



ARIZONA DEPARTMENT OF TRANSPORTATION – ENGINEERING CONSULTANTS SECTION
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 _____

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/Remove Sub-consultant Form

- ☐ ☐ ☐ 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? – 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
- ☐ Consultant 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 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
 - ☐ 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

☐ 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 was executed, attach a copy of the completed and signed documentation

ADOT Engineering Consultant Section Review Checklist

Date Received: _____ Date Reviewed: _____ Simple 14 Yes/No? _____ Simple 14 Date: _____ ECS Initials: _____