Consultant Work Order – Approval of Additional Work

(State Agreements)

Approval/NTP Date:		CWO #:	

Agreement No.:		Project Location:	
Control No.:		Consultant Name:	
Project No.:		Consultant's PM:	

Approval / Notice-to-Proceed (NTP) – Provides NTP for any new out-of-scope work tied to an existing agreement, or provides recognition and approval of unexpected additional effort related to existing scope. A CWO will result in negotiated/approved costs, but not all CWOs will be processed into supplemental agreements. A CWO does not add additional money to the agreement unless, or until, a supplemental agreement has been executed.

1. Description of the new out-of-scope work, or describe the additional effort for already scoped work:

2. Justification for needing advanced NTP (required for the addition of NEW out-of-scope work only):

3. Does this CWO need to be processed into a supplemental agreement now (i.e. Consultant is low on available funds in the agreement)? ☐ **Y** / ☐ **N**
   a. If money is not needed now because adequate funds remain in the agreement, select "N" and NDOT will defer drafting a supplemental agreement until the additional compensation is needed.
   b. Scope and fee negotiations must be completed regardless of whether CWO funds will be deferred.
   c. In some cases, Consultant may have funds available within the agreement to reallocate to cover the needed expenses. If applicable, Consultant may submit an NDOT Form 251c – CWO Reallocation of Funds.

(Continued on next page)

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4. Are Consultant's estimate of fees <u>less than or equal to $10,000</u> to complete work covered by this CWO? ☐ **Y /** ☐ **N**

Fee estimate LESS THAN $10,000	**Fee estimate GREATER THAN $10,000**
1. Consultant attaches scope/fee proposal to CWO or includes same information in the description box above. 2. PC reviews scope/fee proposal and negotiates, if necessary. PC does not need to prepare an ICE. 3. PC's acceptance of the final negotiated fee proposal is documented by approval of this Form. 4. PC obtains Section Head's approval. 5. PC adds Approval/NTP date to top of Form. 6. PC may issue a written (email) NTP to consultant that includes the completed CWO, scope/fee proposal. cc: NDOT Procurement Engineer and Agreement Specialist.	**DO NOT SUBMIT <u>FEE PROPOSAL</u> WITH FORM** 1. PC reviews description/scope of work and justification, agrees that work is needed and fee estimate is likely > $10,000. 2. PC obtains Section Head's concurrence. 3. PC emails completed Form to Procurement Engineer and Agreement Specialist. 4. Agreements Section issues approval/NTP to consultant and begins normal process to obtain finalized scope, consultant fee proposal, DOT Independent Cost Estimate, and negotiate costs. 5. Must finalize scope and negotiated costs within 60 days of NTP.

<u>APPROVAL:</u> *(Approvals may be granted by email with this completed Form attached)*

Parties agree the following described work needs to be performed by the consultant as part of the referenced project, and the work described herein will be completed as part of the professional services agreement. Consultant will be paid for such work in accordance with the agreement. Both parties will work in good faith to scope and negotiate fees within 60 days.

Consultant Project Manager:

Name	*Signature (or via email approval)*	*Date*

NDOT Project Coordinator (PC):

Name	*Signature (or via email approval)*	*Date*

NDOT Section Head:

Name	*Signature (or via email approval)*	*Date*