

# Driving Success Together

Guidance for Subcontractors

by Field Reports

# Objectives

- Subcontracting
  - Key guidelines and compliance requirements
- Partial and Progress Payments
  - Project Documentation and Key factors on timeliness
- Monthly Pay Estimates
  - Approval process and how to retrieve quantities

Specification 108.01

# Subletting of Contract

# ***When is a subcontract required?***

A subcontract is required for any work that the prime contractor cannot or does not perform directly.

# ***Subcontractors***

- Most subcontractors must be licensed with the Arizona Registrar of Contractors
- Professional Services and Unique Work Activity List are services that may or may not:
  - Require a contractor's license
  - Require certified payrolls
  - Be considered de minimis



**ADOT - FHWA**  
**Professional Services and Unique Work Activity List**

Work Activity	Subcontract Required	Contractor License Required	Payrolls Required	Minor 20 % of work week (De Minimis)
Camera for sewer mains	x			
Cathodic Protection	x			
Concrete Pumping	x		x	
Contractor's Office / Yard - rentals and installations				
Crane Service (With Operator)	x		x	
DPS, Local Law Enforcement, Off Duty Officers	x			
Drilling for Demolition	x	x		
Engineering Services for onsite material analysis / testing	x			
Field Office Hookups				
Gamma Gamma / Cross Sonic Logging testing	x			
Material Supplier - Commercial Source				

This list is available in the FAQs section.

# ***Subcontractor Request Form (SRF) / Subcontracts***

**Subcontractor Request Forms (SRF) - SRF's must be submitted in DocuSign for ADOT's final review & approval and to ensure all signers receive the completed documents.**

## **DocuSign SRF Links for Contracts Awarded After 10/23/2023**

- [SRF - \(With Goals\) - Prime to Subcontractor - Federal Aid project](#)
- [SRF - \(With Goals\) - Subcontractor to Lower/Tier - Federal Aid project](#)
- [SRF - \(With No Goals\) - Prime to Subcontractor - Federal Aid project](#)
- [SRF - \(With No Goals\) - Subcontractor to Lower/Tier - Federal Aid project](#)
- [SRF - NON-Federal Aid project - Prime to Subcontractor](#)
- [SRF - NON-Federal Aid project - Subcontractor to Lower/Tier](#)

## SUBCONTRACTOR REQUEST FORM (SRF)

It is ADOT's responsibility to ensure that prime contractors employ subcontractors in accordance with various Federal and State regulations.  
Field Reports / 206 S. 17th Ave, MD 133A Phoenix, AZ 85007 / (602) 712-7301 / [FieldReports-Subcontracts@azdot.gov](mailto:FieldReports-Subcontracts@azdot.gov)

ADOT TRACS NO. \_\_\_\_\_ ADOT PROJECT NO. \_\_\_\_\_ PHONE NO. \_\_\_\_\_  
PRIME CONTRACTOR: \_\_\_\_\_ ESTIMATED SUBCONTRACT \$ \_\_\_\_\_  
SUBCONTRACTOR \_\_\_\_\_ CONTACT NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_  
PHONE NO. \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
SUB R.O.C. NO. \_\_\_\_\_ CLASS \_\_\_\_\_ FED EIN \_\_\_\_\_ AZ UTRACS NO. \_\_\_\_\_  
LOWER TIER TO \_\_\_\_\_  
SUBCONTRACTOR IS A DBE: YES ☐ NO ☐  
\* I CERTIFY THAT I AM A BONA FIDE "HAUL TRUCK" OWNER/OPERATOR: YES ☐ NO ☐ Signature of "haul truck" Owner/Operator \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_

**SUBCONTRACTED BID ITEMS No.'s**

(Check box and provide dollar amount for Joint/Partial Items)

General contract items		Special contract items		General contract items	
<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	\$ _____		
<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	\$ _____		
<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	\$ _____		
<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	\$ _____		
<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	\$ _____		
<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	\$ _____		
<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	\$ _____		
<input type="checkbox"/>	\$ _____	<input type="checkbox"/>	\$ _____		
				<u>Attach additional bid items?</u> YES <input type="checkbox"/> NO <input type="checkbox"/>	
				<u>Attach subcontract?</u> YES <input type="checkbox"/> NO <input type="checkbox"/>	

### SUBCONTRACTED NON-PAY ITEMS

(Provide Description of Work)

Attach additional bid items? YES ☐ NO ☐

Attach subcontract? YES ☐ NO ☐

**CERTIFICATION:**

The Prime Contractor and Subcontractor certifies the following :

- |   |  |  |
|---|--|--|
| <p>A) The Subcontractor has received applicable Documents No. 2-12 per Special Provisions.</p> <p>B) The Prime Contractor and Subcontractor will execute Document No. 1 prior to the start of Subcontractor's work. DBE subcontracts to be submitted at Pre-Construction conference (Spec. 108.01/01/03)</p> <p>Upon execution, the Prime Contractor will send Field Reports a copy of Document No. 1</p> <p>1. Subcontract Agreement containing the above DBE items of work</p> <p>2. Standard Specifications 107.18 and 107.19 (FA &amp; Non FA projects)</p> <p>3. Grade Preference Act (FA projects only)</p> <p>4. Prompt Pay specification 100.00 (Non FA projects)</p> <p>5. Prompt Pay specification 100.00 (FA projects)</p> <p>6. Title VI Assurance - Appendix A and E of the Civil Rights Act of 1964 (FA &amp; Non FA projects)</p> <p>7. Standard Federal Acquisition Regulation Construction Specifications (Executive Order 11246) Reg 415/01081 (FA &amp; Non FA projects)</p> <p>8. Notice of Requirement for Affirmative Action to ensure EEO (Executive Order 11246) Reg 415/01081 (FA &amp; Non FA projects)</p> <p>9. FHWA 1273 - FA projects only (Reg/10/23/23)</p> <p>10. EEO Compliance Reports, March 1, 2015 (FA Projects only)</p> <p>11. DBE ERF - With Goals - FA Projects (Reg/10/23/22)</p> <p>12. Wage Determination Decision # A2 _____ Mod # _____ (As per contract for this project)</p> |  |  |
|---|--|--|

Authorized Prime Contractor Signature		Authorized Subcontractor Signature		Authorized Lower Tier Signature	
Title	Date	Title	Date	Title	Date

According to the appropriate Contract Provisions, the State Construction Engineer has approved this date the subletting of the work items described above.

Subcontract in Field Reports: ☐ YES ☐ NO  
☐ Committed DBE ☐ Non-committed DBE

For State Construction Engineer	/ Date	Field Reports	/ Date
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# The SRF

## “Subcontractor Request Form”



# SRF (1st Section)



## SUBCONTRACTOR REQUEST FORM (SRF)

It is ADOT's responsibility to ensure that prime contractors employ subcontractors in accordance with various Federal and State regulations.

Field Reports / 206 S. 17th Ave, MD 133A Phoenix, AZ 85007 / (602) 712-7301 / FieldReports-Subcontracts@azdot.gov

ADOT TRACS NO. \_\_\_\_\_ ADOT PROJECT NO. \_\_\_\_\_ PHONE NO. \_\_\_\_\_

PRIME CONTRACTOR: \_\_\_\_\_ ESTIMATED SUBCONTRACT \$ \_\_\_\_\_

SUBCONTRACTOR \_\_\_\_\_ CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

PHONE NO. \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

SUB R.O.C. NO. \_\_\_\_\_ CLASS \_\_\_\_\_ FED EIN \_\_\_\_\_ AZ UTRACS NO. \_\_\_\_\_

LOWER TIER TO \_\_\_\_\_

SUBCONTRACTOR IS A DBE: YES ☐ NO ☐

\* I CERTIFY THAT I AM A BONA FIDE \*HAUL TRUCK\* OWNER/OPERATOR: YES ☐ NO ☐ \_\_\_\_\_ / \_\_\_\_\_  
Signature of \*haul truck\* Owner/Operator / Date

**In the first portion of the SRF, you will want to verify the following details:**

- **Subcontract amount**
- **Subcontractor's name, address, email, and phone number**
- **ROC license number** and class – ensure accuracy and verify that the license is current with the Arizona Registrar of Contractors
- If using a **Federal EIN**, ensure that it is correct
- Always check for a current **AZ UTRACS** number
- If the subcontractor is a **DBE**, whether committed or not, mark "YES"
- If you are a **haul truck owner-operator**, also mark "YES," and remember to sign and date the form.

## *Owner - Operators*



Subcontractors performing truck-hauling services may sign the SRF certifying that they are a bona fide (haul truck) owner-operator; they are exempt from submitting certified payrolls.

# SRF (2<sup>nd</sup> Section)

## SUBCONTRACTED BID ITEMS No.'s

(Check box and provide dollar amount for Joint/Partial Items)

<input type="checkbox"/>	_____	\$	_____	<input type="checkbox"/>	_____	\$	_____
<input type="checkbox"/>	_____	\$	_____	<input type="checkbox"/>	_____	\$	_____
<input type="checkbox"/>	_____	\$	_____	<input type="checkbox"/>	_____	\$	_____
<input type="checkbox"/>	_____	\$	_____	<input type="checkbox"/>	_____	\$	_____
<input type="checkbox"/>	_____	\$	_____	<input type="checkbox"/>	_____	\$	_____
<input type="checkbox"/>	_____	\$	_____	<input type="checkbox"/>	_____	\$	_____
<input type="checkbox"/>	_____	\$	_____	<input type="checkbox"/>	_____	\$	_____
<input type="checkbox"/>	_____	\$	_____	<input type="checkbox"/>	_____	\$	_____

## SUBCONTRACTED NON-PAY ITEMS

(Provide Description of Work)

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Attach additional bid items? YES ☐ NO ☐

Attach subcontract? YES ☐ NO ☐

## In the second section of the form, ensure the following:

- **Bid item numbers** are listed and accurate.
- If the bid items are **partial**, check the corresponding box and ensure the **dollar value** is provided.
- If there isn't enough space for all bid items, attach an additional document and mark "Yes."
- If the **subcontract** is attached, mark "Yes."
- For **committed DBEs**, the subcontract **must** be attached and for the amount indicated on the affidavit

# SRF 3<sup>rd</sup> Section

## CERTIFICATION:

The Prime Contractor and Subcontractor certifies the following :

- A) The Subcontractor has received applicable Documents No. 2-12 per Special Provisions.
- B) The Prime Contractor and Subcontractor will execute Document No. 1 prior to the start of Subcontractor's work. DBE subcontracts to be submitted at Pre-Construction conference (Spec. 108.01/.03)
- C) Upon execution, Prime Contractor will send Field Reports a copy of Document No. 1
  - 1. Subcontract Agreement containing the above Bid Items of Work
  - 2. Standard Specifications 107.18 & 107.19 (FA & Non FA projects)
  - 3. Cargo Preference Act (FA projects only)
  - 4. Prompt Pay specification 109.06 (Non FA projects)
  - 5. Prompt Pay specification 109.06 (FA projects)
  - 6. Title VI Assurances - Appendix A and E of the Civil Rights Act of 1964 (FA & Non FA projects)
  - 7. Standard Federal EEO Construction Contract Specifications (Executive Order 11246) Rev.4/15/1981 (FA & Non FA projects)
  - 8. Notice of Requirement for Affirmative Action to ensure EEO (Executive Order 11246) Rev.4/15/1981 (FA & Non FA projects)
  - 9. FHWA 1273 - FA projects only (Rev.10/23/23)
  - 10. EEO Compliance Reports, March 1, 2015 (FA Projects only)
  - 11. DBE EPRISE -With Goals- FA Projects (Rev.10/20/22)
  - 12. Wage Determination Decision # AZ \_\_\_\_\_ Mod # \_\_\_\_\_ (As per contract for this project)

Attach Wage Decision

**In the third section of the form, ensure the following:**

- (A) The Subcontractor has received all applicable documents in C) **2-12 below**, per the **Special Provisions**. These documents should be attached to the subcontract agreement.
- (B) The prime contractor and subcontractor will execute Document No. 1 in C) below, the Subcontract Agreement containing the above bid items of work, prior to the start of subcontractors work. DBE subcontracts are to be submitted at the preconstruction conference.
- Verify that the correct **SRF** (Subcontractor Request Form) is being used. This example applies to projects awarded on **10/23/2023** or later, as indicated on document **number 9**.
- Ensure that the **Wage Determination Decision number** and the **modification number** are accurate according to the contract.

# SRF 4<sup>th</sup> Section

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 Authorized Prime Contractor Signature

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 Title

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 Date

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 Authorized Subcontractor Signature

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 Title

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 Date

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 Authorized Lower Tier Signature

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 Title

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 Date

According to the appropriate Contract Provisions, the State Construction Engineer has approved this date the subletting of the work items described above.

Subcontract in Field Reports: ☐ YES ☐ NO  
☐ Committed DBE ☐ Non-committed DBE

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☐ For State Construction Engineer

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 / Date

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 Field Reports

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 / Date

14-0458/FA-with Goal  
Rev. 12/2023



**In the 4<sup>th</sup> or last section of the form, ensure the following:**

- The **contractor's signature** must be from someone authorized to sign subcontracts on behalf of the **Prime Contractor** company.
- The **subcontractor** must sign the form, and if applicable, any **lower-tier subcontractors** should sign as well.
- If the subcontract was attached, **Field Reports** will mark "Yes." For **DBEs**, Field Reports will indicate whether it is a **committed** or **non-committed** DBE.
- **Bev Swartz** or **Melissa Siaotong** will review each SRF thoroughly. Once all is in order, they will sign on behalf of Field Reports.
- After that, the SRF goes to the **State Construction Engineer** for final approval. In this case, I have been appointed to sign on behalf of **Bill Fay**. I perform a quick review, and if everything looks good, I approve it.



Clear

WHEREAS, \_\_\_\_\_, an \_\_\_\_\_ corporation, is required to execute certain  
(NAME OF STATE)  
documents which are necessary for the prompt and efficient execution of the corporate business:

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the \_\_\_\_\_  
 \_\_\_\_\_ (CORPORATE NAME)  
 that (name of parties authorized) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

be authorized to execute and sign documents on behalf of said corporate the following documents:

- |                            |   |
|----------------------------|---|
| 1. The Proposal            | 7. Extension of Time  |
| 2. The Contract            | 8. Request for Force Account Work   |
| 3. The Bond                | 9. All other papers necessary for the conduct of the corporation's affairs and the execution of the contract. |
| 4. Payrolls                | 10. Subcontracts  |
| 5. Claims                  | 11. Monthly Estimates   |
| 6. Supplemental Agreements |   |

The powers and duties herein granted shall be and is hereby granted for the duration of the contract for the construction of \_\_\_\_\_, Tracts No. \_\_\_\_\_ Project No. \_\_\_\_\_, or until express notice of revocation has been duly given in writing, whichever is the lesser period.

Dated and passed by the Board of Directors this	day of _____, _____	
(SIGNATURE OF PERSONS AUTHORIZED TO SIGN)	(PRINTED NAME AND TITLE)	(DOCUMENT NO.)

## ***Lower-Tier Subcontractors***

- Only previously approved subcontractors can serve as the **upper-tier**. The upper-tier subcontractor must have an **approved SRF** before a lower-tier SRF can be submitted for review and approval.
- Additionally, the **upper-tier subcontractor** must be approved for the specific **bid items** being subcontracted to the lower-tier subcontractor.

# ***Subcontract Approval: Key Penalties and Deadlines***

It's important to note:

- The **Prime Contractor** will be sanctioned **\$1,000** for each subcontractor that starts working **without an approved subcontract**.
- The engineer will **stop work** for any subcontractor working without approval.
- If the subcontract is not submitted within **30 days** of the **SRF approval date**, the approved SRF will be **revoked**.

# ***Subcontract Approved***

- Once the subcontract is approved by the **State Construction Engineer**, the subcontractor is authorized to begin work.
- **Field Reports** enters the approval date in **FAST**.
- The **Labor Compliance** team is notified and adds the subcontractor to **LCPtracker**, enabling them to submit certified payrolls.
- The Labor Compliance team typically updates **LCPtracker** the following day.



## ***Subcontract Approved***

You may or not begin working on the project right away, however you are permitted to commence work when the time is right. The approved subcontract must include all the bid items you will be working on.

109.06 (A)

# Partial / Progress Payments

## *Progression of Work*

- ADOT inspectors document their day-to-day activities by recording observations and measurements of the work completed in a daily diary in the PEN system.
- They provide a detailed account of the work being conducted, the individuals responsible, the start and completion dates, and the location of the work.
- Inspectors play an important and vital role in documenting quantities to create the monthly contractor pay estimate.



# ***Monthly Contractor Pay Estimate***

Spec 109.06 (A) states that “If satisfactory progress is being made, the contractor will receive a payment each month based on the amount of work completed during the preceding month”.

- The Department prepares a draft monthly estimate for review by the contractor.
- The contractor shall work with the Engineer to finalize the monthly estimate.

# Monthly Contractor Pay Estimate

## Contractor Cycle Dates

You can find this information in the Contractor Information web page under Documents and Links.

<u>ESTIMATES</u>	<u>MONTHLY CUT-OFF DATE</u>	<u>CONTRACTOR PAYMENT</u>
December 2023	01/02/2024	01/17/2024
January 2024	02/07/2024	02/21/2024
February 2024	03/06/2024	03/20/2024
March 2024	04/03/2024	04/17/2024
April 2024	05/01/2024	05/15/2024
May 2024	06/05/2024	06/19/2024
June 2024	07/02/2024	07/17/2024
July 2024	08/07/2024	08/21/2024
August 2024	09/04/2024	09/18/2024
September 2024	10/01/2024	10/16/2024

# Monthly Contractor Pay Estimate

Spec **109.06 (A)** continues to state that:

“When the Engineer and the contractor have reached agreement, the final monthly estimate will be prepared and signed by the contractor and the Engineer.

The contractor’s signature constitutes a certification that the work was satisfactorily performed, meets the specifications, and the quantities reported are accurate, regardless of whether the work was performed by the contractor or a subcontractor. ”.

# Monthly Contractor Pay Estimate

Spec **109.06 (A)** continues to state that:

“Partial payment on either a lump sum item or on an item paid for as a unit (each) may be made if the amount of work, in the opinion of the Engineer, is of sufficient magnitude to warrant partial payment. The amount of the partial payment to be made will be in proportion to the percentage of the work completed on the item, as estimated by the Engineer.

# Current Estimate Quantities



Estimate No. 5

Section: 1 FA 14 Bridge

Item No.	Item Description	Unit	Plans	Revised	Unit Price	Accumulated	%	Current
	1090001 DIESEL FUEL PRICE ADJUSTMENT	L.SUM	.00	.00	1.00	-21.02	.00	
				\$ .00		-\$21.02	\$ .00	
	2030501 STRUCTURAL EXCAVATION	CU.YD.	3,121.00	3,121.00	31.00	3,219.59	103	.00
			\$96,751.00	\$96,751.00		\$99,807.29		\$ .00
	6010002 STRUCTURAL CONCRETE (CLASS S) (F'C = 3,000)	CU.YD.	501.00	501.00	625.00	456.97	91	.00
			\$313,125.00	\$313,125.00		\$285,606.25		\$ .00
	6050002 REINFORCING STEEL	LB.	33,277.00	33,277.00	1.50	34,022.77	102	.00
			\$49,915.50	\$49,915.50		\$51,034.16		\$ .00
	6050101 PLACE DOWELS	EACH	120.00	120.00	32.00	111.00	92	.00
7010005	MAINTENANCE AND PROTECTION OF TRAFFIC	L.SUM	16,000.00	16,000.00	1.00	16,000.00	100	3,200.00
			\$16,000.00	\$16,000.00		\$16,000.00		\$3,200.00
	7016050 TRUCK-MOUNTED ATTENUATOR	EACH-DAY	8.00	8.00	400.00	.00	0	.00
			\$3,200.00	\$3,200.00		\$ .00		\$ .00
	7016061 FLASHING ARROW PANEL	EACH-DAY	8.00	8.00	47.00	.00	0	.00
			\$376.00	\$376.00		\$ .00		\$ .00
	7016067 CHANGEABLE MESSAGE BOARD (CONTRACTOR FURNISHED)	EACH-DAY	60.00	60.00	67.00	.00	0	.00
			\$4,020.00	\$4,020.00		\$ .00		\$ .00
	7016079 FLAGGING SERVICES (UNIFORMED OFFICER)	HOUR	80.00	80.00	100.00	.00	0	.00
			\$8,000.00	\$8,000.00		\$ .00		\$ .00
8050003	SEEDING (CLASS II)	ACRE	1.00	1.00	13,000.00	1.40	140	1.40
			\$13,000.00	\$13,000.00		\$18,200.00		\$18,200.00
	8101014 EROSION CONTROL (SEDIMENT WATTLES) (20"))	L.F.T.	1,300.00	1,300.00	9.50	140.00	11	.00
			\$12,350.00	\$12,350.00		\$1,330.00		\$ .00
	8101018 EROSION CONTROL (STABILIZED CONSTRUCTION ENTRANCE/EXIT GRAVEL))	SQ.YD.	340.00	340.00	35.00	355.33	105	.00
			\$11,900.00	\$11,900.00		\$12,436.55		\$ .00
	9010001 MOBILIZATION	L.SUM	1.00	1.00	120,000.00	1.00	100	.00
			\$120,000.00	\$120,000.00		\$120,000.00		\$ .00
9120004	SHOTCRETE (4")	SQ.YD.	124.00	305.00	320.00	305.00	100	305.00
			\$39,680.00	\$97,600.00		\$97,600.00		\$97,600.00

S.A. = 3

# Monthly Payments



## Arizona Department of Transportation

### Division of Highways

#### Agreement Estimate & Transmittal Sheet

#### (Money Summary of Progress & Final Payment Report)

Page: 1 of 4

Run Date: 8/8/2024

11:05:29 AM

Org:

Tracs No:

Federal No:

Description:

Contractor:

Phase 01 days: 90

Estimate No. 5

Month: July 2024

Contract Amount:

\$1,045,127.50

Date Started:

3/21/2024

Date Completed:

Engineer:

Kara Lavertue

Percent Complete:

88

Percent Time Used:

87

Section	Rdwy	Sm Str	Str Over 20 Ft	Total	Force Acct	Total	Notations
1 FA 14	993,448.48			993,448.48		993,448.48	Bridge
Summary of Federal Aid Construction							
Accumulated	993,448.48	0.00		993,448.48	0.00	993,448.48	
Previous	860,774.10	0.00		860,774.10	0.00	860,774.10	
Current	132,674.38	0.00		132,674.38	0.00	132,674.38	
Summary of Non-Federal Aid Construction							
Accumulated	0.00	0.00		0.00	0.00	0.00	
Previous	0.00	0.00		0.00	0.00	0.00	
Current	0.00	0.00		0.00	0.00	0.00	
Grand Total Construction							
Accumulated	993,448.48	0.00		993,448.48	0.00	993,448.48	
Previous	860,774.10	0.00		860,774.10	0.00	860,774.10	
Current	132,674.38	0.00		132,674.38	0.00	132,674.38	

Remarks:

Date

Resident Engineer

Date

Contractor

# Monthly Contractor Pay Estimate Process

The field office has 5 business days to save the estimate.

Once saved, it goes to Field Reports for review and is sent to Contracts Payable.

Contracts Payable reviews and processes the estimates for payment.

## Contractor Cycle Dates

<u>ESTIMATES</u>	<u>MONTHLY CUT-OFF DATE</u>	<u>CONTRACTOR PAYMENT</u>
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January 2024	02/07/2024	02/21/2024
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March 2024	04/03/2024	04/17/2024
April 2024	05/01/2024	05/15/2024
May 2024	06/05/2024	06/19/2024
June 2024	07/02/2024	07/17/2024
July 2024	08/07/2024	08/21/2024
August 2024	09/04/2024	09/18/2024
September 2024	10/01/2024	10/16/2024

# Request for Monthly Pay Estimate

In this order:

- Contact the Prime Contractor's Project Manager directly
- Direct your request to the Construction Field Office, Resident Engineer or Office Manager, for the specific project.
- You may contact the Field Reports office



# [\*Contractor Information Web Page\*](#)

## Contractor Information

### Training

- [ADOT DBE System](#) (DBE and Labor)
- [AZ UTRACS](#)
- [Certified Payroll Class](#)

**FAQ - Contractor Information**



Information

**Request for Monthly Pay Estimate >**



## **Field Reports**