

Consultant Work Order – Reallocation of Funds

(State Agreements)

CWO #:

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

REALLOCATION OF FUNDS – Provides documented approval for a consultant's request to reallocate funds between pay categories (i.e. direct labor, indirect labor/direct expenses, fixed fee for profit) within their existing agreement and does not change total agreement amount.

- a. Approval for Subconsultant overrun. *{Fees & Payment Exhibit, Section 3.A}*
- b. Approval for Subconsultant underrun, with reallocation of some/all of remaining subconsultant costs to others/prime. *{Fees & Payment Exhibit, Section 3.B}*
- c. Approval to reallocate agreement amounts between pay categories. *{Fees & Payment Exh, Section 2.}*

1. Describe the reason(s) that a reallocation of funds between pay categories is needed. If reallocating funds to labor or profit is requested, include justification for why additional labor or profit above the negotiated amount is necessary to complete the work. If reallocating subconsultant's underrun costs, confirm sub will no longer need the remaining money.

2. Complete fee breakdown on second page. Submit to NDOT PC. Upon PC's approval, form should be sent to Consultant Services/Agreements Section for final approval.

Approval:

NDOT Project Coordinator (PC):

Name

Signature

Date

NDOT Agreements Section:

Name

Signature

Date

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Section 2. in “Fees and Payments” exhibit of the original agreement, as amended by any prior supplement(s) and/or Consultant Work Orders, is hereby further amended as shown below: (choose applicable payment method)

“Current Amt” listed below is from agreement/supplement/CWO # _____ (ex. XK2345-02, CWO-02)

Cost Plus Fixed Fee (CPFF)

	Current Amt	Change	New Amount	Pay Category
A.	\$	\$	\$	for actual direct labor costs
B.	\$	\$	\$	for indirect costs and direct expenses
C.	\$	\$	\$	for a fixed fee for profit
D.	\$	\$	\$	total agreement amount

Enter values in columns 1 and 2, rows A, B, and C.

Specific Rates of Compensation (SRC)

	Current Amt	Change	New Amount	Pay Category
A.	\$	\$	\$	for actual direct labor costs
B.	\$	\$	\$	for direct expenses (direct non-labor)
C.	\$	\$	\$	total agreement amount

Enter values in columns 1 and 2, rows A and B. select entire table and hit F9 to refresh.

Consultant: Once approved by NDOT, update the ‘NDOT Form 162 – Cost Breakdown Form’ included with your invoices to reflect adjusted amounts (including revised sub totals, if applicable).

This form is not used to transfer budget from one service/task to another in Consultant’s Progress Report (ex. from Roadway Design Services to Bridge Services).