

**ATTACHMENT E. Construction Commercially Useful (CUF) Review Checklist**


 Arizona Department of Transportation  
 Business Engagement and Compliance Office

<b>DBE Commercially Useful Function (CUF) Checklist</b> <b>Construction Project - Project Profile</b>		
Project No./TRACS:	Date of Review:	
DBE's Start Date:	ADOT Reviewer:	
DBE's Completion Date:	Prime Contractor:	
District:	DBE Firm's Name:	
Org:	Date Contract/Agreement Approved:	
<b>Purpose:</b> To document DBE Contractors/Subcontractors/Trucking Companies' compliance with the CUF requirements for DBE participation pursuant to 49 CFR 26.55, et seq.		
<b>Type of Operation:</b> <input type="checkbox"/> Contractor <input type="checkbox"/> Trucker <input type="checkbox"/> Regular Dealer <input type="checkbox"/> Manufacturer		
<b>Contractor (Sec. 1-4 ) Trucker (Sec. 5 ) Regular Dealer (Sec. 6 ) Manufacturer (Sec. 7 )</b>		
Provide a brief description of the DBE's scope of Work (Must include Pay Items Number(S)).		
<b>1. Management - Contractor</b>		<b>YES</b>
a. Name of the onsite representative:		<b>NO</b>
b. Onsite representative reports to:		
c. Have you performed any other work for any other contractor / subcontractor on this project?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, Name of contractor:		
d. Does the DBE onsite representative effectively manage the jobsite without interference from any other non-DBE contractor?	<input type="checkbox"/>	<input type="checkbox"/>
e. Who does the DBE onsite representative contact for hiring , firing, or to modify the contract:		
f. Has the DBE owner been present on the jobsite?	<input type="checkbox"/>	<input type="checkbox"/>
g. Is the DBE maintaining its own payroll?	<input type="checkbox"/>	<input type="checkbox"/>
h. Who prepares the DBE's certified payrolls?		
i. Does the DBE schedule all work activities, material deliveries, and other related actions required for the prosecution of the contract work?	<input type="checkbox"/>	<input type="checkbox"/>
j. Did the DBE subcontract any items or portions of work to any other contractor?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, Name of contractor and dollar amount/percentage that is subcontracted?		
<b>2. Equipment - Contractor</b>		<b>YES</b>
List the major self-propelled (engine)equipment used by the DBE:		<b>NO</b>

b. Does the equipment have the DBE's marking or emblem?	<input type="checkbox"/>	<input type="checkbox"/>
If another firm's emblem is on the equipment identify the company name:		
c. Is the equipment under the direct supervision of the DBE?	<input type="checkbox"/>	<input type="checkbox"/>
If no, Name of contractor:		
d. Is the equipment owned or leased	<input type="checkbox"/> Owned	<input type="checkbox"/> Lased (If leased continue)
e. The equipment is leased from:		
f. Is there a formal lease agreement identifying the terms and parties involved?	<input type="checkbox"/>	<input type="checkbox"/>
g. Is the operator of the leased equipment the DBE's employee?	<input type="checkbox"/>	<input type="checkbox"/>
If no, Name of employer:		
<b>3. Workforce - Contractor</b>	<b>YES</b>	<b>NO</b>
a. Does the DBE have employees on the jobsite?	<input type="checkbox"/>	<input type="checkbox"/>
b. List the names of the DBE crew members as observed during the performance of the contract work.		
c. Have any employees done work for any other contractor or subcontractor on this project?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, Name of contractor:		
<b>4. Materials - Contractor</b>	<b>YES</b>	<b>NO</b>
a. Is the work to be performed by the DBE "furnish and install" item of work? (If yes continue)	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the quality and quantity of the materials controlled by the DBE?	<input type="checkbox"/>	<input type="checkbox"/>
c. If two party checks used, who are the parties identified as payable to?		
d. Does the prime contractor direct who the DBE is to obtain the material from and at what price?	<input type="checkbox"/>	<input type="checkbox"/>
e. Who makes the arrangements for the delivery of materials?	<input type="checkbox"/> DBE	<input type="checkbox"/> Prime
f. Name of whom schedules the delivery of materials:		
g. Material invoices are made out to:		
<b>5. Truckers</b>	<b>YES</b>	<b>NO</b>
a. Are DBE trucks present on the job site?	<input type="checkbox"/>	<input type="checkbox"/>
b. Are the trucks owned by DBE?	<input type="checkbox"/>	<input type="checkbox"/>
If no, Name of Leasing firm:		
c. If leased, is there a formal agreement identifying the terms and parties involved?	<input type="checkbox"/>	<input type="checkbox"/>
d. Are the rates within the standard industry practice?	<input type="checkbox"/>	<input type="checkbox"/>
e. Are DBE trucking firms' employees shown on the certified payroll?	<input type="checkbox"/>	<input type="checkbox"/>
f. Is there an approved subcontract or written agreement? If yes, who are the parties?	<input type="checkbox"/>	<input type="checkbox"/>

<b>6. Regular Dealers</b>		<b>YES</b>	<b>NO</b>
a. Does the regular dealer have an established storage facility and inventory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the dealer have a business that sells the product being supplied to the public on a routine basis ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Does the business stock the product for the use on the project as a normal stock item?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Is the distribution equipment used in delivering the product have the DBE emblem?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Is the equipment: <input type="checkbox"/> Owned <input type="checkbox"/> Leased			
f. Is the quality and quantity of the materials controlled by the DBE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. In whose name are materials shipped?			
h. Who is delivering and unloading the material?			
<b>7. Manufacturers</b>		<b>YES</b>	<b>NO</b>
a. Is the business primary function to manufacturer construction products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the business stock the product altered for this project as a normal stock item?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Is the quality of the materials controlled by the DBE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ADOT Reviewer Signature:</b>			
<b>BECO's Use Only - Determination Summary</b>		<b>YES</b>	<b>NO</b>
a. Is there a legal contract executed by the DBE to perform a distinct element of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Has the onsite representative been identified as an employee of the DBE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Does it appear the DBE is performing a CUF?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I have reviewed the project records and monitored the work site and certify that (DBE) performed the work that was committed to it at contract award.</p> <p>Assigned BECO Representative: _____</p> <p>Signature: <input type="text"/></p> <p>Date: <input type="text"/></p>			