

**ARIZONA DEPARTMENT OF TRANSPORTATION
ENGINEERING CONSULTANTS SECTION**

STATEMENT OF QUALIFICATIONS

FOR

CONTRACT NO.: 2012-017

SUPPLEMENTAL SERVICES



February 2012

**STATEMENT OF QUALIFICATIONS PACKAGE
FOR
CONTRACT NO.: 2012-017**

**Supplemental Services
Supplemental Engineering Personnel
Contracts & Specifications Section**

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SECTION I - PUBLIC ADVERTISEMENT

**FOR PUBLICATION Wednesday, February 1, 2012 and Wednesday, February 8, 2012
IN THE TRIBUNE NEWSPAPERS
(Mesa Tribune, Chandler Tribune & Daily Sun News)**

**ARIZONA DEPARTMENT OF TRANSPORTATION
ENGINEERING CONSULTANTS SECTION**

**PUBLIC NOTICE FOR CONSULTANTS INTERESTED IN PROVIDING SUPPLEMENTAL ENGINEERING
PERSONNEL FOR CONTRACTS & SPECIFICATIONS SECTION IN MARICOPA COUNTY**

**ECS CONTRACT NO.: 2012-017
TRACS NO.: Various**

Statements Due: Wednesday, February 22, 2012

The ARIZONA DEPARTMENT OF TRANSPORTATION is accepting Statement of Qualifications from firms to provide Supplemental Engineering Personnel to perform supplemental services to assist staff in Contracts and Specifications Section.

Submit Statement of Qualifications (SOQs) online following ECS online SOQ submittal guidelines. SOQs shall be received until 2:00 P.M. (Arizona Time) on the date shown above. No SOQs shall be accepted after the date and time specified.

For further information contact ADOT Engineering Consultants Section at (602) 712-7770. SOQ packages for Contract 2012-017 are available on the ECS website: <http://www.azdot.gov/Highways/ecs/index.asp>.

SECTION II - INFORMATION COPY TO CONSULTANTS

REQUEST FOR STATEMENT OF QUALIFICATIONS FOR FIRMS INTERESTED IN PROVIDING SUPPLEMENTAL ENGINEERING PERSONNEL FOR CONTRACTS & SPECIFICATIONS SECTION IN MARICOPA COUNTY

ECS CONTRACT NO.: 2012-017

TRACS NO.: Various

Statements Due: February 22, 2012

Submit Statement of Qualifications (SOQs) expressing interest in the project online following ECS online SOQ submittal guidelines until 2:00 p.m. (Arizona Time) on the date shown above. No SOQs shall be accepted after the date and time specified. Hard copies of SOQs shall not be accepted. Oral interviews may be held in the selection process.

SOQs will be accepted from any firm or corporation which is Prequalified through ECS, registered with the Arizona Board of Technical Registration and who has a principal or officer responsible for this contract that is properly registered with the Arizona Board of Technical Registration at the time the SOQs are due.

2012 – 2013 ECS PREQUALIFICATION INFORMATION

To submit an online SOQ for all ECS advertisements, the Consultant must be Prequalified with ECS. Subconsultants are not required to be Prequalified but are encouraged to do so. **Firms not currently Prequalified with ECS for 2012 – 2013 who intend to submit an SOQ for this proposed contract shall successfully submit the Prequalification application to ECS no later than February 7, 2012 at 2:00pm Arizona time.** The Prequalification application is found on the ECS website at http://www.azdot.gov/highways/ecs/prequalification_2012-13.asp. **Any submissions for Prequalification with ECS received after February 7, 2012 at 2:00pm Arizona time are not guaranteed to be reviewed by the SOQ due date.** For questions or further clarification regarding ECS Prequalification, contact Barb Domke at 602-712-6468 or 602-712-7525.

The selected firm(s) shall provide an individual(s) who, under the direct supervision of the Project Manager, would provide assistance to ADOT personnel. Duties may include, but not limited to: Writing and preparing specifications and contract special provisions, using word processing software, reviewing plans, preparing detailed construction estimates, and determining contract duration. Meeting and coordinating with other ADOT sections and the Federal Highway Administration to provide approved contract documents. Seal contract specifications.

Effective the date of the first public advertisement of this contract, no further contact is allowed with any ADOT personnel concerning this project except for questions of an administrative or contractual nature that shall be submitted in writing to the attention of the assigned Contract Specialist at the address below. This restriction is in effect until selection has been announced. **Questions shall be received until February 14, 2012 at 2:00pm Arizona time. No further questions shall be accepted after the time specified.** All Firms will be notified of any Firm's request for information and ECS' response(s) to the question. Information will be posted on the ECS website and emailed to those firms that have registered for project updates. Any violation of the contact restrictions may be grounds for rejection of the Firm's SOQ.

Emily Salinas, Contract Specialist
Engineering Consultants Section (ECS)
205 South 17th Avenue, Room 293E, Mail Drop 616E, Phoenix, AZ 85007
Phone: (602) 712-7770
Email: esalinas@azdot.gov

The Engineering Consultants Section Statement of Qualifications Format Instructions for Contract No. 2012-017 shall be followed when expressing interest in this project. SOQ submissions failing to follow the format, online submittal guidelines or any other instructions outlined in this SOQ Package shall be rejected. SOQ packages for Contract 2012-017 are available on the ECS website: <http://www.azdot.gov/Highways/ecs/index.asp>.

Firms, downloading SOQ proposals, are required to register so that they may receive notifications of SOQ amendments, deadline changes or any other contract information. Any amendments issued as part of an SOQ package shall be included in your SOQ submission. Failure to do so shall result in rejection of the proposal. Firms shall check the ECS website, Current Advertisement page prior to submitting SOQ proposal to see all Amendments posted for the contract.

SOQ Proposal Document

Completed SOQ proposal, including the cover letter, amendments and any other required documents, **shall be converted into one PDF file (color or black/white)** before submitting to ECS. Proposals exceeding 15MB shall be rejected. Only one PDF file is permitted per submittal.

The SOQ shall be submitted to the correct Contract Number on the Current Advertisement page. **Any SOQ submitted to the incorrect contract number shall result in rejection/non-acceptance of the SOQ.**

The SOQ document shall be named in the following manner: Contract Number and the proposed individual's last name. There shall be no spacing between the contract number and last name (e.g., 2010-014Smith).

ECS may select one or more individuals from among those submitting SOQ for further consideration. Direct experience preparing specifications, estimates and special provisions for ADOT projects and plan development and construction of ADOT projects will be a factor in the selection.

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

ECS reserves the right to reject any and all SOQs.

Professional liability insurance may be required.

Occasional out-of-office travel may be required. Motor vehicle liability insurance and valid driver's license are required.

The boilerplates for all ECS contracts are non-negotiable.

Partnerships (joint-ventures) are not allowed.

Reviewing the successful SOQ proposal(s) is allowed after the contract is awarded but copying is not permitted. Firms with CRYPROCARDS may also view debriefing information through eCMS.

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

ADOT will supply computer or other special equipment needed for the Supplemental Services consultant to fulfill his/her duties while at ADOT. Any needed equipment will be purchased by ADOT and will be ADOT property.

DISADVANTAGED BUSINESS ENTERPRISES:

Policy:

The Arizona Department of Transportation (ADOT) has established a Disadvantaged Business Enterprise (DBE) program in accordance with the regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The Arizona Department of Transportation has received Federal financial assistance from the Department of Transportation and as a condition of receiving this assistance, the Arizona Department of Transportation has signed an assurance that it will comply with 49 CFR Part 26.

It is ADOT's policy to ensure that DBEs, as defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also the policy of the Department:

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT- assisted contracts;
3. To ensure that the DBE program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are counted as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts; and
6. To assist in the development of firms that can compete successfully in the market place outside the DBE program.

Race-Neutral DBE Participation:

The Department is using a race-neutral program to obtain DBE participation. Race-neutral participation occurs where (1) a firm's DBE status is not considered when awarding subcontracts or (2) a DBE is the prime consultant.

The Department has a DBE Supportive Services Program that works with both DBEs and prime consultants to facilitate DBE participation. Melissa Boyles is the manager of the program. She can be reached at (602) 712-4071 or mboyles@azdot.gov.

Reporting:

The Department is required to collect data on DBE participation to report to FHWA. Therefore, accurate reporting is needed to track DBE participation. The consultant shall submit a report electronically on a monthly basis indicating the amounts earned by and paid to all DBEs working on the project.

The DBE compliance report shall be submitted through the Department's web-based system, which can be accessed at <https://adot.dbesystem.com/>

SECTION III - STATEMENT OF QUALIFICATIONS FORMAT INSTRUCTIONS
CONTRACT NO. 2012-008

All SOQs shall be submitted online. Hard copies of SOQ proposals are not accepted. Consultant shall submit a separate SOQ for each person proposed.

1. There is a **TOTAL PAGE LIMIT of 10 pages for your online SOQ submittal.** Number the pages of the SOQ proposal beginning with the Introductory Letter (cover page) and ending with the last page.

Firms shall follow the applicable online submittal instructions (Firms with no ECS contracts or Firms with ECS Contracts). Complete the SOQ proposal in a standard word processing program or other application for uploading into eCMS as a PDF document adhering to the guidelines listed below:

1. **Format** - Follow the exact format outlined in this SOQ Package, as formats for each advertisement/SOQ Package may vary. **Failure to follow the format as outlined in the SOQ shall result in rejection of the SOQ.**
2. **Number of Pages** - Number of pages shall not exceed the page limit specified above. Number the pages of the proposal beginning with the Introductory Letter (cover page) and ending with the last page. **Failure to follow the page limit specified in the SOQ shall result in rejection of the SOQ. DO NOT ADD ANY ADDITIONAL PAGES, FORMS, DOCUMENTS, AND ATTACHMENTS, INCLUDING BLANK PAGES, THAT ARE NOT SPECIFICALLY LISTED AS REQUIRED IN THE SOQ, OR THE PROPOSAL SHALL BE REJECTED.**
3. **Page Parameters** - A page is defined as an 8.5 x 11-inch sheet, blank or printed. All proposal pages are counted from beginning to end to arrive at the maximum allowable page limit stated in the SOQ Package. All pages including covers, table of contents, tables, figures, photographs, divider sheets, maps, etc. are counted as pages.
4. **Print and Font Size** - ECS strongly suggests that firms use a 10-point or larger font for the body of the proposal. The use of standard basic fonts, such as Arial and Times New Roman, found in all Microsoft software and print drivers is highly recommended in order to avoid any formatting issues which could result in an increase in the SOQ proposal page numbers after it is received online by ECS. The goal is to make the document clear and legible. Proposal scores will be adversely affected if SOQs are not legible or the font size is too small to read if printed by Selection Panel members.
5. **Video or Multimedia Applications** - No video clips or other multimedia applications are allowed. Failure to adhere to the guidelines shall result in rejection of the SOQ.
6. **Amendments** - Before submitting the SOQ, check the ECS Current Advertisement page to look for any Amendments to the SOQ. Copy any amendments from the **Current Advertisements** page of the ECS website for the relevant project, sign the amendment acknowledging that it was received and append it to the SOQ proposal before uploading the completed document. Amendments shall not be counted towards the page limit and do not require page numbers. **Failure to copy, sign and include all issued Amendments with the SOQ shall result in rejection of the SOQ.**
7. **Attachments** - The SOQ may require attachments but these shall not be included in the page count. **Do not add additional pages, forms, documents, and attachments, including blank pages in this section that are not specifically listed or requested in the SOQ, as these shall count toward the page count and shall cause the proposal to be rejected.** Extra divider sheets separating the main proposal from attachments should also not be included as this shall be counted as a page.
8. **The SOQ document shall be named in the following manner: Contract Number and the proposed individual's last name. There shall be no spacing between the contract number and last name (e.g., 2010-014Smith).**

9. **SOQ PDF Document** - Completed SOQ proposal, including the cover letter, amendments and any other required documents, **shall be converted to one PDF file** (color or black/white) before submission to ECS. Proposals exceeding 15MB shall be rejected. Only one PDF file is permitted per submittal.
10. Ensure the correct contract number on the Current Advertisement page is selected when submitting an SOQ proposal. **An SOQ submitted to the incorrect contract number shall result in rejection/non-acceptance of the SOQ. Adobe Professional Version 7 or above may be used for this purpose. As each firm uses a different version of Adobe, use an internet search engine or Help feature of the specific Adobe program used by the firm to find instructions on how to enable comments.**

2. **The online SOQ proposal shall follow the format outlined below:**

	FORMAT CONTENT	MAXIMUM POINTS	TOTAL NUMBER OF PAGES
PART A	INTRODUCTORY LETTER		1
PART B	SOQ PROPOSAL CERTIFICATION SUPPLEMENTAL SERVICE DISCLOSURE FORM		1 1
PART C	EVALUATION CRITERIA		7
	1. Relevant Experience	30	
	2. Demonstrated Knowledge, Skills & Abilities	30	
	3. Education & Training	20	
	4. Knowledge of Federal, State & Industry Standards	10	
	5. Availability	10	
PART D	AMENDMENTS (Required but shall not count toward page limit)		
	TOTAL POINTS	100	10

3. **Any amendments issued as part of this SOQ Package shall be included in your SOQ submittal but shall not be counted as pages. Failure to include all amendments issued shall result in your SOQ proposal being rejected.** Firms should check the ECS website, Current Advertisement page prior to submitting your SOQ proposal to see all Amendments posted for the contract.
4. **Submissions failing to follow all instructions outlined above or the applicable online SOQ guidelines shall be rejected and the Firm will be notified in writing of the reason(s) for rejection.**

**SECTION IV - STATEMENT OF QUALIFICATIONS - FORMAT AND EVALUATION CRITERIA
CONTRACT NO. 2012-017**

The following describes more specifically, the content of each part. **Consultant shall submit a separate SOQ for each individual proposed.**

PART A. INTRODUCTORY LETTER

The Introductory Letter should be addressed to:

Arizona Department of Transportation
Engineering Consultants Section
205 South 17th Avenue
Room 293E, Mail Drop 616E
Phoenix, Arizona 85007

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

1. An expression of the Firm's interest in being selected for the project.
2. A statement confirming the commitment of individual identified in the submittal to the extent necessary to meet ADOT's quality and schedule expectations.
3. Provide name and Professional Engineer registration number of the principal or officer responsible for this contract that is properly registered with the Arizona Board of Technical Registration at the time the SOQs are due.
4. A summary of key points regarding the candidate's qualifications.

PART B. SOQ PROPOSAL CERTIFICATION FORM AND ADOT PROJECT INVOLVEMENT DISCLOSURE STATEMENT

Complete the two forms provided and include as part of your submittal.

SOQ Proposal Certification Form: The certification form shall be signed by a Principal or Officer of the Firm and submitted with the SOQ. **Failure to certify all statements by signing and submitting the certification form with the SOQ shall result in rejection of the proposal.** Use the following link to review, print out and complete the SOQ Proposal Certification Form:

http://www.azdot.gov/highways/ECS/PDF/SOQ_Package_Material/SOQ_Certification_Form_Supplemental_Service_01_12_12.pdf

ADOT Project Involvement Disclosure Statement: Information Bulletin 09-10, Conflict of Interest - Supplemental Services Consultant Restrictions may be reviewed at <http://www.azdot.gov/highways/ecs/PDF/Bulletins/09-10-infob.pdf>. The ADOT Project Involvement Disclosure Statement shall be signed by the Proposed Supplemental Service Personnel and Principal or Officer of the Firm and submitted with the SOQ. **Failure to submit the signed disclosure with the SOQ shall result in rejection of the proposal.** Use the following link to review, print out and complete the ADOT Project Involvement Disclosure Statement:

http://www.azdot.gov/highways/ECS/PDF/SOQ_Package_Material/ADOT_Project_Involvement_Disclosure_Statement_SS_01_31_12.pdf

PART C. EVALUATION CRITERIA

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

1. Relevant Experience (30 Maximum Points)

- a) Discuss recent relevant experience of the individual in relation to the services requested by the contract.
- b) Describe the record of performance on past projects of similar type and magnitude.
- c) List roles that indicate the individual functioned in similar roles as required by the contract.

2. Demonstrated Knowledge, Skills and Abilities (KSAs) (30 Maximum Points)

- a) Describe the proposed individual's demonstrated knowledge, skills and abilities as applicable to the area of assignment.
- b) Verify the proposed individual possesses the necessary technical skill to meet the requirements of the contract.
- c) Discuss any innovative techniques the proposed individual as displayed in previous work.
- d) Provide evidence that the proposed individual has the ability (through their performance record) to meet the requirements of the position.
- e) Include any other additional skills or complex assignments the individual has completed.

3. Education and Training of Proposed Staff (20 Maximum Points)

- a) Describe the proposed individual's credentials and education.
- b) Describe how the proposed individual's training is relevant to the contract requirements.
- c) Provide a list all the proposed individual's license and certifications relevant to the contract requirements.
- d) Include any additional other essential education, training and/or license that uniquely support the proposed individual's ability to perform the required tasks.

4. Knowledge of Federal, State and Industry Standards (10 Maximum Points)

- a) Explain the proposed individual's level of knowledge, familiarity and experience with Federal industry standards.
- b) Discuss the proposed individual's level of knowledge, familiarity and experience with State industry standards.

5. AVAILABILITY (10 Maximum Points)

Explain whether the proposed individual's has adequate time to commit to contract specific project tasks.

PART D. AMENDMENTS

Attach a signed copy of any amendments issued as part of this SOQ. Amendments are not included in the page count. **Failure to include all amendments issued shall result in the SOQ being rejected.** Firms should check the ECS website, Current Advertisement page prior to submitting SOQ proposal to see all Amendments posted for the contract.

SECTION V - PANEL RANKING FORMS

To review the Panel Ranking Forms, use the following link:

http://www.azdot.gov/highways/ECS/PDF/SOQ_Package_Material/Supp_Svcs_Specific_Rates_%2010_5_11.pdf

SECTION VI - SUPPLEMENTAL SERVICES BILLING RATES

To view the Guidelines for Supplemental Services Billing Rates, use the following link:

http://www.azdot.gov/highways/ecs/PDF/SOQ_Package_Material/Supplemental_Services_Billing_Rates_Guidelines.pdf

SECTION VII - DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

To review the Disadvantage Business Enterprise Program Information, use the following link:

http://www.azdot.gov/highways/ecs/PDF/SOQ_Package_Material/Disadvantaged_Business_Enterprise_Program.pdf

SECTION VIII - LOBBYING CERTIFICATION

To review the Lobbying Certification, use the following link:

http://www.azdot.gov/highways/ecs/PDF/SOQ_Package_Material/Lobbying_Certification.pdf

SECTION IX - SOQ ONLINE SUBMITTAL INSTRUCTIONS

To access the online submittal instructions, use the following link:

*** For Firms with ECS Contracts**

http://www.azdot.gov/highways/ecs/PDF/online_SOQ_Submission_Guidelines_withcontract.pdf

*** For Firms without ECS Contracts**

http://www.azdot.gov/highways/ecs/PDF/online_SOQ_Submission_Guidelines_nocontract.pdf

SECTION X – CONTRACT BOILERPLATE

To review the Specific Rates sample contract, use the following link:

http://www.azdot.gov/highways/ECS/PDF/SOQ_Package_Material/Sample_Contract_Specific_Rates-6-4-11.pdf

SECTION XI - SCOPE OF SERVICES

ARIZONA DEPARTMENT OF TRANSPORTATION
INTERMODAL TRANSPORTATION DIVISION

SCOPE OF SERVICES
SUPPLEMENTAL ENGINEERING PERSONNEL
CONTRACTS & SPECIFICATIONS SECTION
CONTRACT ENGINEER

CONTRACT NO. 2012-017

FEBRUARY 2012

CONTRACT NO. 2012-017
SUPPLEMENTAL ENGINEERING PERSONNEL
CONTRACTS & SPECIFICATIONS SECTION
CONTRACT ENGINEER

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SCOPE OF SERVICES
 TEMPORARY ENGINEERING PERSONNEL
 CONTRACTS & SPECIFICATIONS SECTION
 CONTRACT ENGINEER

100 GENERAL

The work consists of providing temporary technical personnel, on a full-time basis for a period specified elsewhere in this contract, to provide engineering services and assistance as described in Appendix A. The temporary personnel provided to supplement ADOT for the Contracts and Specifications Section, under terms of this contract, is an employee of the CONSULTANT, not ADOT.

Consultant Services

200 STAFFING

The CONSULTANT will follow Appendix A of this document and Position Specifications based on those approved by the State of Arizona Personnel Board, when considering candidates for the required positions. The employee of the CONSULTANT will work in the ADOT offices of the Contracts and Specifications Section.

Should the assigned employee of the CONSULTANT not be able to complete the term of this contract, the CONSULTANT may be required to furnish other candidates of equal or higher qualification and be subject to approval by ADOT on a temporary basis. ADOT will then re-advertise the position.

ADOT will supply computer or other special equipment needed for the Supplemental Services consultant to fulfill his/her duties while at ADOT. Any needed equipment will be purchased by ADOT and will be ADOT property.

The employee of the CONSULTANT may be requested to perform duties including, but not limited to, those described in Appendix A.

The STATE reserves the right to terminate the CONSULTANT immediately upon written notification if consultant services are no longer required or satisfactory.

300 PERFORMANCE

The performance of the CONSULTANT will be evaluated at 180-day intervals following the contract start date by the ADOT Supervisor to which the employee reports. Performance evaluation criteria are to be agreed upon by the CONSULTANT'S employee and the Supervisor. All CONSULTANT personnel must perform the assigned work in a professional, proper, and skillful manner. If the Supervisor determines the CONSULTANT'S performance or conduct to be unsatisfactory, this will be grounds of immediate termination and the employee will be relieved of assigned duties immediately upon written notification.

400 TRAVEL

Occasional out-of-office travel may be required. Motor vehicle liability insurance and valid driver's license are required.

With the Supervisor's approval, ADOT will reimburse per diem and/or mileage in accordance with the ADOT Travel Policy. Mileage will be reimbursed at the rate negotiated for personal vehicle only. Mileage of travel is to be measured by the most direct and usually traveled route. Reporting of travel expenses is on the consultant's time record described below. Commuting expenses, time and mileage between the consultant's residence and assigned office, will not be reimbursed under this contract.

500 WORK SCHEDULE AND TIME RECORDS

The CONSULTANT'S normal work schedule will be as follows:

- Work Week: Monday through Friday
Work Hours: 8:00 a.m.-4:30 p.m. (1/2 hour lunch), or as approved by Supervisor
Holiday: Adhere to STATE Holiday Schedule (not billable)
Leave Time: Per ADOT Policy in Guidelines. Dates to be agreed upon in advance with the Supervisor.
Overtime: Hours worked in excess of 40 hours per week will be paid at a negotiated overtime. Overtime hours need prior approval of the Supervisor.

CONSULTANT will be paid only for actual hours worked.

Each CONSULTANT will be responsible for maintaining a clear, updated single-source time document for record keeping, which will contain approved prefix, TRACS number (ie.. Route, County, Milepost) and Project Numbers (if applicable) that are open for charges, daily hours worked, project(s) mileage, and dollar amount claimed per day for per diem and vehicle usage. The time document shall cover a month period or two-week periods. Only time documents with the required information will be verified and signed by the Contract Supervisor.

600 BILLING

The CONSULTANT must prepare a Monthly Summary Report of work hours by TRACS number along with monthly billing to be submitted to **ADOT Contracts and Specifications Section**. The CONSULTANT must verify all TRACS and Project Numbers using the Project Numbering Reference furnished by ADOT before submitting monthly billing.

APPENDIX A

Position Specification
For
SUPPLEMENTAL ENGINEERING PERSONNEL
Contracts & Specifications Section

CONTRACT ENGINEER

(1) Contracts & Specifications Section

Work Description:

Under the supervision of ADOT staff, review plans and prepares specifications, estimates and contract special provisions for roadway and bridge construction projects. Coordinates with other sections and groups within ADOT as well as outside agencies.

EXAMPLES OF DUTIES

Writing and preparing specifications and contract special provisions, using word processing software. Reviewing plans, preparing detailed construction estimates, and determining contract duration. Meeting and coordinating with other ADOT sections and the Federal Highway Administration to provide approved contract documents. Seal contract specifications. Preparing advertisement for bids and assisting in bid openings and bid verification.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles of highway design and construction.

Skills in technical and specification writing.

Knowledge of contract and special provisions requirements.

Skills in word processing and spreadsheets; Microsoft Word and Excel are required.

Skills in verbal and written communication.

Knowledge of Federal and State statutes, and agency policies and procedures related to road and bridge construction.

Skills in estimating roadway and bridge construction costs.

MINIMUM QUALIFICATIONS

Registration as a professional civil engineer in the state of Arizona is required.

Valid Arizona drivers license.