

**ARIZONA DEPARTMENT OF TRANSPORTATION  
Engineering Consultants Section**

**ADD, REMOVE OR REPLACE SUBCONSULTANT REQUEST FORM**

**Contract Number** \_\_\_\_\_  
**Consultant Name** \_\_\_\_\_  
**Contract Description** \_\_\_\_\_  
**Subconsultant to Add** \_\_\_\_\_  
**Subconsultant(s) to Remove/Replace** (if applicable) \_\_\_\_\_

In order to adhere to the Qualification-Based Selection (QBS) process and federally-funded contract requirements, it is necessary that Subconsultants, including Disadvantaged Business Enterprise (DBE) Subconsultants, be utilized on contracts as listed in the original SOQ and approved in the contract. ADOT approval, as shown by all signatures listed below, is required **prior** to any Subconsultant changes (addition, removal or substitution) and shall be requested and justified by completing this form.

**Request to Add, Remove or Replace non-DBE Subconsultant**

Is the Subconsultant to be added included in the original SOQ?       Yes     No     N/A

If No, justification shall include why the Subconsultant change is being requested and what the impact is on Subconsultants listed in the original SOQ, if applicable.

**Request to Add, Remove or Replace DBE Subconsultant**

Is the Subconsultant to be added included in the original SOQ as a DBE?       Yes     No     N/A

Is the Subconsultant to be added replacing or reducing the work for DBE Subconsultant(s) currently on the contract?

Yes     No     N/A      If yes, is the replacement Subconsultant a DBE?     Yes     No     N/A

If yes, DBE subconsultant(s) negatively impacted \_\_\_\_\_

**Disadvantaged Business Enterprises (DBE) Impact**

**Race-Neutral Contract – On-Call or Project Specific Contract**

**On-Call Race-Conscious Contract – Complete the following:**

Contract DBE Goal \_\_\_\_\_      Current Task Order DBE Goal \_\_\_\_\_

This request will     Increase     Decrease     Not change the contract's overall DBE Goal.

**Project Specific Race-Conscious Contract – Complete the following:**

Contract DBE Goal \_\_\_\_\_      Contract DBE Commitment \_\_\_\_\_

This request will     Increase     Decrease     Not change the contract's overall DBE Goal or Commitment.

Justification shall include why the Subconsultant change is requested and how the firm plans to address any changes (increases or decreases) in DBE usage to ensure compliance with commitments made in the contract. Attach additional sheet(s) as needed.

\_\_\_\_\_  
ADOT Project/Contract Manager      Date      ADOT Group Manager      Date

Civil Rights Office Comments \_\_\_\_\_

\_\_\_\_\_  
CRO Signature      Date

\_\_\_\_\_  
ECS Director Signature      Date