



COLORADO
Department of Transportation
 Office of the Chief Engineer
 Engineering Contract Services
 Unit
 2829 West Howard Place, 3rd Floor

DATE: October 13, 2021
TO: Contract Administrators
FROM: Pehle Colletta, Professional Services Contracts Manager
SUBJECT: Update to the Procedure to Add Sub Requests on all Engineering Contracts

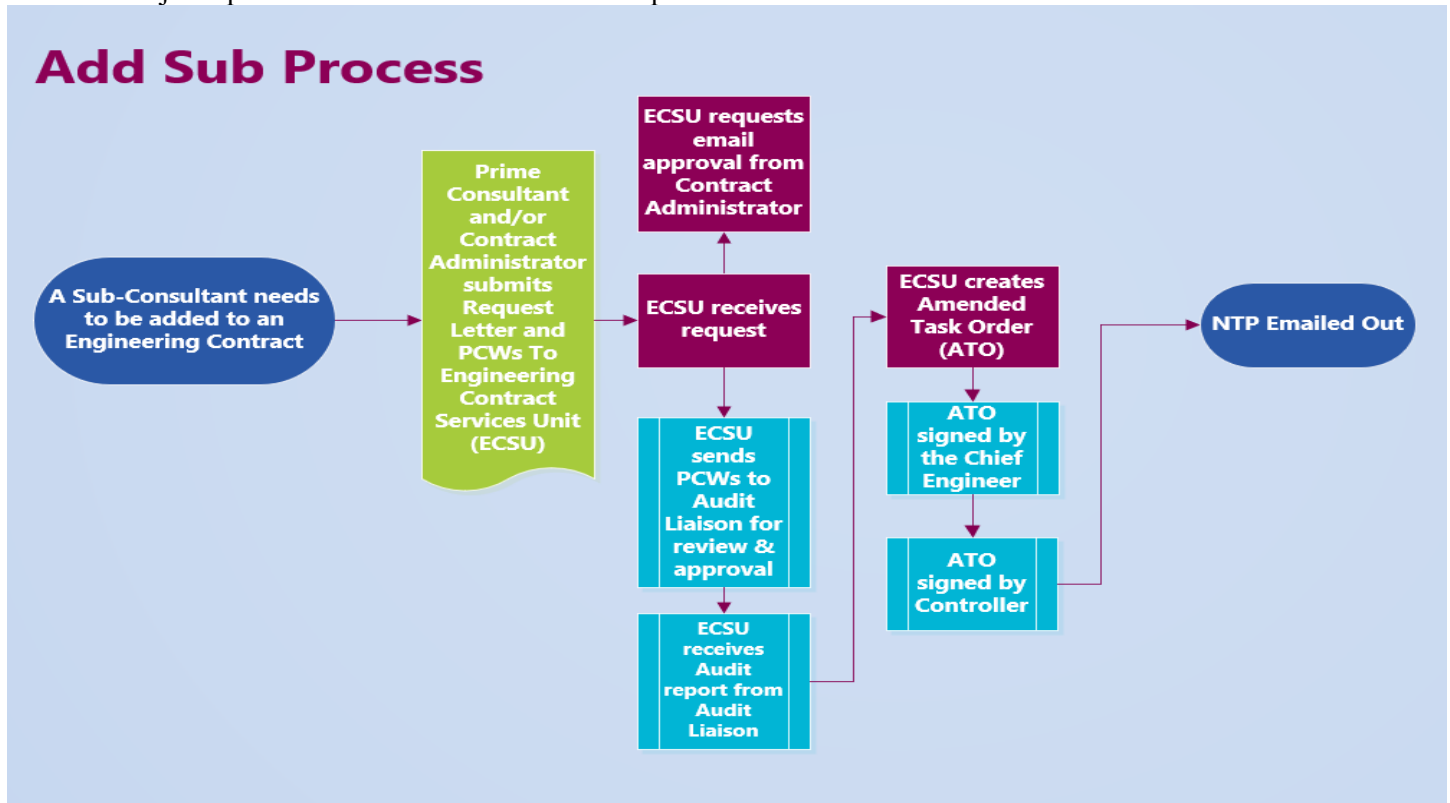
Purpose:

Communicate a process change for an add sub request on Program Specific (PGS) and Project Specific (PS) Contracts to match the Non-Project Specific Contract process.

Background:

Currently, requests to add a sub-consultant must be sent by the Consultant to the Contract Administrator (CA) for Project Specific and Program Specific Contract. The CA then must create a \$0.00 shopping cart request for the Engineering Contracts Unit (ECU) to process the request.

The Non-Project Specific contracts follows a different process outlined below.



This process has already been implemented for NPS contracts and has decreased turnaround time. All requests to add a sub-consultant (from either the CA or Prime Consultant) go directly to ECSU. The CA will respond via email to approve the request. The consultant will still need to provide the request letter and appropriate Project Cost Worksheets.

Please have all the requests sent to: dot_addsub@state.co.us