

Contract Modification Checklist

Contract Number _____ Consultant Name _____
 Contract Description _____
 Project Name _____ Modification Amount _____
 ADOT Project No. _____ Task Order _____ Rev Number _____
 ADOT Project/Task Manager _____ ADOT Contract Manager (Not ECS Staff) _____
 Consultant Contact Name _____ Consultant Email _____
 Consultant Signatory Name _____

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.

Prime Subs Tier-Subs Contract Modification Required Documents

- Transmittal Letter on Consultant Letterhead, signed and dated
- Scope of Work Narrative
- Cost Proposal Cost Derivation Sheet, Signed and Dated
All costs must be consistent with the contract
 Cost Proposal Cost Derivation Sheet must contain the following:
 - Approved Labor Classifications
 - Approved Rates, Hours, Overhead Rates
 - List of Other Direct Costs
 - List of Subconsultant and Vendor Costs
 Are New Labor Classifications proposed? No Yes: Submit Certified Payroll
 Are New Subconsultants proposed? No Yes: Submit [Add or Remove Subconsultant Request Form](#) & Certified Payroll
- Direct Expense Cost Derivation
 - Detailed list of Approved Direct Expenses with unit, rate and total
 - Vendor quotes required for all externally generated Direct Expenses
Lump sum quotes for Direct Expenses are not acceptable
 Are New Direct Expense items/rates proposed? No Yes – Submit Vendor Quote
- Post Design Services (PDS) Scope of Work
 - Using previously established PDS Rates?
 - Proposing new or establishing PDS Rates (Initial PDS only)? – Submit Certified Payroll
- Does the Contract have a DBE Goal? No Yes: Submit appropriate documents listed below:
 - [Intended Participation Affidavit](#) – Consultant*, signed and dated
 - [Intended Participation Affidavit](#) – Subconsultant, signed and dated
 - [Certification of Good Faith Efforts](#)*, signed and dated

** If the affidavit does not meet the DBE Goal, a GFE is also required.*
- 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.

- Consultant Initiation Date (1st contact for this work) _____
 - Calendar Days required to complete this Project/Task Order work: _____
 - ADOT Project Manager Review and Concurrence Date: _____ PM/TM Initials: _____ CM Initials: _____
- Check boxes are to be marked to designate documentation included in PM submittal along with the above noted items from the consultant.**
- Include Project Manager Scope of Work, Schedule, Hour and Contract Estimate (REQUIRED)
 - Funding Source Approval – Check Appropriate Box(es) for type and attach documents (REQUIRED)
 - FHWA: Include Signed FARA form or FHWA email (include current available budget documentation)
 - JPA: Executed JPA (include current available budget documentation)
 - State: Signed RARF or Non-Federal form (Include current available budget documentation)
 - Other: Funding Approval Documentation (include current available budget documentation)
 - Funding Available? No Yes (AFIS/PIRT SCREENSHOT REQUIRED)
 - If no, anticipated authorization/funding availability date: _____
 - If Post Design Services, attach:
 - Resident Engineer’s Email & FAST 125 Financial Card or Recap Sheet
 - If Task Order Waiver is required; attach the completed and signed document (If needed, ECS will obtain FHWA signature)
 - If an ANTP/LNTP was executed, attach a copy of the completed and signed documentation