

Procedure for Changing or Adding a DBE Subconsultant

- Prime consultant requests change to INDOT project manager
- Prime consultant provides written notice to affected DBE subconsultant
 - must provide “good cause” for the change in utilization
 - inform the affected DBE that they have 5 days to respond with any objection
- Prime consultant provides copy of written notice to INDOT project manager and Economic Opportunity Division (EOD) and any response of affected DBE
- Prime consultant must obtain written consent from INDOT EOD
- New DBE subconsultant:
 - Must be prequalified, if required
 - No increase in fee for same service
 - Fill out Appendix E and then send to Contract Administration (CA)
 - INDOT CA approves rates if service is hourly
- Contact INDOT Compliance Manager in the Economic Opportunity Division if you have further questions