

ENGINEERING CONSULTANTS SECTION

Add or Remove Subconsultant Request Form

Contract Number _____ Consultant Name _____

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 and approved in the contract. ADOT's approval, as shown by all signatures listed below, is required **prior** to any Subconsultant changes (**addition, removal or substitution**) and shall be requested and justified by completing this form.

Select the requested process(s) and complete ALL items of the selected box.

☐ **Request to Add a Subconsultant** Firm Name: _____

1) Is the Subconsultant to be added included in the original SOQ? ☐ Yes ☐ No
a. If no, are there other subs on this contract who perform the same work as the added Subconsultant? ☐ Yes ☐ No
(If yes, identify Subconsultant(s) and explain reason for request in question #3.)

2) Is the Subconsultant to be added replacing another Subconsultant? ☐ Yes ☐ No
a. If yes, identify the Subconsultant and explain.

b. If yes, is the Subconsultant to be replaced a DBE firm? ☐ Yes ☐ No
*(If yes, identify Subconsultant(s) in question #3 and attach firm's **BECO DBE Affidavit with DBE Termination/Substitution request form (BECO Form 108C)** and supporting documents.)*

3) Must provide justification for adding Subconsultant.

☐ **Request to Remove a Subconsultant** Firm Name: _____

1) Is the Subconsultant to be removed a DBE firm? ☐ Yes ☐ No
a. If yes, must provide **BECO DBE Termination/Substitution request form (BECO Form 108C)** and any supporting documents.

2) What firm(s) will gain the work from this removal? _____
a. Is the firm(s) gaining the work included in the original SOQ? ☐ Yes ☐ No

3) Must provide justification for removing Subconsultant.

Disadvantaged Business Enterprises (DBE) Impact

DBE Goal for On-Calls Contracts _____ DBE Commitment for Project Specific Contracts _____

Adding, removing, and substituting Subconsultants may impact the ability to meet the DBE Commitment on the contract. Complete the financial information in the table below for the project(s)/contract affected.

	Original Budget plus Prior Mods	Additional Funds/ Realignment Amount	Revised Budget Total	Revised DBE Usage
Consultant (Non-DBE)				
Consultant (DBE)				
Subconsultants (DBE)				
Subconsultants (Non-DBE)				
Total				

Provide additional comments or provide explanation if Revised DBE Usage falls below DBE Goal or Commitment:

Consultant Representative Name and Title

Consultant Representative Signature Date

ADOT Project/Contract Manager Date

ECS Manager Signature Date