

# Consultant Work Order – Early NTP

(State Agreements)

Early NTP Date: *	CWO #00 (Early NTP)
Agreement No.: *	Project Location:
Control No.:	Consultant Name:
Project No.:	Consultant's PM:

\*Entered by Agreements Section

**EARLY Notice-to-Proceed (NTP) – Authorizes the consultant to begin work and incur costs on a new project prior to execution of the initial/original professional services agreement.** This is not applicable if you are requesting new or additional work to supplement an existing agreement.

1. The scope of work described in this CWO should identify that work which is necessary to begin prior to execution of the agreement.
2. Early NTP authorizes up to 90 days of work. The initial agreement including this work must be scoped, negotiated, and executed within 90 days of the early NTP. On the 91st day after early NTP, Consultant is no longer authorized to incur costs unless the initial agreement has been executed.
3. Consultant will not be able to invoice NDOT for costs incurred until after execution of the agreement, and must do so within 180 days after the cost was incurred.
4. **Division Head approval is required.**
5. Return completed form to Procurement Engineer (Randy). Upon receipt of this completed form, the *Agreements Section* will issue a written (email) NTP to consultant and cc: NDOT Project Coordinator.
6. If selecting consultant off the On-Call, PC must also submit NDOT Form 24.

**EARLY NTP APPROVAL:** *(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 become part of a future professional services agreement. Consultant will be paid for such work in accordance with the agreement. Both parties will work in good faith to scope, negotiate, and execute an agreement within 90 days.*

**Consultant:**

Name

Signature (or via email approval)

Date

**NDOT Project Coordinator (PC):**

Name

Signature (or via email approval)

Date

**NDOT Division/Section Head:**

Name

Signature (or via email approval)

Date

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**Description of Scope covered by this Early NTP:** 

**Justification for early NTP:** 

**Status of Scope development, ICE preparation, Consultant's Fee Proposal, Negotiations** 