

Arizona Department of Transportation
CUF Field Review Form - DBE CONTRACTOR/SUBCONTRACTOR

Date:	Project No./TRACS:	Inspector:
Project:	Unit:	Diary #

*Name/Title of DBE Person Interviewed:	DBE Firm:
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*Note: Interview most senior/lead/supervisor onsite.

MANAGEMENT	FIELD REVIEW QUESTIONS (Questions Inspector Asks)	
	1. Name and title of who the DBE person interviewed reports to:	
	2. Who does your paycheck come from?	
	3. Who do you contact for hiring, firing or to modify the contract?	
	4. Who is in charge of scheduling your work activities, material deliveries and other related on-site work?	
	5. Has the DBE owner been present on the jobsite or involved with any activities related to the project?	☐ YES ☐ NO
	6. Have you worked for any other firm while on this project?	☐ YES ☐ NO If YES, firm name:
	OBSERVATIONS (Information Inspector Provides)	
	1. Describe the type of work observed (include Item #):	
	2. Is the DBE managing the work without interference from other contractors?	☐ YES ☐ NO If NO, describe:
3. Is the person interviewed an employee of the DBE firm?	☐ YES ☐ NO If NO, explain:	
4. Is the DBE scheduling its own work activities, material deliveries and other related on-site work?	☐ YES ☐ NO If NO, explain:	

EQUIPMENT	FIELD REVIEW QUESTIONS (Questions Inspector Asks)	
	1. Is the DBE's equipment owned or leased?	☐ OWNED ☐ LEASED ☐ UNSURE
	2. If leased, who is the equipment leased from?	
	3. If leased, is the operator a DBE employee?	☐ YES ☐ NO If NO, explain:

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OBSERVATIONS (Information Inspector Provides)	
1. List the major self-propelled (engine) equipment used by the DBE:	
2. Does the equipment have the DBE's logo or emblem?	☐ YES ☐ NO If NO, explain:
3. If another firm's logo or emblem is present, note the name:	
4. Is the equipment under the direct supervision of the DBE?	☐ YES ☐ NO

FIELD REVIEW QUESTIONS (Questions Inspector Asks)	
<i>(Ask multiple DBE employees who they work for.)</i> Do the DBE employees know who they work for?	☐ YES ☐ NO If NO, explain:
OBSERVATIONS (Information Inspector Provides)	
List the names of the DBE employees observed working during the operation described above:	

FIELD REVIEW QUESTIONS (Questions Inspector Asks)	
1. Who makes arrangements for delivery of materials?	
2. Who scheduled delivery of materials?	
3. In whose name are materials shipped?	
OBSERVATIONS (Information Inspector Provides)	
<i>(Provide additional information if needed.)</i>	

NOTES	