Arizona Department of Transportation

Intermodal Transportation Division

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TO: ADOT Project Managers/Monitors, Resident Engineers And Consultant Engineering Firms

FROM: Engineering Consultants Section

SUBJECT: SCOPE OF WORK PREPARED BY CONSULTANTS

In the event that suitable scopes of work can not be developed by ADOT staff, the Department may enter into an agreement with a consultant for the purpose of assisting with the writing of the scope of work.

The consultant selected to prepare the scope of work will not be eligible to submit a bid or proposal on the solicitation for which the scope of work was prepared nor is the consultant eligible to supply a product or service to a bidder or offeror on the solicitation for which the specification was prepared.

However, the consultant may submit a written explanation to the Department prior to the solicitation and request an exemption. The Department may make an exception when justified by the business practices of the applicable industry or it is otherwise in the best interest of the Department.

The Department shall place in the solicitation file, a written determination, including all relevant facts in any case where an exception is made.

SUSAN TELLEZ, Contract Administrator