



Arizona Department of Transportation
Intermodal Transportation Division
 206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janice K. Brewer
 Governor

Floyd Roehrich, Jr.
 State Engineer

John S. Halikowski
 Director

ADD OR REPLACE SUBCONSULTANT REQUEST FORM

TO: Vivien Lattibeaudiere, ECS Director
 THROUGH: Group Manager (Group)
 FROM: ADOT PM, (Section)
 RE: Contract No.: Consultant Name:
 Description:

Subconsultant to be added:

Subconsultant to be replaced:

In order to adhere to the Qualification-Based Selection (QBS) process and federally-funded contract requirements, it is necessary that Subconsultants, including Disadvantaged Business Enterprise (DBE) Subconsultants, be utilized on contracts as listed in the original SOQ. ADOT's prior approval is required for any Subconsultant changes (addition, removal or substitution) and must be requested and justified by completing the information below.

Request to Add or Replace Subconsultant

Is Subconsultant to be added included in the Original SOQ? Yes No N/A

If No, explain below why Subconsultant is being added to contract.

Request to Add or Replace DBE

Is the Subconsultant included in the original SOQ as a DBE? Yes No N/A

Is the Subconsultant to be added replacing a DBE or reducing the work to be performed by a current DBE on the contract? Yes No N/A

If yes, list the DBE firm whose work will be replaced or reduced.

If yes, is the replacement Subconsultant a DBE? Yes No N/A

To add or replace an existing Subconsultant, approvals from your Group Manager, Civil Rights Office (when DBE is involved) and ECS Director are required.

Justification for adding or replacing the Subconsultant to the above contract and the impact on DBE usage or Subconsultants listed in the original SOQ, if applicable

Approvals:

 Project Manager Date

 Group Manager Date

 Civil Rights Office Date

 ECS Director Date