

REPLACEMENT APPROVAL REQUEST

North Dakota Department of Transportation, Civil Rights
SFN 60595 (9-2017)

STEP 1

INSTRUCTIONS: Complete and submit immediately to Project Engineer when any change, replacement, substitution, or additional work is identified. No work may commence until a written replacement approval is provided by the Department. No payment will be made for any replacement or additional work which commenced prior to Civil Rights Division's written approval of this request.

Prime Contractor or Subcontractor		NDDOT Bid Opening Date
Project Engineer		District
Project Location	Project Number	PCN

Date Project Engineer was Notified	Explain if Notice was not Given
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Status of Intended Project Goal:

Identify the DBEs currently on the project and the status of the intended DBE participation achievement.

DBE Firm	Original Intended Amount	Amount Paid to Date	New Intended Amount	Participation Loss or Gain

What was your firm's goal achievement percentage at the time of award?

If this replacement is approved, what will your firm's goal achievement be?

Explain your firm's efforts to hire DBE contractors.

Prime Contractor Signature	Date
Project Engineer Signature	Date

Project engineers monitor contract work to ensure the DBEs listed on the DBE Participation Review perform the items of work specified at the time of award and that no improper substitutions occur.

STEP 2 - Good Faith Efforts Documentation

Document your firm's Good Faith Efforts in the space provided below or on a separate sheet that clearly states: The time, date, and means by which each DBE was contacted; the DBE contact name; description of the solicitation; and notes describing the individual DBE's response.

DBE Firm Contacted	DBE Contact Name	Contact			Individual Responses
		Date	Time	Method	

Name of Replacement Firm Selected

If using non-DBE provide all of the following: Quote used and reason selected; comparison of DBE and non-DBE quotes by dollar value and percentage difference; comparison of each spec/code item and the prices quoted by a DBE to the spec/code items and prices quoted by a non-DBE.

SFN 5682-Prime Contractor's Request to Sublet for Replacement(s) Firm(s):
 When replacement is approved submit SFN 5682 naming the replacement firm, spec/code, and the dollar amount of the subcontract.

Prime Contractor Signature	Date
Project Engineer Signature	Date
Civil Rights Division Signature	Date