# Consultant Work Order

***(State Projects)***

| | |
|---|---|
| Project No.: | Control No.: |
| Consultant: *(Name and Representative)* | Work Order No.: |
| Agreement No.: | Constr. Change Order No.: *(If applicable)* |

All parties agree the following described work needs to be performed by the consultant as part of the referenced project. All parties concur and hereby give notice to proceed based on the following: justification to modify contract, scope of services, deliverables, schedule, and estimated total fee. All other terms of existing agreements between the parties are still in effect. It is understood by all parties that the work described herein will become part of a future supplement to the agreement indicated above.

Justification to modify agreement: *(Include scope of services, deliverables, and schedule)*

| **Work Title** | | **Summary of Fee** | | |
|---|---|---|---|---|
| | | A. Total Direct Labor Cost | = | |
| | | B. Overhead (Factor * x A) | = | |
| | | C. A + B | = | |
| | | D. Profit/Fee (Factor ** x C) | = | |
| *Overhead Factor: | % | E. Direct Non-Labor Cost | = | |
| **Profit/Fee Factor: | % | F. Subconsultant Services | = | |
| Total Fee Notes: | | **TOTAL FEE: C + D + E + F** | **=** | |
| | | ☐ ESTIMATED TOTAL FEE: | | |
| | | ☐ FINAL TOTAL FEE: | | |

## Work Order Authorization – May be granted by email and attached to this document.

**Consultant:**

*Name* *Signature* *Date*

**NDOT Representative:**

*Name* *Signature* *Date*

**FHWA:**

*Name* *Signature* *Date*

Notice to Proceed will be granted by email by NDOT Agreements Engineer

Notice to Proceed Date:

**Distribution:** Consultant, FHWA, NDOT-PC, NDOT Agreements Engr., Highway Funds Manager

**NDOT Form 251, September 17**