



**Arizona Department of Transportation**  
**Intermodal Transportation Division**  
 206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janice K. Brewer  
 Governor

Jennifer Toth  
 State Engineer

John S. Halikowski  
 Director

**ADD OR REPLACE SUBCONSULTANT REQUEST FORM**

TO: Vivien Lattibeaudiere, ECS Director  
 THROUGH: Group Manager, \_\_\_\_\_ (Group) \_\_\_\_\_  
 FROM: ADOT PM, \_\_\_\_\_ (Section) \_\_\_\_\_  
 RE: Contract No.: \_\_\_\_\_ Consultant Name: \_\_\_\_\_  
 Description: \_\_\_\_\_

Subconsultant to be added: \_\_\_\_\_ Subconsultant to be replaced: \_\_\_\_\_

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. ADOT prior approval is required for any Subconsultant changes (addition, removal or substitution) and must be requested and justified by completing the information below.

**Request to Add or Replace Subconsultant**

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

If No, explain below why Subconsultant is being added to contract.

**Request to Add or Replace DBE**

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

Is the Subconsultant to be added replacing a DBE or reducing the work to be performed by a current DBE on the contract? Yes No N/A

If yes, list the DBE firm whose work will be replaced or reduced.

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

Impact on contract DBE Commitment: DBE Commitment will stay the same at \_\_\_\_\_%  
 DBE Commitment will increase to \_\_\_\_\_% DBE Commitment will decrease to \_\_\_\_\_%

To add or replace an existing Subconsultant, approvals from your Group Manager, Civil Rights Office and ECS Director are required.

Justification is **required** for the following: 1) Adding, replacing or terminating a Subconsultant; and/or 2) Reducing or impacting DBE commitment/usage on a contract. Explain why the Subconsultant change is being requested and how the firm plans to address any decreases in DBE usage to stay in compliance with commitments made in the contract. Attach additional justification as needed.

**Approvals:**

\_\_\_\_\_  
 Project Manager Date

\_\_\_\_\_  
 Group Manager Date

\_\_\_\_\_  
 Civil Rights Office Date

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