

Instructions for Completing the DR 250 Form Consultant Work Order (Local Projects)



Purpose:

The Consultant Work Order form can be used in time sensitive situations to add a limited amount of professional services to an existing agreement. The additional services must have been included in the Work Categories defined in the original RFP to be eligible for this process. This form is not intended to replace the supplemental agreement process or to begin a new phase of a project. Justification for the additional services must be documented on this form. This form may also be used to document changes to the original agreement, such as items that don't require additional fees, changes in schedule, or deliverables. A supplemental agreement will be written and signed at an appropriate time after this form is approved.

Form Requirements:

This form may be filled out by the Consultant or LPA, with all of the information agreed on by both parties. The following steps should be followed when filling out this form:

1. The **top portion** of the form is basic information relating to the original agreement. All related project information should be entered.

Project No.:		Control No.:
Consultant: <i>(Name and Representative)</i>	Agreement No.:	Work Order No.:
LPA: <i>(Name and Representative)</i>		Constr. Change Order No.: <i>(If applicable)</i>

The Work Order No. should start with the number 1 and be sequential if case any additional work orders are used.

If the additional services are associated with a construction change order, then list this additional information in the required box.

2. The **Justification to modify agreement** box should describe why there is the need for additional consultant services. This should include any additional scope of services, deliverables, or schedule. If additional space is needed for this justification, then additional documentation can be attached to this form.

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



Appropriate Justification

Additional efforts or scope of services that are required by the consultant to complete the project; which are considered time sensitive because notice to proceed should not be delayed until a signed supplement agreement can be produced. The following are examples of appropriate justification:

- Services to be performed quickly due to safety concerns (e.g. unforeseeable bridge repairs)
- Services to be performed quickly due to upcoming weather conditions
- Services to be performed quickly that are easily documented and necessary (e.g. attending a meeting that originally wasn't scheduled)
- Services to be performed quickly due to design standards have changed requiring a change in the plans
- Services to be performed quickly due to the pavement determination changed requiring a change in the plans
- Project length was extended

Un-Acceptable Justification

Additional efforts or scope of services that are required by the consultant to complete the project; which are not considered time sensitive and could wait until a signed supplement agreement can be produced. The following are examples of un-acceptable justification:

- Services to be performed on the existing agreement because of lack of funds, due to poor management of the agreement
 - Work to be performed because consultant or contractor has adequate staff available now and is unsure of future work
 - Work that is unclear on how to estimate the amount or how long the work will be needed
3. The **Work Title** box should be filled in with description that is easily referenced for the future supplement.

Work Title

4. The **Total Fee Notes** box should be used to document how the total fee for the services was calculated. If additional space is needed for these calculations, then additional documentation can be attached to this form.

Total Fee Notes:

5. The **Summary of Fee** boxes is provided to the Consultants as a guide on how to calculate their fee. The total fee may be estimated or calculated as the final total fee depending on the situation. The estimated total fee should be used when the duration of the additional work is unknown at this time. These calculation boxes don't have to be filled out if other justification is provided. If these boxes are not used, then additional documentation can be attached to this form with their calculations.

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: C + D + E + F		=
<input type="checkbox"/> ESTIMATED TOTAL FEE:		
<input type="checkbox"/> FINAL TOTAL FEE:		

- A. The **Total Direct Labor Cost** should be the estimated hours times the labor rates of the individual(s) performing the services.
- B. The **Overhead** is the total direct labor costs time the **Overhead Factor**. (This factor should be the same as the original agreement)
- C. This amount is simply the **Total Direct Labor Cost** plus the **Overhead**.
- D. The **Profit/Fee** is the **Profit/Fee Factor** times by the value you obtain in C. (This factor should be the same as the original agreement)
- E. The **Direct Non-Labor Cost** is non-labor expenses that are not included in the Primary Consultant's overhead (e.g. travel, meals, rentals, reproduction, materials, etc.)
- F. The **Subconsultant Services** are expenses that are not included in the Primary Consultant's overhead.

6. **The Work Order Authorization** signature lines should be initiated by the LPA. Email approval may be used instead of written signatures if time is limited.

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

Consultant:

Name	Signature	Date
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LPA:

Name	Signature	Date
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LPD PC (for Preliminary Engineering) and State Rep. (for Construction Engineering):

Name	Signature	Date
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FHWA:

Name	Signature	Date
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After the responsible charge has signed and dated the form, they should send it to the Consultant for review. After they have signed and dated the form, it should be sent to the Local Projects Division Project Coordinator (LPD PC) or State Representative (SR) depending on the type of work. The LPD PC will sign and date the form for preliminary engineering and the SR will sign and date for construction engineering.

Finally, this form should be sent to the Nebraska Division of the Federal Highway Administration (FHWA). An appropriate contact should be identified based on the work requested. A list of contacts can be found at <http://www.fhwa.dot.gov/nediv/contact.htm>. The office phone number to the Nebraska Division is (402) 742-8460.

7. Once the LPD PC has received all appropriate approvals include FHWA, then the **Notice to Proceed Date** box will be filled in.

Notice to Proceed
will be granted by
email by LPD PC.

Notice to Proceed Date:

8. The LPD PC will then distribute the signed form with the Notice to Proceed Date filled in to all of the appropriate representatives listed.

Distribution: Consultant, LPA – RC, State Rep., FHWA, LPD PC, NDOR Agreements Engineer, Highway Funds Manager

Consultant Work Order (CWO) Procedure Federal Aid and/or State Aid Participating

