

MATERIALS ONLY: FHWA Contracts Compliance Checklist

COMPLIANCE REQUIREMENTS	ACTION		
	LPA/SUBRECIPIENT	ADOT	
PRE-SOLICITATION			
PRE-SOLICITATION REQUIREMENTS			
1	<p>Request for DBE Goal – Agency must submit a request for DBE goal setting along with the Final Scope of Work to BECO prior to federal authorization. The DBE Goal Assessment Email must be included in the Federal Authorization Package to ADOT.</p> <p>TRACS Number must be included in the request for DBE Goal.</p>	<p>Agency coordinates with Agency PM to complete the Construction DBE Goal Setting Worksheet in the DBE Goal Setting System. The Final Scope of Work must be submitted to DBEContractGoals@azdot.gov when requesting a DBE Goal to obtain the DBE Goal Assessment Email.</p> <p>To gain access to the system, or to add a project number, use the DBE Contract Goal Setting Application Guide – Materials Only, which can be found on the LPA Website under Guides/Resources.</p>	<p>BECO makes a determination and provides a response within 10 days</p>
PROCUREMENT SOLICITATION PROCESS			
2	<p>The DBE Contract Goal obtained from the DBE Goal Assessment Email must be included in all solicitations, and for all project-specific contracts the TRACS Number must also be included.</p>	<p>Agency must include the DBE Goal Percentage in the Request for Qualifications (RFQ) advertisement and incorporate the TRACS Number (if applicable) in federal-aid project solicitations.</p> <p>Goals expire after 120 days of assessment. Agency must resubmit for goal assessment if goal has expired.</p>	<p>BECO provides Agency the most current DBE related provisions and forms</p> <p>Subject to ADOT review</p>
3	<p>DBE Special Provisions for LPA Construction EPRISE WITHOUT GOAL</p>	<p>For projects with no DBE Goal (race neutral “RN”), Agency includes LPA Construction EPRISE WITHOUT GOAL in applicable RFQs.</p>	
4	<p>LPA Prompt Pay and Payment Reporting Provisions</p>	<p>Agency must include contract provisions in solicitation package.</p>	
5	<p>Online Bidders/Proposers List – All proposers must be registered in the AZ UTRACS Web Portal and complete on online Bidder’s List at AZ UTRACS web portal – Online Bidder’s List</p>	<p>Agency collects the Bidders List Email Confirmation Notices from all bidders. Bidders who do not submit the Bidders List Email Confirmation are deemed non-responsive.</p> <p>Agency must include requirement that all proposers shall create a Bidders/Proposers list in the AZ UTRACS.</p>	<p>BECO monitors and provides guidance</p>

AT TIME OF AWARD – CONTRACT EXECUTION

6	Executed contract between the consultant and the Agency must include the following documents: <ul style="list-style-type: none"> • LPA Construction EPRISE WITHOUT GOAL • LPA Prompt Pay and Payment Reporting Provisions 	Agency verifies the documents are included in the contract.	Provides oversight and monitoring
7	Federal funded contracts to be monitored by recipients.	Agency initiates contract in the LPA DBE System and ensures contract data is accurate.	Provides oversight and monitoring
8	Awards and commitments must be reported to FHWA.	Agency submits FHWA Monthly Report to BECO at LPAContractorCompliance@azdot.gov by 10th of every month using provided template.	BECO Technology & Reporting Team reviews the FHWA Monthly Report for accuracy

POST AWARD

PAYMENT REPORTING AND PROMPT PAYMENT

9	Payments to be reported to FHWA.	Agency makes payments to contractor on or before 14 days after the estimate of the work is approved and reports payments to contractor in the LPA DBE System by the 7th of each month for the previous month's payment activities.	Provides oversight and monitoring
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CONTRACT COMPLETION - CLOSEOUT

10	Contract Closeout in LPA DBE System	Agency closes contract in the LPA DBE System within 30 days of Final Contract Closeout - System Contracts Closeout Instruction	Monitors and reviews for compliance
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REPORTS

11	Awards and commitments must be reported to FHWA	Activities in Support of the FHWA Semi-Annual Report Agency reviews semi-annually in April and October LPA DBE System contract data for accuracy in support of BECO's preparation and submittal of the FHWA DBE Utilization Semi-Annual Report.	BECO Technology & Reporting Team reviews LPA DBE System Data, prepares and submits report to FHWA
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