



Contract Modification Checklist

Contract Number _____ Consultant Name _____
Contract Description _____
Project Name _____ Modification Amount _____
ADOT Project No. (TRACS) _____ Modification Number _____ Task Order/Rev Number _____ Contract DBE Goal _____
ADOT Project Manager _____ ADOT Contract Manager _____

This checklist is to be completed and submitted by the Prime Consultant along with each Contract Modification submittal. Please check the appropriate boxes designating documentation included in each submittal for the Prime Consultant, Subconsultant and Tier-Subconsultant.

Table with columns: Prime, Subs, Tier-Subs, Contract Modification Required Documents, ECS Reviews (Complies Y/N, 1st, 2nd). Rows include Transmittal Letter, Scope of Work Narrative, Cost Proposal Cost Derivation Sheet, Direct Expense Cost Derivation, Post Design Services (PDS) Scope of Work, DBE Documentation, and Other (describe).

ADOT Project Manager Contract Modification Submittal Checklist

ADOT Project Manager and Contract Manager have reviewed and recommend the attached Contract Modification Package and certify that the scope of work is consistent with the contract and authorize ECS to execute the Modification.

Checkboxes for Consultant Initiation Date, ADOT Project Manager Review and Concurrence Date, and various documentation items like Project Manager Scope of Work, Funding Source Approval, and Funding Authorization.

ADOT Engineering Consultant Section Review Checklist

Checkboxes for ECS Initial Review, Final Application, and FHWA Authorization Date, with fields for Date Received, Date Reviewed, Simple 14 Date, and AFIS Date.