

**ARIZONA DEPARTMENT OF TRANSPORTATION
ENGINEERING CONSULTANTS SECTION
LOCAL PUBLIC AGENCY (LPA) APPLICATION REVIEW CHECKLIST
FOR SELF-ADMINISTERED (SA) PROJECTS**

Local Public Agency: _____ **County:** _____ **Project Description:** _____

The ADOT ECS Consultant Contract [Manual](#) (Revised June 2016), LPA Guidelines, CFR, FAR, A.R.S., and U.S.C. are the basis for the development of the CA Guidelines and checklist. References made to applicable regulations are provided for reference purposes only. Subrecipient agencies shall be responsible for documenting processes and procedures which are compliant with all federal and state regulations governing the consultant procurement process. Amendments to the ECS Manual will be communicated to the CA for implementation. Any changes to the ECS Manual will be applied to the [CA Guidelines](#) and this checklist. ECS will post most current version of the CA Guidelines and checklist while the CA agency is responsible for verifying current guidelines are being followed.

This checklist was developed as a tool to expedite the review of the CA's procedures and to ensure compliance to applicable Federal and State requirements. This document requires CA agencies to clearly state where and how these procedures and requirements are documented in their procedures. The CA procedures are subject to ADOT's review and approval.

Procurement of Professional Architectural and Engineering services for Self-Administered projects are governed by, but not limited to, the following Federal and State Regulations:

- Public Law 92-582 (Brooks Act)
- Public Law 112-141 (MAP 21)
- 23 CFR Part 172.9 (a) (Administration of Engineering and Design Related Contracts)
- 48 CFR Chapter 12 (Federal Acquisition Regulations – Department of Transportation)
- 2 CFR 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award)
- 49 CFR Part 26 (DBE Program)
- 23 USC 112(b-c) (Letting of Contracts)
- ARS 41-2532 (Methods of Source Selection)
- ARS 41-2501 (K) (Arizona Procurement Code Applicability Exemption)
- ADOT Local Government Projects Manual dated February 2013 ([LPA Manual](#))
- ADOT ECS Consultant Contract Manual (Revised June 2016)

Reviewed By: _____ **Review Completion Date:** _____

Review Comments: _____

A. ADMINISTRATIVE (Documents to be submitted before notifying ADOT Local Public Agency Section (LPA))						
Requirement/Required Document	Local Public Agency	Attach Document and note page #, if applicable	LPA Section Initials/Date	Reference	ECS	ECS Review (Initials/Date)
1. Is the LPA adequately staffed to administer the project?	If yes , attach staff resumes and complete the checklist. If no , do not send SA application (ADOT will <u>not</u> process the application.)					
2. <i>Self-Administration Consideration Request</i>	If using Federal-Aid Highway Program (FAHP) funds, contact the <u>LPA Section</u> , complete the <i>Consideration Request</i> , and submit the completed <i>Consideration Request</i> to ADOT Process Manager for review: Susan Anderson (602) 712-6960; SAnderson@azdot.gov			LPA Manual	Perform application review only upon receipt of (1) LPA Process Manager's request to initiate the review; (2) <i>Consideration Request</i> from LPA.	
3. Public Notice (Before advertisement)	<p>a. Prepare and submit a Public Notice solicitation for <u>newspaper of general circulation</u> in a single or multiple newspaper(s) within AZ w/cumulative general circulation ≥ 50K subscribers. <u>Publication Timeframes</u>; If daily – 4 consecutive times (at least 6 but no more than 10 days apart)</p> <p>If weekly – once a week for 2 consecutive weeks</p> <p>b. <u>Ordinance Requirements</u> (if applicable): Requires publication using local newspaper.</p> <p>c. The notice shall also be published on the Agency's website.</p>			ARS 39-201 (A) ARS 39-203 ARS 39-204 ARS 41-2534 23 CFR Part 172.7 (a)(iii)(c) 2 CFR 200	Review Public Notice for statutory and Ordinance (if applicable) compliance	
4. RFQ / SOQ	Prepare and submit an e-copy of <i>Request for Qualifications</i> (RFQs) and/or <i>Statement of Qualifications</i> (SOQs).			23 CFR Part 172.7 2 CFR 200 Public Law 92-582 (Brooks Act)	Review the RFQ/SOQ. Check for compliance (<i>i.e.</i> PQ, DBE, Title VI, <i>evaluation criteria</i>)	

					<i>etc.)</i>	
5. Contract Boilerplate	Prepare and submit an e-copy of contract boilerplate according to ADOT's, FHWA's and LPA's requirements			Applicable Federal and State contract language. (click here for a copy of the current UTC document)	Review LPA's contract. Must have required contract language.	
6. LPA's Procurement Procedures, Ordinances, etc.	Submit the following: LPA Procedures, LPA Ordinance(s) or other applicable document(s).			ECS Manual CA Guidelines	Review procedures, ordinances, etc.	
7. Tribal Employment Rights Ordinance (TERO)	Submit Tribal governmental agreements or requirements, if any.			Applies to projects under tribal jurisdictions.	Review TERO documents.	
8. Selection Panel	<p>a. Before firm(s) selection: Submit a list of at least 3 selection panel members with their qualifications (i.e. field of expertise, number of years of experience, etc.)</p> <p>b. After firm(s) selection: Submit selection panel members' comments, scores and recommendations.</p>			2 CFR 200 (Appendix I) 23 CFR Part 172.7 (a)(1)(ii)(C) 23 CFR Part 172.7 (a)(1)(iii-iv) ARS 41-2616 ARS 41-2517	<p>a. Review selection procedures and panel qualifications [Conditional Approval]</p> <p>b. Review panel evaluation scores and comments [Final Approval]</p>	

B. QUALIFICATION-BASED SELECTION (QBS) PROCESS

Requirement/Required Document	Local Public Agency	Attach Document and note page #, if applicable	LPA Section Initials/Date	Reference	ECS	ECS Review (Initials/Date)
1. Pre-Qualification (PQ)	<p>a. Pre-qualify firms and establish a mailing list of pre-qualified firms to perform professional architectural or engineering (A/E) services. Provide documentation for prequalification process.</p> <p>b. If LPAs do not have prequalification process in place, LPA must use ECS PQ list. Check the ECS website for the most current prequalification list.</p>			23 CFR Part 172.7 (a)(1)(i) Public Law 92-582 (Brooks Act)	<p>a. Review LPA's prequalification program.</p> <p>b. If none in place, review LPA provided document to confirm that ECS prequalification process and prequalification list is being used.</p>	

	c. Attach either list (LPA or ECS) as supporting documentation.					
2. <u>Professional Services DBE Goal Worksheet</u> Participation by Disadvantaged Business Enterprises (DBE)	a. Complete the DBE goal worksheet online and submit to ADOT Business Engagement and Compliance Office (BECO) for DBE goal assessment for all federally funded projects. Contact BECO for assistance at (602) 712-7761 or DBEContractGoals@azdot.gov and copy Beverly Krumm, bkrumm@azdot.gov b. Attach the automatically generated DBE goal determination email received from BECO with the SA application.			49 CFR Part 26	BECO to review BECO's DBE Goal worksheet for project. BECO to assess SOQ/Rfq DBE Goal for compliance.	
3. Approval to Advertise	Obtain preliminary authorization (TRACS/Project #) to advertise by contacting the appropriate ADOT Project Manager to ensure project is eligible for Federal reimbursement.			LPA Manual 2 CFR 200 23 CFR Part 172.5 (a)(2) 23 CFR 630.106	Review LPA's procedures, guidelines, policies, etc. Verification of funding in place.	
4. Public Notice Affidavit (After advertisement)	Provide copies of the public notice affidavits to ECS to confirm two (2) notices were published for all federally funded projects and a copy of online publication.			ARS § 39-201 (A) ARS § 39-203	Confirm Public Notice's compliance with applicable federal, state laws, local ordinances, etc.	
Requirement/Required Document	Local Public Agency	Attach Document and note page #, if applicable	LPA Section Initials/Date	Reference(s)	ECS	ECS Review Initials/Date
5. RFQs/SOQs (Prior to issuing Conditional Approval, LPA must submit to ECS Solicitation documents for review.)	Provide to ECS RFQ/SOQ which must include intent of advertisement language: a. Intent of the Advertisement: <ul style="list-style-type: none"> • Required services to be provided • Pre-Qualification • Availability of solicitation 			23 CFR Part 172.7 (a)(1)(iii) Public Law 92-582 (Brooks Act) 2 CFR 200 23 CFR Part 172.7 (a)(1)(iii)	Review LPA's RFQ/SOQ for compliance.	

	<p>information (online or hard copy)</p> <ul style="list-style-type: none"> • Licensing requirements • Scope of Work • RFQ/SOQ due date/time • Method of submission (online or hard copy). • DBE Compliance • Title VI Compliance • SOQ Bidder's/Proposer's List • Project Schedule <p>b. Included instruction for submittal of any signed addendums/amendments, if applicable, with the RFQ/SOQ submittals.</p> <p>c. Evaluation criteria and weighing factors were identified and defined. Ensure that Qualifications-Based Selection (QBS) process does <u>not</u> allow costs or local preference as evaluation factors. <u>Local presence</u> and <u>DBE usage</u>, if used as nominal evaluation criteria (< 10% of total evaluation criteria combined), can be used as an evaluation criteria.</p> <p>d. Specified if Oral Interviews will be conducted.</p>					
6. Initial Proposal Evaluation for Responsiveness	a. Determine if RFQ/SOQ submittals comply with the RFQ/SOQ requirements (i.e. format and format content, page limitations, etc.)			2 CFR 200 23 CFR Part 172.7 (a)(1)(iii-iv) ARS 41-2616 ARS 41-2517 23 CFR Part 172.7 (a)(1)(ii)(C)	Review LPA's RFQ/SOQ submittals for responsiveness prior to providing to panel for evaluation.	
7. Selection Process and Documents	a. Proposed panel members were approved based on their qualifications (i.e. field of expertise, number of years of			23 CFR Part 172.7 (a)(1)(iv) (D)(F) 2 CFR 200 Public Law 92-582	Review selection process and documents, used to select the most	

<p>(Prior to issuing Final Approval, LPA must submit to ECS for review Records of Selection documents.)</p>	<p>experience, etc.)</p> <p>b. Prior to commencing selection process, proposed panel members must review and sign Panel Member Conflict of Interest, Participation and Confidentiality Statements.</p> <p>c. Proposals are evaluated by Selection Panel of at least three (3) qualified members who are familiar with the project (i.e. LPAs must submit selection panel member's comments and scores after firms' selection(s)).</p> <p>d. Evaluations shall be based on RFQ/SOQ evaluation criteria. Geographical or local preference is not allowed but local presence and DBE usage is allowed, if used as nominal evaluation criteria (< 10% of total evaluation criteria combined).</p> <p>e. Compile the panel members' scores to arrive at average scores for each proposer. Develop a rank list. The highest ranked firm shall be considered the most qualified (overall ranking of 70% or above). Firms' average score of less than 70% is not considered.</p> <p>f. Obtain approval to initiate negotiations with the most qualified firm.</p> <p>g. Maintain records of selection process.</p>			<p>(Brooks Act) 23 CFR Part 172.7 (a)(1)(iii)</p>	<p>qualified firm, for compliance.</p>	
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<p>8. Negotiation Process and Documents</p>	<p>a. Negotiations must follow 40 USC 1101 when determining fairness and reasonableness. Agency shall consider scope, complexity, duration, degree of risk, dollar value of the services to be rendered and type of contract.</p> <p>b. Prior to negotiations, the ADOT PM and Agency PM prepare an independent cost estimate.</p> <p>c. Requires compliance with cost principles identified in 48 CFR Part 31 of the Federal Acquisition Regulation.</p> <p>d. Cost Accounting (application of overhead rates). Agency must verify that the proposed overhead rate is current, accurate, fair, reasonable, allocable and allowable.</p> <p>e. The overall final cost of a project reflects the scope of work, complexity of the work, the degree of risk and fixed fee (profit).</p> <p>f. Verify and document the selected firm's status by confirming the System for Awards Management (SAM) to ensure that Prime Consultant and its Subconsultant(s) are <u>not</u> currently debarred, suspended and/or excluded from participation.</p> <p>g. In the event of failed contract negotiations, Agency must proceed to the next highest ranked firm.</p>			<p>40 USC 1101 et seq. 23 USC 112 (b)(C) 48 CFR Part 31 AASHTO Uniform Audit and Accounting Guide 23 CFR Part 172.11 2 CFR 200 40 USC 1104 (a) 23 CFR Part 172.7(a)(1)(v)(B) 23 CFR Part 172.11 (b)(3) 40 U.S.C 1104 (b) 23 CFR Part 172.7 (a)(1)(v) FAR Subpart 36.606 Public Law 92-582 (Brooks Act) 40 U.S.C 1104 (b)</p>	<p>Review LPA's procedures, guidelines, policies, etc.</p>	
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C. CONTRACT PROVISIONS (See U T & C document via the [link](#))

Requirement/Required Document	Local Public Agency	Attach Document and note page #, if applicable	LPA Section Initials/Date	Reference	ECS	ECS Review (Initials/Date)
1. General Compliance with Laws	Federal and State requirement. (Use ECS contract language or similar language.)			ARS 14-10107 2 CFR 200	Assess compliance	
2. Governing Law – Arizona	State requirement. (Use ECS contract language or similar language.)			ARS 14-10107	Assess compliance	
3. Monthly Progress and Work-Hour Reports	Federal requirement. (Use ECS contract language or similar language.)			2 CFR 200 23 CFR Part 172.5 (c)(12) of 18 23 CFR Part 172.9 (d)(1)(iv)	Assess compliance	
4. Payment Reports/Invoices	Federal and State requirement. (Use ECS contract language or similar language.)			23 CFR Part 172.9 (c)(vii) 49 CFR Part 26 2 CFR 200 A.R.S. 28-411	Assess compliance	
5. Late Submittal of Payment Reports	State requirement. (Use ECS contract language or similar language.)			ECS Manual, Section 4.04	Assess compliance	
6. Prompt Pay	Federal and State requirement. (Use ECS U T & C contract language or similar language.)			ARS § 28-411 23 CFR Part 172.9 (c)(viii) 2 CFR 200 (U T & C) ECS Manual, Section 4.05	Assess compliance	
7. Contract Modifications	Federal requirement. (Use ECS contract language or similar language.)			23 CFR Part 172.9 (e) 2 CFR 200 49 CFR Part 26	Assess compliance	
8. Contract Time Extensions	Federal requirement. (Use ECS contract language or similar language.)			2 CFR 200 23 CFR Part 172.9 (e)(1)	Assess compliance	
9. Dispute Escalation	Federal requirement. (Use ECS contract language or similar language.)			23 CFR Part 172.5 (c)(18) of 18 2 CFR 200 23 CFR Part 172.11 (b)(1)(vii)	Assess compliance	
10. Force Majeure	Agency Practice. (May use ECS contract language or similar language.)					
11. Electronic Plan Documentation	Agency Practice. (May use ECS contract language or similar language.)					

12. Errors and Omissions	Federal requirement. (Use ECS U T & C contract language or similar language.)			23 CFR Part 172.5 (c)(16) of 18 2 CFR 200 (U T & C)	Assess compliance	
13. Consultant or Subconsultant Endorsement of Plans • Use of Seals	State requirement. (Use ECS U T & C contract language or similar language.)			Arizona Administrative Code (A.A.C.) R4-30-304 (U T & C)	Assess compliance	
14. Arbitration	Federal requirement. (Use ECS contract language or similar language.)			2 CFR 200 (Appendix II)	Assess compliance	
15. Litigation	Federal and State requirement. (Use ECS contract language or similar language.)			2 CFR 200 (Appendix II) ARS 14-10107	Assess compliance	
16. Suspension of Work	Federal requirement. (Use ECS contract language or similar language.)			2 CFR 200	Assess compliance	
17. Project Delays, Postponements and Extensions	Federal requirement. (Use ECS contract language or similar language.)			2 CFR 200	Assess compliance	
18. Termination for Default or Convenience	Federal requirement. (Use ECS U T & C contract language or similar language.)			23 CFR Part 172.9 (c)(xii) 2 CFR 200 (Appendix II) (U T & C)	Assess compliance	
19. Cancellation	Federal and State requirement. (Use ECS contract language or similar language.)			2 CFR 200 ARS 38-511(A)	Assess compliance	
20. Insurance a. For Projects on or adjacent to ADOT ROW, use ECS U T&C contract language b. For Projects, not meeting this requirement, use Agency's Insurance provisions.	Federal and State requirement. (For scenario a., use ECS U T & C contract language. For scenario b., use or Agency's insurance provisions)			ARS 41-621 (E) CA Guidelines FAR Part 31 2 CFR 200 U T & C	Assess compliance	
21. Indemnification (Responsibility for Claims and	Federal and State requirement. (For scenario a., use ECS U T & C contract language. For scenario b., use or			23 CFR Part 172.5 (c)(16) of 18 ARS 41-621	Assess compliance	

Liabilities) a. For Projects on or adjacent to ADOT ROW, use ECS U T&C contract language b. For Projects, not meeting this requirement, use Agency's Insurance provisions.	Agency's indemnification provision)			CA Guidelines U T & C		
22. Permits for Work on ADOT Right of Way	If applicable, state requirement. Practice must be documented. (Use ECS contract language or similar language.)			Contract Boilerplate, Section 4.22	Assess compliance	
23. Anti-Trust Violations	Federal requirement. (Use ECS contract language or similar language.)			FAR Subpart 3.3 Contract Boilerplate, Section 4.23	Assess compliance	
24. Consultant's Responsibility for Plans and Data	State Requirement. (Use ECS U T & C contract language or similar language.)			Arizona Administrative Code (A.A.C.) R4-30-304 (U T & C)	Assess compliance	
25. Professional Conduct and Professional Registration	Federal and State requirement. (Use ECS U T & C contract language or similar language.)			2 CFR 200 Arizona Administrative Code (A.A.C.) R4-30-301 Arizona Administrative Code (A.A.C.) R4-30-201 (U T & C)	Assess compliance	
26. Improper Exercise of Authority	Agency Practice.					
27. Conflicts of Interest	Federal and State requirement. (Use ECS U T & C contract language or similar language.)			23 CFR Part 172.7 (b)(4)(i-vi) ARS 38-501 through 38-511 ARS 41-753 (D) ARS 41-2503 23 CFR Part 172.5 (c)(3) of 18 23 CFR 1.33 23 CFR Part 172.9 (c)(xi) 2 CFR 200.112 (U T & C)	Assess compliance	

28. Consultant/ Contractor Conflicts of Interest	Federal and State requirement. (Use ECS contract language or similar language.)			23 CFR Part 172.7 (b)(4)(i-vi) ARS 38-501 through 38- 511 ARS 41-753 (D) ARS 41-2503 23 CFR Part 172.5 (c)(3) of 18 23 CFR 1.33 23 CFR Part 172.9 (c)(xi) 2 CFR 200.112 (U T & C)	Assess compliance	
29. Organization Employment Disclaimer	Federal and State requirement. (Use ECS contract language or similar language.)			23 CFR Part 172 ARS 38-501 through 38- 511	Assess compliance	
30. Federal Debarment and Suspension	Federal requirement. (Use ECS U T & C contract language or similar language.)			23 CFR Part 172.7 (b)(3) 2 CFR 200 (Appendix II) 2 CFR Part 1200 2 CFR Part 180 23 CFR Part 172.5 (c)(4) of 18 FAR Subpart 9.4 49 CFR Part 29.305 (a) (U T & C)	Assess compliance	
31. Contingent Fees	Federal requirement. (Use ECS contract language or similar language.)			FAR Subpart 3.4	Assess compliance	
32. Subletting, Assignments and Transfers	Federal requirement. (Use ECS contract language or similar language.)			2 CFR 200	Assess compliance	
33. Subcontracts	Federal requirement. (Use ECS U T & C contract language as required by BECO.)			23 CFR Part 172.7 (a)(1)(iv)(B) (U T & C)	Assess compliance	
34. Key Personnel	Federal requirement. (Use ECS U T & C contract language or similar language.)			2 CFR 200 (U T & C)	Assess compliance	
35. Employment of Personnel of Public Agencies	Federal requirement. (Use ECS U T & C contract language or similar language.)			2 CFR 200 (U T & C)	Assess compliance	
36. Successors and Assigns	Federal requirement. (Use ECS contract language or similar language.)			2 CFR 200	Assess compliance	
37. Continuing Obligation	Federal requirement. (Use ECS contract language or similar language.)			2 CFR 200	Assess compliance	

38. Name Change, Merger and Acquisitions	Federal requirement. (Use ECS contract language or similar language.)			2 CFR 200	Assess compliance	
39. Anti-Lobbying	Federal requirement. (Use ECS U T & C contract language or similar language.)			23 CFR Part 172.9 (c)(2) Title 31 USC 1352 Public Law 101-121 48 FAR Subpart 3.8 and Subpart 52.203-11 2 CFR 200 (Appendix II) (U T & C)	Assess compliance	
40. Records Retention, Maintenance & Audit	Federal and State requirement. (Use ECS U T & C contract language or similar language.)			23 CFR Part 172.9 (c)(v) 2 CFR 200.333 ARS 35-214 and ARS 35-215 23 CFR Part 172.5 (c)(15) of 18	Assess compliance	
41. Final/Incurred Cost Audit	Federal requirement. (Use ECS U T & C contract language or similar language.)			23 CFR Part 172.11 (b)(1) 2 CFR 200 (U T & C)	Assess compliance	
42. Reviews and Inspections	Federal requirement. (Use ECS U T & C contract language or similar language.)			23 CFR Part 172.9 (c)(iv) 2 CFR 200 (U T & C)	Assess compliance	
43. Property or Equipment	Federal requirement. (Use ECS contract language or similar language.)			2 CFR 200	Assess compliance	
4.45 Nondiscrimination • This assurance is binding on Arizona, other recipients, sub-recipients, and any other participants in the Federal Aid Highway Program.	Federal and State requirement. (Use ECS U T & C contract language or similar language.)			23 CFR Part 172.9 (c)(vi) 2 CFR 200 (Appendix II) 49-CFR Part 26 Executive Order 09-04 Executive Order 11246 & 11375 41 CFR Part 60 49 CFR Part 21 Title VI Assurances (Appendices A and E) of Civil Right Act of 1964. (U T & C)	Assess compliance	
44. Affirmative Action	Federal requirement. (Use ECS U T & C contract language or similar language.)			23 CFR Part 172 23 CFR Part 230.311 2 CFR 200 (U T & C)	Assess compliance	
45. Participation by	Federal requirement. (Use ECS U T & C			23 CFR Part 172	Assess compliance	

Disadvantaged Business Enterprises	Section 4.09 Appendix B contract language as required by BECO.)			49 CFR Part 26 2 CFR 200 (U T & C) (Appendix B)		
46. Environmental Protection (Contract > \$100K)	Federal requirement. (Use ECS U T & C contract language or similar language.)			Section 306 of the Clean Air act (42 USC 1857 (h), 508 of the Clean Water Act (33 USC 1368, Executive Order 11738 and EPA Regulations) 2 CFR 200 (U T & C)	Assess compliance	
47. Energy Conservation	Federal and State requirement. (Use ECS U T & C contract language or similar language.)			Public Law 94-163 State Energy Conservation Plan 2 CFR 200 23 CFR 635 (U T & C)	Assess compliance	
48. Ownership of Data	Federal requirement. (Use ECS U T & C contract language or similar language.)			23 CFR Part 172.9 (c)(iii) 44 USC 3101 2 CFR 200 (U T & C)	Assess compliance	
49. Patents and Copyrights	Federal requirements. (Use ECS contract language or similar language.)			23 CFR Part 172.9 (c)(iii) 44 USC 3101 2 CFR 200	Assess compliance	
50. Fraud and False Statements	Federal requirement. (Use ECS U T & C contract language or similar language.)			18 USC 1001 & 1020 23 CFR Part 172.11 (4)(i-ii) 2 CFR 200 (U T & C)	Assess compliance	
51. Federal Immigration and Nationality Act	Federal and State requirement. (Use ECS U T & C contract language or similar language.)			8 CFR (1000-1399) Immigration Reform and Control Act of 1986, Arizona Executive Order 2005-030 ARS 41-4401 ARS 23-214(A) (U T & C)	Assess compliance	
52. Pandemic Contractual Performance	State requirement. (Use ECS contract language or similar language.)			ARS 41-2537	Assess compliance	

53. Performance Evaluations	Federal requirement. (Use ECS contract language or similar language.)			23 CFR Part 172.9 (d)(2) 2 CFR 200 23 CFR Part 172.5 (c)(13) of 18	Assess compliance	
54. Contract completion	Federal requirement. (Use ECS contract language or similar language.)			23 CFR Part 172.5 (c)(14) of 18 2 CFR 200 49 CFR Part 26	Assess compliance	
Appendices						
Nondiscrimination/Title VI	Federal and State requirement. (Use ECS U T & C Appendix A consisting of Appendices A & E contract language.) *Please note that per ADOT CRO, Appendices A & E must be included in the contract provisions by the means of physical incorporation and not by reference.			23 CFR Part 172.9 (c)(vi) 49 CFR Part 26 2 CFR 200 Executive Order 09-04 Executive Order 11246 & 11375 Title VI Assurances (Appendix A consisting of Appendices A and E) of Civil Right Act of 1964.	Assess compliance	
Professional Services DBE Special Provisions	Federal requirement. (Use ECS U T & C Appendix B contract language as required by BECO.)			49 CFR Part 26 23 CFR Part 172.9 (c)(vii) 2 CFR 200 Professional Services DBE Special Provisions (Appendix B)	Assess compliance	
Insurance and Indemnification a. For Projects on or adjacent to ADOT ROW, use ECS U T&C contract language b. For Projects, not meeting this requirement, use Agency's Insurance provisions.	Federal and State requirement. (For scenario a., use ECS U T & C contract language. For scenario b., use or Agency's provisions)			23 CFR Part 172.5 (c)(16) of 18 ARS 41-621 (E) FAR Part 31 2 CFR 200 CA Guidelines Appendix C	Assess compliance	

D. SIGNATURE PAGE

Local Public Agency:

I hereby certify that the above mentioned Administration Operations contain the provisions set forth in this checklist.

Signature

Position Title

Printed Name

Date

Engineering Consultants Section (ECS) Manager/Designee:

I hereby certify that the above mentioned Administration Operations contain the provisions set forth in this checklist.

Signature

Position Title

Printed Name

Date

Local Public Agency Section Manager/Designee:

I hereby certify that this checklist is complete as indicated.

Signature

Position Title

Printed Name

Date