank pages in this section that are not specifically listed or requested in the RFQ, as these shall count toward the page count and shall cause the proposal to be rejected.** Extra divider sheets, including pages of any sort, blank or printed (regardless of the printed material on the page), separating the main proposal from attachments should also not be included as this shall be counted as a page.

1. Key Personnel Resumes: Resumes of Key Personnel identified in the SOQ (Project (Contract) Manager) are required. Each resume shall not exceed **two** pages each. Do not include any additional pages as identified in Section IV, Number 7, Section V, Part D, and further defined in Section IV, Number 3 & 4, separating the resumes from the main proposal or separating more than one resume being submitted. Do not include resumes for non-Key Personnel (individuals not identified by **name**

in the SOQ) as these pages will count towards the overall page limit, regardless of the location these documents are placed in the SOQ. **Failure to include resumes for any person named in the SOQ shall result in rejection of the SOQ proposal.**

2. The *SOQ Bidder's/Proposer's Solicitation List confirmation email* from [ADOT Business Engagement and Compliance Office \(BECO\)](#) shall be included in Part D, Attachments, in the SOQ. Inclusion of this document in any other location of the SOQ will cause this document to be included in the overall page count. See Section VIII-DBE Program Information and Forms for a link to the AZ UTRACS website.

In accordance with [49 CFR 26.11](#), ADOT is required to create and maintain a *Bidder's/Proposer's Solicitation List* to capture accurate data regarding the universe of DBE, non-DBE, and Small Business Concerns (SBC) Consultants and Subconsultants who expressed interest or were solicited to work on this contract. Bidder's/Proposers **must** complete the required information by listing each Subconsultant that (1) prime Consultant directly solicited to be a part of this contract, (2) contacted the prime Consultant expressing interest in this contract and (3) prime Consultant ultimately proposes to utilize on this contract. ADOT [BECO](#) will review this form to ensure compliance with 49 CFR 26.11 and provide the prime Consultant with an email confirming receipt/successful submittal. This confirmation email is the "SOQ Bidder's/Proposer's Solicitation List Confirmation Email" which shall be included in Part D: Attachments of the prime Consultants SOQ. Firms may be contacted for clarification or additional information. **Failure to include the confirmation email from BECO and submit it with the SOQ proposal shall result in rejection of the SOQ proposal.** See Section VII – DBE Program Information and Forms.

#### **PART E. Amendments**

Attach a signed copy of all amendments issued as part of this RFQ. Amendments are not included in the page count. **Failure to include all pages of the issued Amendments with a signature**, by the prime Consultant's Principal, an Officer of the firm, or another authorized SOQ signer indicated in the Consultant's current prequalification application, **in the submitted SOQ shall result in the SOQ being rejected.** See Section IV for further instruction. Extra divider sheets, including pages of any sort, blank or printed (regardless of the printed material on the page), separating the main proposal from amendments should also not be included as this shall be counted as a page.

#### **PART F. Consultant Information Pages (CIP)**

The Consultant Information Page (CIP) (containing the CIP, Subconsultant(s) Table, DBE Goal Assurance/Declaration and SOQ Submittal Checklist) should be submitted with your firm's SOQ. If the pages are missing from the SOQ, ECS will make an additional request for the CIP via email. If the CIP is not received by the deadline stated in email, the SOQ will then be rejected. See Section XXI for further instruction.

Ensure all subconsultants are listed in the ECS Subconsultant database: [eCMS Subconsultant Database](#). If a Subconsultant's name is **not** in the eCMS database, email ECS at [E2@azdot.gov](mailto:E2@azdot.gov) with the firm name, address, City, State and Zip Code. Allow two business days to have the Subconsultant added to eCMS.

The completed CIP pages shall be the **very last pages of the SOQ**. Placement of the CIP in any other location of the SOQ may result in the page(s) being counted towards the stated page limit. Do not add additional pages, forms, documents, divider sheets, or attachments with the CIP that are not specifically requested as these shall count toward the page count and could cause your proposal to be rejected.

**SECTION VI - Panel Ranking Form**

**Panel Ranking Form  
ADOT Contract No.: 2026-021**

FIRM NAME \_\_\_\_\_

PANEL MEMBER \_\_\_\_\_

**1. PROJECT UNDERSTANDING AND APPROACH (Maximum 40 points)**

How well has the Consultant demonstrated an understanding of the nature and scope of the tasks involved in this project and any special issues or problems that are likely to be encountered? Has the consultant provided an adequate framework for dealing with the tasks and issues of this project? How well did the consultant provide an understanding of the technical and institutional elements that must be dealt with in this project?

---

---

---

---

**PROJECT UNDERSTANDING AND APPROACH TOTAL POINTS \_\_\_\_\_**

**2. PROJECT RISKS AND SCHEDULE (Maximum 40 points)**

How well does the consultant's tentative schedule realistically capture the duration and functional relationship of each of the major tasks and key events? Did the consultant provide adequate strategies to avoid (or make up) any slippage in the project schedule? Does the tentative risk register identify the major project risks and reasonable and achievable mitigation strategies?

---

---

---

---

**PROJECT RISKS AND SCHEDULE POINTS \_\_\_\_\_**

**3. PROJECT TEAM EXPERIENCE AND AVAILABILITY (Maximum 20 points)**

How well do the qualifications and experience of the prime Consultant's Project (Contract) Manager, other key personnel identified and Subconsultants relate to the SOW requirements? Does the Project (Contract) Manager have sufficient time committed to this project? Does the Consultant have recent relevant experience with projects of comparable character, size, budget and complexity? Do the Subconsultants offer any notable expertise, increase in capacity or other special capabilities to the Prime consultant for this project?

---

---

---

---

**PROJECT TEAM EXPERIENCE AND AVAILABILITY POINTS \_\_\_\_\_**

**4. Past Performance (Maximum of up to 5 points may be deducted from the total score by ECS)**

**PAST PERFORMANCE \_\_\_\_\_**

**FIRM TOTAL SCORE \_\_\_\_\_**

**NOTE:** If any of the following links are inoperable, copy and paste the specific link(s) below into your browser or navigate to the ECS webpage where most of the required documents needed for SOQ submittal are located: <https://azdot.gov/business/engineering-consultants>

## **SECTION VII – DBE Program SOQ Submittal Requirements and Program Information and Forms**

### **SOQ Submittal Requirements:**

#### **AZ UTRACS Registration**

Prime Consultants and subconsultants will be registered in AZ UTRACS:

<https://utracs.azdot.gov/AzUtracsRegistration/>

#### **AND**

#### **SOQ Bidder's/Proposer's Solicitation List Confirmation email**

Shall be completed online through AZ UTRACS and the confirmation email from ADOT BECO shall be submitted with the Consultant's Statement of Qualifications:

<https://utracs.azdot.gov/BiddersListInfo/>

### **Program Information and Forms:**

#### **DBE Program Information**

To review the DBE Program Information, use the following link:

<https://azdot.gov/business/engineering-consultants/disadvantaged-business-enterprise-dbe-program-ec>

#### **ADOT DBE & OJT Online Reporting System (ADOT DOORS)**

To confirm DBE certification and work certified to perform, use the following link:

<https://adotdoors.dbesystem.com/>

#### **DBE Intended Participation Affidavit (Consultant)**

To review the DBE Intended Participation Affidavit, use the following link:

<https://apps.azdot.gov/files/beco/adotcompliance/Professional-Services/206PS-DBE-Intended-Participation-Summary-Affidavit.pdf>

#### **DBE Intended Participation Affidavit (Subconsultant)**

To review the Subconsultant Intended DBE Participation Affidavit, use the following link:

<https://apps.azdot.gov/files/beco/adotcompliance/Professional-Services/205PS-DBE-Intended-Participation-Affidavit.pdf>

#### **Certificate of Good Faith Efforts Form**

To review the Certificate of Good Faith Efforts Form, use the following link:

<https://apps.azdot.gov/files/beco/adotcompliance/Professional-Services/203PS-Certification-of-GOOD-FAITH-EFFORT.pdf>

## **SECTION VIII – NOT USED FOR THIS CONTRACT**

### **SECTION IX - Lobbying Certification**

To review the Lobbying Certification, use the following link:

<https://azdot.gov/sites/default/files/2019/06/lobby-certification.pdf>

### **SECTION X - Project Summary/Reference Material Availability**

To review all documents regarding this project, please email the following to [E2@azdot.gov](mailto:E2@azdot.gov): Name (must be the individual who will be downloading documents); Email address; Firm name and contract number. After approval, an email will be sent with instructions to access the documents.

### **SECTION XI- SOQ Submittal Guidelines**

Submittals shall be emailed to: [ECSSOQ@azdot.gov](mailto:ECSSOQ@azdot.gov). SOQs emailed to any other address will not be accepted.

## **SECTION XII – SOQ Proposal Certifications Form (15-point checklist)**

Shall be completed and submitted with the Consultant’s SOQ:

<https://azdot.gov/sites/default/files/media/2022/02/soq-certifications-form-2-11-2022.pdf>

## **SECTION XIII – Payment Report Format**

To review the Lump Sum Payment Report Format, use the following link:

<https://azdot.gov/sites/default/files/2019/06/ls-payment-report-format.xls>

## **SECTION XIV – ADOT Advance Agreement Guideline and ADOT Consultant Audit Criteria**

To review the ADOT Consultant Audit Guideline, use the following link:

<https://azdot.gov/sites/default/files/2019/05/consultant-audit-guide.pdf>

To review the ADOT Consultant Audit Criteria (Information Bulletin 08-03), use the following link:

<https://apps.azdot.gov/files/ecs/bulletins/08-03.pdf>

## **SECTION XV – ECS Consultant Evaluation Program Guidelines**

To review Consultant Evaluation Program Guidelines, use the following link:

<https://azdot.gov/sites/default/files/2019/06/evaluation-program-guidelines.pdf>

To review Information Bulletin IB 20-04, use the following link:

<http://azdot.gov/sites/default/files/media/2020/04/IB%2020-04.pdf>

## **SECTION XVI – ECS Consultant Contract Manual**

To review the ECS Consultant Contract Manual, use the following link:

<https://azdot.gov/sites/default/files/2019/06/ecs-consultant-contract-manual.pdf>

## **SECTION XVII – Contract Boilerplate**

To review the Lump Sum sample contract, use the following link:

<https://azdot.gov/sites/default/files/2019/06/ls-rc-rn-multi-phase-5-17.pdf>

## **SECTION XVIII – Dictionary of Standardized Work Tasks**

To review the Dictionary of Standardized Work Tasks, use the following link:

<https://azdot.gov/sites/default/files/media/2022/08/dictionary-of-standardized-work-tasks.pdf>

## **SECTION XIX – ADOT Participation in Boycott of Israel – Consultant Certification Form**

Shall be completed and submitted with the Consultant’s SOQ:

<https://azdot.gov/sites/default/files/media/2020/05/Participation%20in%20Boycott%20of%20Israel%20-%20Consultant%20Certification%20Form%20May.pdf>

## **SECTION XX – ADOT Forced Labor of Ethnic Uyghurs Ban– Consultant Certification Form**

Shall be completed and submitted with the Consultant’s SOQ:

<https://azdot.gov/sites/default/files/2025-10/Forced-Labor-of-Ethnic-Uyghurs-Ban-Certification-Form.pdf>

## **SECTION XXI – Consultant Information Pages (CIP)**

Shall be completed and submitted with the Consultant’s SOQ:

<https://azdot.gov/sites/default/files/2024-05/Consultant%20Information%20Pages%20-%20Race%20Neutral%20Contract-Rev%202%2005062024.pdf>

## **SECTION XXII – STANDARDS OF CONDUCT AND CONFLICT OF INTEREST**

**\*\* The following contract specific direction regarding Standards of Conduct and Conflict of Interest (specifically use of supplemental services consultants and temporary-technical engineering personnel) is intended for application to this contract only and supersedes “Section 1.08 – Standards of Conduct and Conflict of Interest” of the ADOT ECS “Consultant Contract Manual” (dated June 2016).**

## 1.08 STANDARDS OF CONDUCT AND CONFLICT OF INTEREST

ADOT staff, and persons or entities working on behalf of a Consultant working on an ADOT project are required to adhere to Standard of Conduct and Conflict of Interest laws and guidelines contained in the Arizona Revised Statutes (A.R.S.) § 38-501 through 38-511, ADOT Policies and Procedures PER - 6.02 (see the ADOT and State of Arizona websites for most current versions of these policies), 23 CFR 1.33, 2 CFR 200.112 and 2 CFR 200.318 which establish minimum standards for the conduct of public officers, employees and former employees who are, or may become, involved with a contract or decision, in their official capacity, which might affect their personal pecuniary interest or those of their relatives, i.e., spouse, children, grandchildren, parent, grandparent, brother, sister and their spouses, or the parent, brother or sister or child of one's spouse, A.R.S. § 38-502 (9). Furthermore, ADOT's Conflict of Interest Policy (PER 6.02) relating to the acceptance of gifts or gratuities is fully applicable to the contract process. This policy is available to all interested parties through the ADOT website.

Some specific issues related to these Conflict of Interest statutes, policies and standards are listed below.

### A. Application to current and former ADOT employees.

#### 1. A.R.S. § 38-504(A) states that:

“A public officer or employee shall not represent another person for compensation before a public agency by which the officer or employee is or was employed within the preceding twelve months or on which the officer or employee serves or served within the preceding twelve months concerning any matter with which the officer or employee was directly involved

And

In which the officer or employee personally participated during the officer's or employee's employment or service by a substantial and material exercise of administrative discretion.”

ADOT may consider positions that the former employee held, and determine decision making opportunities that the person had in that position concerning the particular project.

Consultants shall be required to disclose and identify former ADOT employee(s) listed in proposals that have left ADOT in the preceding twelve months and certify that he/she/they have not made any material decisions about the proposed project they are submitting/proposing for or working on (SOQ's, contracts), while employed by ADOT. Information required to be submitted for consideration include:

- a.) Dates of employment
- b.) Position(s) held while employed at ADOT
  - If a former ADOT employee is employed by a Consultant or Subconsultant who has an active ADOT contract and the former employee was the Project Manager on the project or the contract, or a member of the selection panel for any contract on the project, the employee is prohibited from working on the contracts.
- c.) Project(s) worked on while employed at ADOT
- d.) Certification that the former employee made no material decision or served in any significant procurement role(s) associated with the project the firm is submitting a Statement of Qualifications (SOQ) for consideration or in which they are or will be working on.

Submit the above information on company letterhead five business days before the SOQ due date to [ECSSOQ@azdot.gov](mailto:ECSSOQ@azdot.gov).

2. Current or former ADOT employees who serve, or have served, in a Significant Procurement Roles (as defined in ARS 41-741 and ARS 41-2503) must maintain strict confidentiality and not disclose or distribute any information regarding contract procurement procedures, proposal or contract documentation before, during or after the evaluation process (ARS 41-2578 and ARS 41-2616). Additionally:

- a.) It is unlawful for a person holding a Significant Procurement Role to accept an offer of employment or have employment discussion with any person or entity lobbying for or potentially responding to a solicitation until one year after the award of the contract.
  - b.) Persons holding a Significant Procurement Role must complete and sign a statement before starting any participation in the selection/negotiation process disclosing any conflict of interests required by ARS 38-503, 41-2534, 41-2537, 41-2538, 41-2578, 41-2616C, 41-753, and 41-2517. This includes, but is not limited to, disclosing if the person has any financial or other interest in the consultant selected for award by:
    - a. The employee, officer or agent;
    - b. Any member of his/her immediate family;
    - c. His/her partner;
    - d. An organization that employs or is about to employ any of the above.
3. Consistent with 2 CFR 1.33, no official or employee serving in a Significant Procurement Role shall have, directly or indirectly, any financial or other personal interest in any contract or subcontract in a project they are or will be working on.
  4. In order to avoid conflicts of interest, current ADOT employees shall not be employed by a Consultant or Subconsultant to work on ADOT contracts. Current ADOT employees shall not be included in a Statement of Qualifications proposal for an ADOT consultant contract as an owner, or member of the Consultant's or Subconsultant's team.
  5. If a former ADOT employee is employed by a Consultant which has an active ADOT contract for which the former ADOT employee had a Significant Procurement Role, the ADOT employee is prohibited from working on these contracts.
  6. Only current ADOT employees are permitted to serve on Consultant Selection Panels. If a need is identified for a selection panel to include a member who is not employed by ADOT, the ECS Manager and State Engineers Office must approve this request. For Local Public Agencies (LPA) projects, one employee from the Agency may serve on the Consultant Selection Panel upon approval from the ECS Manager and State Engineer's Office.

An ADOT employee who fails to properly disclose conflicts of interest or violates any of these requirements may be suspended, terminated, or subject to civil penalty in accordance with State Statutes.

B. Application to Consultants (including Supplemental Service Consultants)

*\*\* The term "Consultant" or "Subconsultant" in this section applies to the firm and the employees of the firm.*

1. A Consultant and/or a Subconsultant, involved in the preparation of DCR/EA or other scoping documents, must complete to "Draft Final" and ADOT must publish these documents a minimum of 60 days prior to the advertisement of a Request for Qualifications for subsequent phases of work. Otherwise the Consultant or Subconsultant is not eligible to submit to perform services on these subsequent phases.
2. Supplemental Service Consultants or Temporary-Technical Engineering Personnel performing services for ADOT may:
  - a. Be included in a Statement of Qualifications in any role.
  - b. Work on projects outside the supplemental services that they are currently performing for ADOT. However, conditions cannot exist in which their work is in conflict with current work obligations being performed for ADOT as a contracted Supplemental Services Consultant or Temporary-Technical Engineering Personnel.
3. Supplemental Service Consultants performing services for ADOT may not serve in any role on projects for which their firm is performing services for ADOT.
4. Supplemental Service Consultants performing services for ADOT may:
  - a. Serve as an ADOT Project Manager while a project DCR/EA or other scoping document is being prepared. Serving in this capacity does not prohibit the firm, which the supplemental services consultant is employed by, from submitting a Statement of Qualifications (SOQ) or Statement of Interest (SOI), or including the individual in their SOQ/SOI for subsequent services on that same project.
  - b. Assist the Department in preparing a contract scope of services. If a Supplemental Services Consultant assists in preparing a contract scope of services, the contract RFQ or Task Order Request for SOI will be advertised for a

longer period of time. The firm the supplemental services consultant is employed by is not prohibited from submitting an SOQ/SOI, or including the individual in their SOQ/SOI for the contract/Task Order which the scope of services was prepared for.

5. Supplemental Service Consultants may not participate in preparing the following parts of the RFQ/SOI: type of contract, fixed fee, contract duration, and evaluation criteria, questions, and points.
6. Consultants and/or Subconsultants contracted to design any portion of a project may not propose to be the contractor or a subcontractor for the construction phase of the project.
7. Consistent with 23 CFR 1.33:
  - a. No engineer, attorney, appraiser, inspector, or other person performing services for the Department in connection with a project shall have, directly or indirectly, a financial or other personal interest other than their employment or retention by the State in any contract or subcontract in connection with such project.
  - b. No officer or employee of such person retained by the Department shall have, directly or indirectly, any financial or other personal interest in any real property acquired for a project unless such interest is publically disclosed and such officer or person has not participated in such acquisition for and on behalf of the Department.

Items 1-6 in subsection b above also applies to any work performed or to be performed by related entities. "Related Entities" mean firms (regardless of ownership structure) with any common ownership, directly or indirectly through parent companies, subsidiaries or otherwise with any common managers, officers, or directors. A publicly traded company is not related to another entity if the common ownership, direct or indirect, does not exceed 1% of the outstanding stock of the publicly traded company and there are no common managers, officers or directors.

Consultants or Subconsultants which participated in preparing documents related to a contract solicitation shall not receive any direct benefit from the utilization of those documents.

Any request for waiver from the restrictions related to Supplemental Service Consultants must be submitted to ECS describing the nature of their involvement well in advance of the proposal submittal or work assignment for determination on the matter. Decisions on waivers and conflicts of interest will be determined by the Department.

If a consultant violates any of these requirements, or those outlined in State Statutes or Federal Rules and Regulations, the contract may be terminated and the firm may not be eligible to submit proposals in the future to perform services for the Department. The State will disclose any conflict of interest matters to the FHWA.

# **ARIZONA DEPARTMENT OF TRANSPORTATION**

**PROJECT DELIVERY AND OPERATIONS DIVISION  
PROJECT MANAGEMENT GROUP**



## **PROJECT SCOPE OF WORK**

**Downtown Street Improvements; City of Douglas**

**ADOT CONTRACT NO. 2026-021  
DESIGN SERVICES**

**ADOT TRACS No. T0710 01D**

**April, 2026**

## TABLE OF CONTENTS PROJECT

### SCOPE OF WORK

#### **SECTION 100 - GENERAL INFORMATION**

- 110 Location
- 120 Description
  - Project-wide Scope Elements (All Streets)
  - Corridor-Specific Scope Elements
- 130 Purpose
- 140 Construction Cost
- 160 Length of Services
- 171 Schedule
- 172 Project Schedule Updates
- 173 Progress Meetings
- 190 Environmental Documents
- 191 Local, State, Federal and Tribal Permits

#### **SECTION 200 - DESIGN REFERENCES**

- 210 Miscellaneous Reports and Studies related to this project

#### **SECTION 300 - DESIGN CRITERIA**

- 301 Supplemental Design Criteria

#### **SECTION 400 - DESIGN WORK PERFORMED BY CONSULTANT**

- 401 Design Features
- 402 Partnering Process
- 410-411 Surveys and Mapping
- 416 Geotechnical Design
- 417 Earthwork
- 418 Special Materials
- 419 Pavement Design
- 420 Environmental Studies
- 430 Utilities and Railroad
- 440 Roadway Design
- 444 ADA Compliance
- 445-447 Roadway Drainage
- 450 Landscape Architectural Design and Erosion Control
- 455 Bridge Design
- 456 Bridge Selection Report
- 460 TRAFFIC ENGINEERING DESIGN**
- 462 Temporary Traffic Control Plans
- 463 Intersection Signalization and Roadway Lighting
- 464 Signing Plans
- 465 Pavement Marking Plans
- 471 Right-of-Way Requirements Determination
- 472 Right-of-Way Acquisition
- 473 Temporary Entry Documents
- 475 Bid Advertising
- 480 Cost Estimates
- 485 Specifications

- 486 Special Provisions
- 487 Contracts and Specifications Process
- 490 Computer Aided Design and Drafting (CADD) Requirements
- 495 Electronic Design Data Delivery
- 600 Post Design Services
- 700 Materials Furnished by ADOT

**SECTION 600 - POST-DESIGN SERVICES**

- 600 Post Design Services

**SECTION 700 - MATERIALS FURNISHED BY ADOT**

- 700 Materials Furnished by ADOT

**SECTION 1000 – CONTRACT ADMINISTRATION**

- 1027 Site Visit
- 1052 Design Team Responsibilities
- 1053 Reviews and Submittals
- 1061 Stage I Design Submittal
- 1062 Stage II Design Submittal
- 1063 Stage III Design Submittal
- 1064 Stage IV Design Submittal
- 1065 Stage V Design Submittal

**APPENDICES**

- APPENDIX A: SITE AND LOCATION MAP
- APPENDIX B: RESPONSIBILITY CHART
- APPENDIX C: EVALUATION SCHEDULE
- ATTACHMENT A: LABOR CLASSIFICATION LIST

## **SECTION 100 - GENERAL INFORMATION**

The Project Scope of Work (PSW) is contained in this section and includes information specific to this project. This information is supplemented by the current edition of the Dictionary of Standardized Work Tasks (DSWT). Items included in the PSW may be described in more detail in the DSWT. The PSW shall take precedence over the DSWT unless stated otherwise.

### **110 Location**

The City of Douglas is planning a project along 1st Street, 3rd Street, F Avenue, Pan America Avenue, G Avenue, Chino Road, 10th Street, 15th Street, 16<sup>th</sup> Street, and Washington Avenue. This project is located within the City of Douglas, Cochise County, Arizona, within the ADOT Southeast District (See attached Location Map).

### **120 Description**

The City of Douglas requires additional engineering and design services to address ADA compliance, pedestrian connectivity, drainage deficiencies, pavement conditions, and traffic operations across multiple corridors. The work will support implementation of Complete Streets principles and coordinate with concurrent City, ADOT, POE, and SS4A efforts.

These Street Improvement Projects involve the comprehensive rehabilitation and enhancement of the roadway infrastructure. The primary scope includes the removal and replacement of the existing pavement surface to improve drivability, safety, and durability. As part of the projects, Americans with Disabilities Act (ADA) compliance will be addressed through the reconstruction and upgrading of curb ramps at applicable intersections. In addition to surface improvements, the projects will involve the adjustment of existing utility features such as water valves, manholes, and other public infrastructure to ensure compatibility with the new pavement elevations. Sidewalk improvements may be incorporated at selected locations to enhance pedestrian safety and accessibility. These reconstruction efforts aim to extend the service life of the roadways, improve safety and accessibility for all users, and support the city's long-term transportation and mobility goals.

### **Project-wide Scope Elements (All Streets)**

- Perform pavement structural evaluations to support rehabilitation strategies and design the pavement to a 20-year service life.
- Evaluate, design, and upgrade ADA curb ramps to meet current ADA standards including adding ADA-compliant curb ramps where none exist, addressing narrow sidewalk sections and design sidewalk infill improvements at locations with no sidewalk.
- Identify and adjust signage if impacted by other improvements.
- Design thermoplastic pavement markings, including crosswalks and legends.
- Identify and mitigate utility conflicts and develop mitigation measures.
- Coordinate with the City of Douglas' SS4A / Safety Action Plan and Complete Streets Study consultant.
- Engage City stakeholders, including Public Works, Schools, Truck and Freight Industry representatives, Customs and Border Patrol, ADOT, and Cochise County.

## **Corridor-Specific Scope of Work**

### **1st Street – F Avenue to Port of Entry (POE)**

- Evaluate driveway cross slopes for ADA compliance and provide corrective design where required.
- Coordinate design interfaces with POE Improvement project Consultant.
- Identify and evaluate off-street pedestrian parking / cell phone lot opportunities supporting pedestrian movements to and from Mexico.
- Assess rough pavement conditions caused by grader blade paving and develop rehabilitation recommendations.

### **3rd Street – Pan American Avenue to F Avenue**

- Evaluate truck turning radii, recommend geometric improvements.
- Develop drainage improvements for the unnamed street adjacent to O'Reilly Auto Parts.
- Incorporate existing City of Douglas drainage design for I Street (to the south) drainage improvements.
- Design concrete valley gutters to improve surface drainage.

### **F Avenue – 1st Street to 16th Street**

- Identify and remove trees damaging pavement, sidewalks, and streetscape elements.
- Evaluate roadway cross slope conditions related to lower sidewalk elevations on the west side and develop corrective design.
- Design bulb-outs to enhance pedestrian crossings and protect angled parking areas.
- Design valley gutters for improved drainage.
- Evaluate locations without curb (including 8th Street).
- Evaluate crosswalk scupper drainage at 8th through 12th Streets.

### **Pan American Avenue – 1<sup>st</sup> Street to G Ave**

- Develop design for a HAWK pedestrian signal near Circle K.
- Evaluate traffic signal operations at 5th Street, including timing, detection, and left-turn movements.
- Evaluate and design a new pedestrian crossing at 5th Street (south side).
- Coordinate design interfaces with POE Improvement project Consultant.

### **G Avenue – 1st Street to 15th Street**

- Design sidewalk infill between 2nd and 3rd Streets where pedestrian facilities are missing.

### **Chino Road – ADOT Realignment to 5th Street**

- Design removal and replacement of approximately 800 feet of landfill section in accordance with the geotechnical report.
- Evaluate truck turning radii at the 9<sup>th</sup> and 5<sup>th</sup> Street intersections, recommend geometric improvements.
- Widen paved shoulders south of ADOT improvements.

### **10th Street – Pan American Avenue to Washington Avenue**

- Evaluate gutter pan conditions and impacts from pavement overlays.

#### Washington Avenue – 10th Street to City Limits

- Address drainage deficiencies at 11th Street.

#### 15th Street – G Avenue to F Avenue

- Design curb, gutter, and sidewalk improvements from 15th Street to Ho Ho Kam (east side).
- Design improvements along 15th Street from G Avenue to F Avenue, including ADA curb ramps at G Avenue.

#### Customs Avenue

- Removed from scope (included under the New POE project).

The City is concurrently working on a Complete Streets Study and Safety Action Plan Study by utilizing funding through a separate SS4A grant awarded to the City. The consultant will review with the City and ADOT the scope and estimated construction cost for this project just after Stage III and if additional budget seems available, then a review the Study's current recommendations for additional items that may be added to this project. Additional Services to perform that work will be determined at that time. No other coordination with the Complete Streets Study and Safety Action Plan is anticipated.

The construction of this project is anticipated to be delivered by design-bid-build method.

At a minimum, the Consultant shall perform the following tasks for each project:

- Design and prepare final construction plans, technical specifications, quantity computations, cost estimates, and related construction documents. This will include Stage II Rollplots with parametric estimate, and Stage III, IV and Final PS&E submittals per ADOT checklists.
- Prepare an Initial and Final Materials Design Report and an Initial and Final Pavement Design Summary, including necessary field work and investigations.
- Perform all supplemental surveys as needed for the design of the proposed roadway and sidewalk improvements.
- Confirm right-of-way, TCE and other requirements. Prepare the right-of-way plans.
- Update the Final Environmental Assessments as necessary. The projects are anticipated to be cleared by Individual CE and Consultant shall follow the Project Environmental Data Sheet (PEDS), as provided by ADOT, to provide technical documents and incorporate all mitigation measures into the construction documents.
- Provide post design services, added by contract modification, for successful completion of the construction project.
- Provide ADOT Clearance areas (ROW, Utilities and Environmental) with the appropriate documentation and services necessary to clear the project for construction.

Traffic control requirements will be addressed by reference to the Manual of Uniform Traffic Control Devices (MUTCD), 2023 edition and associated ADOT supplement.

The project stakeholders for the design efforts shall include, at a minimum, the Federal Highway Administration (FHWA), ADOT technical sections, ADOT Southeast District, and the City of Douglas, as well as other state and federal agencies or interested stakeholders.

### **130 Purpose**

These reconstruction efforts aim to extend the service life of the roadway, improve safety and accessibility for all users, and support the city's long-term transportation and mobility goals along within the downtown area.

### **140 Construction Cost**

The construction cost for the project improvements is limited to and estimated at \$20,668,381.

### **160 Length of Services**

The length of service is estimated to be 545-calendar days (approx. 18-months). This begins with the notice to proceed (NTP) through the award of the construction contract, and includes all reviews by the team and stakeholders.

### **171 Schedule**

The Consultant shall develop a schedule for the design and pre-construction activities necessary for delivering the projects in a timely manner consistent with the length of service. The schedule shall include a list of activities, estimated duration, milestones, and resources displayed in a Critical Path Method (CPM) format. The Consultant shall provide the CPM schedule no later than 10 working days following the project kickoff meeting. The schedule submitted shall be customized to reflect the exact needs of the project. Work elements for which ADOT has responsibility shall be included in the schedule. The Consultant shall establish and manage the project schedule in the Workfront platform.

### **172 Project Schedule Updates**

The Consultant shall provide status updates for all activities in the schedule on a monthly basis, and provide the updates to the project team. The Consultant shall update the project schedule in Workfront. Changes to the schedule logic shall be submitted to the ADOT Project Manager (PM) for approval. The monthly updates shall include project detail activities and the respective dates in a bar chart or other approved format and a schedule of major project milestones concurrent with monthly invoices. If an activity or milestone falls 30 calendar days or more behind the approved schedule, a revised schedule shall be prepared within 15 calendar days showing steps to be taken to bring the project back on schedule.

### **173 Progress Meetings**

The Consultant shall schedule, prepare materials for, attend, and participate in progress meetings during the duration of the project. These meetings include, but are not limited to, the kick-off meeting, monthly progress meetings, unless otherwise specified by the PM, and coordination meetings with the technical groups and other stakeholders. The Consultant shall record notes of the meetings. These notes shall be distributed to the PM and other team members, as specified by the PM, within 5 calendar days of the meeting.

### **190 Environmental Documents**

The appropriate level of environmental documentation shall be determined in accordance with the DSWT and in consultation with ADOT EP and the prepared PEDS. The consultant shall refer to Section 420 of the Dictionary of Standardized Work Tasks for environmental studies requirements.

### **191 Local, State, Federal and Tribal Permits**

The Consultant shall determine the need to obtain any federal, state, local and/or tribal permits to conduct this work and shall advise ADOT no later than 60 days from the NTP. The Consultant, in coordination with

ADOT, shall obtain temporary entry documents for entry to each parcel for the following activities: archaeological surveys, geotechnical investigations, and location survey work as required.

## **SECTION 200 - DESIGN REFERENCES**

Design references shall be as presented in the current DSWT.

### **210 Miscellaneous Reports and Studies related to this project**

Reports related to the projects are available through the City of Douglas and include:

- City of Douglas 3rd Street Drainage Project - Construction Documents, prepared by Rick Engineering, Dated: 8/5/2021
- City of Douglas 3rd Street & I Avenue Drainage Project - Drainage Report, prepared by Rick Engineering, Dated: 8/5/2021
- City of Douglas 3rd Street & I Avenue Drainage Project - Estimate, prepared by Rick Engineering, Dated: 8/5/2021
- Chino Road Site: Phase I Environmental Site Assessment by Terracon Dated 8/29/2023
- City of Douglas SmartCity Telecom Roadmap prepared by Native Network, Inc, dated 7/31/2023
- Chino Road Rehabilitation - Geotechnical Report, prepared by Rick Engineering, Dated: 8/5/2021
- Downtown Streetscape Master Plan - Presentation Slide deck, prepared by J2Design, Dated: 3/27/23

## **SECTION 300 - DESIGN CRITERIA**

Design of projects shall be guided by the design criteria identified in the design standards, manuals and guidelines referenced in Section 200. All projects will be designed in English units of International Feet. New drainage infrastructure sizing should consider potential impacts of future climate change as stated in FHWA Publications FHWA-HIF-13-018 and FHWA-HIF-22-043.

### **301 Supplemental Design Criteria**

The design criteria and the project design guidelines may be supplemented by project design memorandums provided by ADOT during the course of the project. Performance Based Practical Design (PBPD) measures shall be considered and implemented as often as applicable.

## **SECTION 400 - DESIGN WORK PERFORMED BY CONSULTANT**

The Consultant shall be responsible for providing the engineering and environmental services required to accomplish the work products identified in the PSW. The services may include, but are not limited to, the tasks of data/document preparation and interpretation including survey and mapping, scoping documents, reports, corridor management plans, construction plans and other related documents, special provisions, construction cost estimates, and post-design services.

### **401 Design Features**

Tasks should be performed in accordance with the DSWT. The Consultant shall coordinate closely with the ADOT Project Manager and other members of the project team to accurately identify design features and project needs.

#### **402 Partnering Process**

Partnering process will be in accordance with the Dictionary of Standardized Work Tasks

#### **410-411 Surveys and Mapping**

The Consultant shall provide complete field surveys and mapping that are suitable for contract document preparation and meet the technical requirements of ADOT and the State Board of Technical Registration. The technical requirements of ADOT are as specified in Section 200, Design References, of this PSW.

The Consultant shall also obtain topographical surveys necessary to complete the project design. The Consultant shall obtain any permits (e.g. City of Douglas, Cochise County, etc.) that may be required prior to beginning field work. A traffic control plan, where applicable, may be required by each agency to obtain a permit for this survey work. All surveys shall use horizontal and vertical control as established by Cochise County.

#### **418 Special Materials**

Work shall be performed in accordance with the DSWT.

#### **419 Pavement Design**

The Consultant shall prepare Pavement Design and Materials Reports per the DSWT.

#### **420 Environmental Studies**

The appropriate level of environmental documentation shall be determined in accordance with the DSWT and in consultation with ADOT EP and the prepared PEDS. The consultant shall refer to Section 420 of the Dictionary of Standardized Work Tasks for environmental studies requirements.

The Consultant shall provide services to obtain a Geotechnical Environmental Clearance for the geotechnical investigation and utility potholing activities. The Consultant shall provide geotechnical and potholing information to ADOT EP to confirm the level of review and documentation needed for environmental clearance. The Consultant shall prepare the necessary technical documents and provide them to ADOT EP for review in support of the geotechnical and potholing clearance.

#### **430 Utilities and Railroad**

Utility and Railroad coordination shall be performed by the Consultant in accordance with the DSWT. Subsurface Utility Engineering (SUE) is to be performed by the consultant. The consultant will provide the SUE estimate and quantities. SUE (designating and potholing) shall begin with the submittal of Stage II (30%) plans.

The consultant shall be responsible for providing support for the Utilities and Railroad sections to issue clearance documents that are necessary for authorizing use of construction funds.

#### **440 Roadway Design**

Roadway design shall be performed by the Consultant in accordance with the DSWT.

#### **444 ADA Compliance**

All pedestrian facilities near existing crossroads must comply with the 2006 U.S. Department of Transportation Americans with Disabilities Act Standards for Transportation Facilities (ADAAG), and the 2011 U.S. Access Board Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG). The Consultant shall complete the Final Design phase of the ADA Compliance and Feasibility Report documenting how all existing and new pedestrian facilities within project ROW will comply with ADA requirements. All new pedestrian facilities must comply with PROWAG requirements. Draft ADA Compliance and Feasibility Reports should be submitted for review with each Stage Design Submittal. The Final ADA Compliance and Feasibility Report shall be delivered with the Final Design Submittal.

#### **445-447 Roadway Drainage**

The consultant shall prepare the on-site and off-site drainage design and reports in accordance with the DSWT and other guidelines identified in Sections 200 and 300 of the DSWT and this SOW.

#### **450 Landscape Architecture Design and Erosion Control**

Landscape Architectural design shall be in accordance with the DSWT. The Consultant shall be responsible for the preparation of the Storm Water Pollution Prevention Plan (SWPPP) to meet the requirements of Section 402 of the Arizona Pollutant Discharge Elimination System (AZPDES).

#### **460 TRAFFIC ENGINEERING DESIGN**

##### **462 Temporary Traffic Control Plans**

The Consultant shall develop traffic control and sequence of construction plans, specifications and estimates in accordance with the DSWT.

##### **463 Intersection Signalization and Roadway Lighting**

The Consultant shall develop intersection and crossing signalization and roadway lighting in accordance with the DSWT.

##### **464 Signing Plans**

The Consultant shall develop and prepare signing plans in accordance with the DSWT.

##### **465 Pavement Marking Plans**

The Consultant shall prepare pavement marking plans in accordance with the DSWT.

##### **471 Right-of-Way Requirements Determination**

The Consultant shall confirm the right-of-way limits no later than Stage III Submittal. No revisions or additions to the new right-of-way limits and easement requirements are allowed after the Stage III submittal, without the approval of the ADOT PM. New Right of Way is not anticipated for the project.

##### **472 Right-of-Way Acquisition**

ADOT will not perform acquisitions of new R/W & easements. The City of Douglas will perform all acquisitions needed for the project (if any). ADOT will monitor and provide oversight of all R/W activities.

**473 Temporary Entry Documents**

The City Of Douglas is to prepare all conveying documents necessary for R/W acquisitions (including TCE's).

**475 Bid Advertising**

As described in DSWT.

**480 Cost Estimates**

The Consultant shall prepare and submit combined and detailed estimates for each design submittal. As part of the Stage II submittal, a parametric construction cost estimate will be prepared using approved unit rates.

**485 Specifications**

The Consultant shall prepare and submit Project Specifications with each design submittal.

**486 Special Provisions**

The Consultant shall prepare and submit Special Provisions for items, details, and procedures not adequately covered by ADOT's Standard Specifications and Stored Specifications with each design stage submittal.

**487 Contracts and Specifications Process**

The consultant shall provide support to ADOT Contracts and Specifications during the bidding process in accordance with the Dictionary of Standardized Work Tasks.

**490 Computer Aided Design and Drafting (CADD) Requirements**

The consultant shall prepare CADD information in accordance with the Dictionary of Standardized Work Tasks and ADOT Roadway Group CADD Standards.

**495 Electronic Design Data Delivery**

Design information shall be prepared in accordance with the Dictionary of Standardized Work Tasks.

**600 Post Design Services**

The Consultant shall provide post-design services in accordance with the DSWT. Documentation of construction changes in record drawings shall be included in post-design services.

**700 Materials Furnished by ADOT**

ADOT will provide all available information to The Consultant. The Consultant shall review the availability of materials from ADOT before submitting a fee proposal for the project. Record drawings, plans, records, Accident Reports and Data may not be completely available or accurate in contents. It is The Consultant's responsibility to determine the availability and applicability of the existing ADOT data.

**SECTION 1000 – CONTRACT ADMINISTRATION****1027 Site Visit**

Site visits are required in accordance with the requirements of the DSWT.

**1052 Design Team Responsibilities**

As described in DSWT.

**1053 Reviews and Submittals**

As described in DSWT.

**1061 Stage I Design Submittal**

Not Applicable

**1062 Stage II Design Submittal**

As per DSWT and Stage II Deliverables Checklist, except that the design information that would have been on the plan sheets within the checklist, will be shown on the Roll Plot submittal instead. No plan sheets will be required at Stage II.

**1063 Stage III Design Submittal**

As per DSWT and Stage III Deliverables Checklist

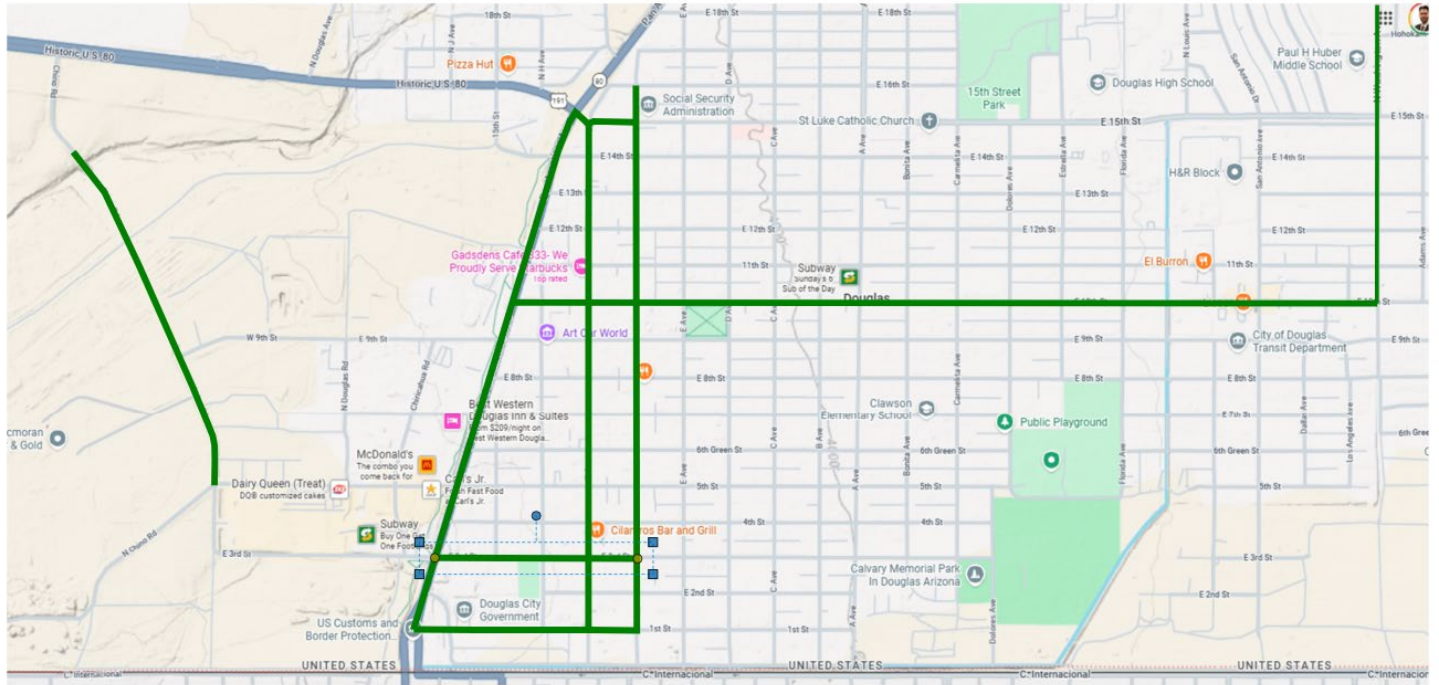
**1064 Stage IV Design Submittal**

As per DSWT and Stage IV Deliverables Checklist

**1065 Stage V/Bid Ready Submittal**

As per DWST and Stage V Deliverables Checklist

# APPENDIX A: SITE AND LOCATION MAP



## APPENDIX B: RESPONSIBILITY CHART

Page 1 of 3

The PSW is defined as the individual sections of this document and the applicable sections of the DSWT. Any deviations from the listed activities shall be discussed with and approved by the ADOT PM prior to contracting for the work.

	ITEM	SCOPE SECTION	CONSULTANT	ADOT	OTHERS
<b>A</b>	<b>AERIAL MAPPING</b>	SOW			
	1. Photogrammetric Control & Panels		X		
	2. Aerial Photography		X		
	3. Photogrammetric Compilation		X		
	a. Planimetric Map		X		
	b. Topographic Map		X		
	c. Digital Terrain Model		X		
	d. Orthophotos		X		
e. Drainage Area Map		X			
f. Right-of-Way Map		X			
<b>B</b>	<b>CONTROL SURVEYS/SUPP SURVEY</b>	SOW			
	1. Horizontal		X		
	2. Vertical		X		
	3. Utility Locations		X		
4. Right-of-Way		X		X	
<b>C</b>	<b>ENVIRONMENTAL</b>	SOW			
	1. Environmental Document		X	X	
	2. Cultural Resources Survey		X	X	
	3. Biological Evaluation		X	X	
	4. Public Meetings/Hearing				X
	a. Advertising				X
	b. Presentation Materials				X
c. Moderator				X	
d. Technical Questions				X	
e. Transcript				X	
f. Responses to Public Comments		X	X	X	

**APPENDIX B: RESPONSIBILITY CHART**

Page 2 of 3

	ITEM	SCOPE SECTION	CONSULTANT	ADOT	OTHERS
<b>D</b>	<b>MATERIALS INVESTIGATION</b>	SOW			
	1. Provide Testing and Analysis		X		
	2. Provide Preliminary Pavement Design		X		
	3. Materials Memorandum		X		
<b>E</b>	<b>DESIGN TRAFFIC DATA</b>	SOW			
	1. Prepare Traffic Analysis		X		
	2. L.O.S. Analysis		X		
	3. Composite Traffic Control Device Plan		X		
<b>F</b>	<b>RIGHT-OF-WAY</b>	SOW			
	1. Develop Requirements				X
	2. Prepare Maps for R/W Report				X
	3. Secure Title Search				X
	4. Prepare R/W Plans and Legal Descriptions				X
	5. Prepare Transfer Documents				X
	6. Provide Appraisals				X
	7. Negotiate Right-of-Way				X
	8. Condemnation Proceedings				X
	9. Testify in Court				X
	10. R/W Cost Estimates				X
	11. Relocation Assistance				X
	12. Property Management				X
	13. Clearance Letter			X	

**APPENDIX B: RESPONSIBILITY CHART**

Page 3 of 3

	ITEM	SCOPE SECTION	CONSULTANT	ADOT	OTHERS
<b>G</b>	<b>CONSTRUCTION PLANS</b>		X		
	1. Basic Roadway Plans Preparation		X		
	2. Drainage Design		X		
	3. Signing & Pavement Marking Plans		X		
	4. Utility Adjustment Plans		X		
	5. Maintenance of Traffic Plans		X		
<b>H</b>	<b>UTILITY &amp; RAILROAD</b>	SOW			
	1. Utilities Identification/Location		X	X	
	2. Clearance Letter		X	X	
	3. Prior Rights Information			X	X
<b>I</b>	<b>COST ESTIMATES</b>	SOW			
	1. Prepare Construction Cost Estimates		X		
	2. Prepare R/W Cost Estimates		X		X
<b>J</b>	<b>REVIEWS AND SUBMITTALS</b>	SOW			
	1. All Reports and Submittals		X	X	X

## **APPENDIX C: EVALUATION SCHEDULE**

### **PHASING AND EVALUATION SCHEDULE FOR DESIGN PROJECTS**

At the State's discretion, on consultant design contracts, the project design milestones are after the Stage II (30%), Stage III (60%), and Final (100%) design submittals. Contract constructability will also be evaluated by District personnel. Evaluations at these milestones provide indications of how the design is progressing and what steps have been taken to assure effective and efficient practices during construction. The evaluations should be completed after all major issues of a design submittal have been resolved. When this schedule is followed the evaluation document is an extension of the design submittal review process.

It is recommended that the letter of transmittal to the design consultant from the Project Manager be similar in content to the attached sample transmittal.

#### **RECOMMENDED EVALUATION FILING DATES**

<b>Stage II Design Submittal (30%)</b>	<b>5 DAYS after all major design submittal review issues have been resolved</b>
<b>Stage III Design Submittal (60%)</b>	<b>5 DAYS after all major design submittal review issues have been resolved</b>
<b>Stage IV Design Submittal (95%)</b>	<b>5 DAYS after all major design submittal review issues have been resolved</b>
<b>Final Design Submittal (100%)</b>	<b>5 DAYS after all major design submittal review issues have been resolved</b>
<b>Contract Constructibility (Partnering Close-out form will be used)</b>	<b>5 DAYS after construction is complete and project has been accepted.</b>

**Notes: 1. A design submittal evaluation should not be more than six weeks after the design submittal date.**

## EVALUATION MEASUREMENTS/COMMENTS

The following measurement standards for performance evaluation factors may be used:

"5" rating is for outstanding performance which exceeds the Scope of Services. Examples are design and/or construction cost savings, substantial time savings, unprecedented level of community involvement, error free plan submittals, etc. The award of this rating will be infrequent, as Consultants are selected on their qualifications and are expected to produce the best product possible.

"3" rating is for performance which has met the Department's expectations based on the Scope of Services. Examples are within scope, budget, and on time; acceptable communication and coordination; minimal changes to plan submittals, etc.

"1" rating is for unsatisfactory performance which has not met the Department's expectations based on the Scope of Services. Examples are not meeting schedules, exceeding the design and/or construction budgets, major revisions required on plan submittals, poor communication and coordination, etc.

**NOTE: Additional comments are required in the space provided for the ratings.**

## ATTACHMENT A

### LABOR CLASSIFICATION LIST

In an attempt to standardize the Labor Classifications ADOT allows for all projects, the following classifications anticipated to be used for the proposed contract are as follows:

Administrative	Project Administrator
Architect	Architect – Sr.
CADD Technician	Cost Estimator
Designer	Designer – Sr.
Engineer	Engineer – Sr.
Project Engineer – Sr.	Project Engineer
GIS Analyst/Technician – Sr.	GIS Analyst/Technician
Project Principal	Graphic Designer
Project Manager – Sr.	Project Manager
Registered Landscape Architect - Sr.	Registered Landscape Architect
Associate Archeologist	Air Quality Specialist
Archeologist – Sr.	Archeologist
Biologist – Sr.	Biologist
Cultural Resource/Archeological Technician	Cultural Principle Investigator
Environmental Planner/Scientist	Environmental Coordinator/Program Manager
HazMat Specialist	Environmental Planner/Scientist – Sr.
Aerial Photographer	Noise Specialist
Photogrammerist	Aircraft Pilot
Registered Land Surveyor – Sr.	Registered Land Surveyor
Survey Party Chief	Survey Technician
Acquisition Agent – Sr.	Acquisition Agent
ROW Project Coordinator	Relocation Agent – Sr.
Title Examiner	ROW Project Coordinator – Sr.
Title Examiner – Sr.	Relocation Agent
Right of Way Plans Technician	

**NOTE:** All Labor Classifications that require professional registration shall be currently registered with the Arizona Board of Technical Registration.



**APPENDIX A**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, the *Federal Highway Administration*, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performance by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the *Federal Highway Administration* to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the *Federal Highway Administration*, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the *Federal Highway Administration* may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with request to any subcontract or procurement as the Recipient or the *Federal Highway Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

### Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin): and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental *effects* on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1687 *et. seq.*).