

Procurement of a Consultant

Agency Documents Approved By ADOT ECS Section

- Completed Certification Acceptance Contract Administration Procedures Review Checklist (**Appendix A**)
- Procurement Procedures – written process for advertising, evaluating, selecting, and negotiating contracts
- Contract Procedures – written process for contract administration and management
- Sample A/E RFQ Package – copies of what the Agency advertises as part of its solicitation
- Sample Contract Boilerplate Documents – copies of contract document used for FAHP projects

Submit to ADOT LPA Section before December 8, 2023

Assessment Questions

Question	Y/N	Document, Page, Paragraph <i>(To be completed by CA)</i>	Check if changed since 2019 <i>(CA to complete)*</i>	Item of Concern <i>(SME use only)*</i>
What is your process on training Procurement staff on managing federally funded projects?				
Is the Agency submitting Design Consultant Contracting (Procurement) Procedures? If yes:				
Do the Agency's Design Consultant Contracting (Procurement) procedures meet the federal and state laws, regulations and all other applicable requirements for qualification-based selection (QBS) process?				
Does the Agency use an ADOT approved prequalification process?				
If no, does the Agency use ADOT's prequalification list?				
Do the Agency's Procedures:				
Require notification to the ADOT PM of kickoff and progress meetings?				
Inform the ADOT PM of error and omission actions taken?				
Require contacting the ADOT PM for approval and FHWA concurrence before terminating a federal-aid contract?				
Include a tracking and reporting process for on-call assignments, if applicable?				
On-Call Design Procurement Procedures				
Is the Agency submitting Design Consultant On-Call Procurement Procedures? If yes:				

Does the Agency's Procedures include On-Call procurement procedures?				
Do the CA Agency's procedures identify and define one of the two task or work orders assignment processes?				
Mini QBS procedures?				
Regional selection?				
Do the CA Agency's procedures Include a tracking and reporting process for on-call assignments?				
Will the Agency be requesting an approval from ADOT before advertising for procurement of On-Call services?				

See **Appendix A** for additional resources.

The Certification Acceptance Agency attests to the following (check the following applicable box):

<input type="checkbox"/>	No changes made since 2019
--------------------------	----------------------------

<input type="checkbox"/>	The following changes since 2019 are noted above
--------------------------	--

Agency – Prepared by:	
Signature	
Printed Name	
Title	
Date	

ADOT – Approved by:	
Signature	
Printed Name	
Title	
Date	

*Item of Concern Documentation:
--