

COLORADO

Department of Transportation

**SECTION A: Goal Identification** 

## Small Business Participation Plan Modification Request (Project Specific Form 1420)

DBE Construction Goal

DBE Design Goal

SECTION B: Prime Contractor Information				SECTION C: Contract Summary To Date (not including this request)			
1. Prime Contractor N	lame			6. Original Contract Amour		\$	
2. Representative Nat	me			7. Total Change Orders (to	date)	\$	
3. Title				8. Total Other Adjustments	(to date)	\$	
				9. Adjusted Contract Amou (applicable to Goal)	int:	\$	
4. Signature				10. Goal (to date)		\$	%
				11. Commitment (to date)		\$	%
5. Date				12. Participation (to date)		\$	%
SECTION D: Request for Approval (Attach supporting documentation and additional pages as necessary)							
13. Reason(s) for Modification (check all that apply)							
Termination/Reduction (Attach copy of notice to DBE) Change Order (between CDOT and Prime Contractor)							
Substitution (Attach Form 1415) Recapture of Prior Race-Neutral Participation (Attach evidence of Comme							
New Commitment (Attach Form 1415)				Use Function (CUF) including but not limited to CUF site observations, deliverables, invoices, payments, subcontracts, change orders, certified			
Waiver				payrolls)			
14. Explanation of Request							
SECTION E: Determination (To be completed by CDOT Representative)							
15. Comments							
16. CDOT Representatives							
a. Title	b. First & Las	st Name	c. Signature		d. Date	e. Determination	
Project Civil Rights Manager						Recommend for App Recommend for Rej	
Project Manager						Approval Rejection	



**Department of Transportation** 

## **Small Business Participation Plan Modification Request**

(Project Specific Form 1420)

## **FORM INSTRUCTIONS**

Section A: Goal Identification – select the project goal that the modification request is applicable to

Section B: Prime Contractor Information

- 1. Prime Contractor Name enter the name of the Prime Contractor making the request
- 2. Representative Name enter the first and last name of the Prime Contractor representative completing the modification request
- 3. Title enter the title of the Prime Contractor representative in B2
- 4. Signature enter the signature of the Prime Contractor representative in B2
- 5. Date the date of the signature entered in B4

Section C: Contract Summary To Date – the information completed in this section SHOULD NOT include amounts for this modification request

- 6. Original Contract Amount enter the amount of the original contract applicable to the goal selected in Section A
- 7. Total Change Orders (*to date*) enter the amount of change orders that have been issued to date that adjusted the original contract amount applicable to the goal selected in Section A
- 8. Total Other Adjustments (to date) enter the amount of other adjustments that may adjust the contract amount applicable to the goal selected in Section A
- 9. Adjusted Contract Amount the amount (as adjusted) that the goal selected in Section A is applied to (prior to this request)
- 10. Goal (to date) enter the contract goal (%) and the dollar amount as calculated by multiplying the goal % to the Adjusted Contract Amount (C9)
- 11. Commitment (*to date*) enter the dollar value of the commitment made by the Contractor to date applicable to the goal selected in Section A and then calculate the % associated with that commitment by dividing the Commitment \$ by the Adjusted Contract Amount (C9)
- 12. Participation *(to date)* enter the amount of payments made to date towards the goal selected in Section A and calculate the % of participation by dividing the Participation \$ by the Adjusted Contract Amount (C9)

## Section D: Request for Approval

- 13. Reason(s) for Modification check all that apply to the reason for the request for modification
  - a. Termination/Reduction (attach copy of notice to DBE)
  - b. Substitution (attach Form 1415)
  - c. New Commitment (attach Form 1415)
  - d. Waiver
  - e. Change Order (between CDOT and Prime Contractor)
  - f. Recapture of Prior Race-Neutral Participation (attach evidence of Commercially Useful Function (CUF) including but not limited to CUF site observations, deliverables, invoices, payments, subcontracts, change orders, certified payrolls)
- 14. Explanation of Request provide an explanation of the request in more detail and reference any supporting data provided

Section E: Determination - this section is to be completed by CDOT

15. Comments – the CDOT representatives will provide any comments that are deemed application to the request and final determination rendered

- 16. CDOT Representatives
  - a. Titles the Project Civil Rights Manager and Project Manager will complete their respective information
  - b. First & Last Name enter the first and last name of the respective CDOT Representative in the designated Titles
  - c. Signature enter the signature of the respective CDOT Representative in the designated Titles
  - d. Date enter the date of the signature of the respective CDOT Representative in the designated Titles
  - e. Determination Enter the determination of the respective CDOT Representative in the designated Titles