



**Arizona Department of Transportation**  
**Intermodal Transportation Division**  
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August 25, 2009

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Director

## **INFORMATION BULLETIN NO. 09-11**

**TO:** ADOT Project Managers  
Resident Engineers  
and Consultant Engineering Firms

**FROM:** Engineering Consultants Section

**SUBJECT:** Payment Reports

The following changes are being implemented by ECS in regards to reporting of remittance addresses, reporting of DBE participation and Subconsultant payment information on payment reports:

1. Remittance Address -- To ensure that consultant payments are remitted to the proper location, ECS has changed its payment report format to include a remittance address. All payment reports submitted must include this new address requirement.

It is important to note that the remittance address on your payment report must match what the Department has on file for your firm. If the address does not match the one on file it may delay your payment.

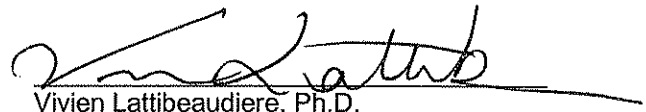
If your method of payment is direct deposit, please indicate in the remittance address area "ACH".

2. DBE Participation – ECS has also modified the payment report to capture DBE participation information. Effective this date, all active contracts executed after July 1, 2009 must include the new DBE reporting requirement.
3. Subconsultant Payments – The ADOT Disparity Study results recommended that ECS track payment information to subconsultants. Therefore, the payment reports for all contract types must include total payments made by prime consultants to all subconsultants on a monthly basis.

Please see attached the new payment reports formats for your use in billing and reporting DBE participation and subconsultant payments to the Department.

ECS would also like to remind firms that to assist the Department to process your payment reports in a timely manner and to be in compliance with the Prompt Pay legislation, it is very important that the consultant submit its payment report directly to its assigned ADOT Project Manager and on a monthly billing cycle.

If you have any questions regarding this bulletin, please contact Engineering Consultant Section at (602) 712-7525.

  
Vivien Lattibeaudiere, Ph.D.  
ECS Director



**ARIZONA DEPARTMENT OF TRANSPORTATION  
ENGINEERING CONSULTANT SECTION**

Progress _____	Final _____	Payment Report
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Report No. FA _____ Non FA _____		Contract No.:	
TRACS No.:		Month Ending	
Project No.:			
Name of Project:			
Name of Consultant:			
Remit to Address:			
Contract NTP Date:	Contract Completion Date:	% Billed	% Completed

**SUMMARY OF WORK FOR WHICH PAYMENT IS REQUESTED**

Task Order #	Description	Total Contract Amount	Previous Accumulative Amount	Current Amount	Accumulative Amount
TO 1	TRACS #; Description <b>Prime Subconsultants</b> 1.1 Sub's Name <b>DBE</b> 1.2  <div style="text-align: right;"><b>Total</b></div>	     <b>\$0.00</b>			
TO 2	TRACS #; Description <b>Prime Subconsultants</b> 1.1 Sub's Name <b>DBE</b> 1.2  <div style="text-align: right;"><b>Total</b></div>	     <b>\$0.00</b>			
	<b>TOTAL CONTRACT AMOUNT</b>	<b>\$ -</b>			

Submitted By _____	Date _____	Total To Date	
Consultant			
Approved By _____	Date _____	Total Previous Report	
Adot Project Manager			
Approved By _____	Date _____	Current Report	
Engineering Consultant Section			