Arizona Department of Transportation

Intermodal Transportation Division

206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janet Napolitano
Governor

Victor M. Mendez
Director

Floyd Roehrich Jr.
State Engineer

October 6, 2008

TO: ALL INTERESTED PARTIES

SUBJECT: AMENDMENT NO. 2

REFERENCE: STATEMENT OF QUALIFICATIONS NO. 09-15
FULL SERVICE CONSTRUCTION ADMINISTRATION

TRACS No. 017 MA224 H688101C
I-17: SR74 to ANTHEM WAY
RECONSTRUCTION
and
TRACS No. 017 MA229 H760401C
I-17: ANTHEM WAY to NEW RIVER ROAD
PAVEMENT PRESERVATION

The following revisions are made to the referenced Statement of Qualifications package:

SECTION III CONSULTANT CONSTRUCTION ADMINISTRATION GUIDELINES WAS REVISED AS PER THE ATTACHED DOCUMENT

SECTION IV PART B, EVALUATION CRITERIA - 4. ORAL INTERVIEW- in the SOQ package referenced above, has been revised as follows:

a. The Interviews will be conducted with up to 3 Consultant firms placed on the final list based on their SOQ. The Consultant's key personnel (maximum of five) shall be present an overview of its plan and approach to the project. Details of its SOQ are to be explained, and the Consultant should be prepared to answer the Selection Team's questions that will be in reference to the Firm's SOQ submittal. Presentation and Answers shall not exceed 90 minutes.

SECTION IX SCOPE OF WORK, MAJOR STAFFING REQUIREMENTS INCLUDED WITHIN THE CLASSIFICATION GUIDELINES ARE: - PAGE 2.8
THIS PARAGRAPH HAS BEEN REVISED AS NOTED BELOW:

The following positions have been identified as KEY POSITIONS in this contract:

- RESIDENT ENGINEER
- PROJECT SUPERVISOR
- FIELD OFFICE SUPERVISOR
- MATERIALS LABORATORY SUPERVISOR
- TRAFFIC CONTROL SPECIALIST

SECTION IX SCOPE OF WORK, MAJOR STAFFING REQUIREMENTS INCLUDED WITHIN THE CLASSIFICATION GUIDELINES ARE: - PAGE 2.9
THIS PARAGRAPH HAS BEEN REVISED AS NOTED BELOW:

RESIDENT ENGINEER (T2)

The RESIDENT ENGINEER proposed for work under this contract shall be registered as a Civil Engineer in the State of Arizona or an approved field.

Depending on project need the RESIDENT ENGINEER and other appropriate key personnel identified by the PROJECT MONITOR shall be available to begin work within one week of the execution of this Agreement or as otherwise authorized by Consultant Contracts.

Emily Salinas
Contract Specialist
Engineering Consultants Section

AN OFFEROR MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT BY SIGNING BELOW AND INCLUDING THIS DOCUMENT AT THE BACK OF THE SOQ SUBMITTAL. FAILURE TO DO SO MAY RESULT IN REJECTION OF THE PROPOSAL.

_____	_____
CONSULTANT NAME	**SIGNATURE**

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

ENGINEERING CONSULTANTS SECTION

GUIDELINES FOR:
CONSULTANT CONSTRUCTION ADMINISTRATION

The following cost guidelines will be used when negotiating Construction Administration projects for the Arizona Department of Transportation.

1. A fair and reasonable overhead will be applied to all Construction Administration contracts.

2. Relocation allowance will not be allowed. However, a member of the Team who has a unique specialty may be allowed travel and per diem allowances if deemed necessary and pre-approved by the project manager.

3. Other Direct Expenses must be project specific. Otherwise, it must be billed through overhead. Allowable expenses are:

   - Mileage -- privately owned vehicles @ $.445/mile/ per ADOT POLICY as approved by the Department.

   - Leased vehicles plus cost for fuel, scheduled maintenance and insurance.

   - Cell phone packages --- negotiated on a project per project basis.

   - Computers – the Department will supply.

4. Vehicle Policy

   - The maximum allowable for any leased vehicle is $600 per month. Consultants should lease two wheel drive trucks (full and/or compact) for all construction administration projects. Authorization of four wheel drive vehicles will be the exception, such as for very rough terrain and will be approved by the Deputy State Engineer for Operations or Valley Transportation Group.

   - Sports Utility Vehicles are not authorized.

   - No vehicles leased for a specific project will be used for personal or other use.