

Consultant Work Order (Local Projects)

Project No.: URB-9999(9)	Control No.: 99999
Consultant: (Name and Representative) John Doe & Jane Smith - Fake Consulting, Inc.	Agreement No.: ZZ9999
LPA: (Name and Representative) Jack Johnston - City of Utopia	Work Order No.: 1
	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)

The City of Utopia, NE has scheduled an emergency meeting with the NDOR regarding this project. This meeting was at the request of the FHWA Nebraska Division in regards to new information discovered by the the Consultant in preparation of the environmental document. The Consultant will need to present this new information to the NDOR. This meeting was not previous scheduled in the agreement scope and is necessary before the Consultant can proceed under the current agreement.

Work Title	Summary of Fee
Environmental Meeting with NDOR	A. Total Direct Labor Cost = \$352.00
	B. Overhead (Factor * x A) = \$563.20
	C. A + B = \$915.20
	D. Profit/Fee (Factor ** x C) = \$109.83
*Overhead Factor: 160.00 %	E. Direct Non-Labor Cost = \$25.00
**Profit/Fee Factor: 12.00 %	F. Subconsultant Services = \$0.00
Total Fee Notes: 1 Project Manager & 1 Senior Environmentalist \$88.00/hour x 4 hours total + \$25.00 direct non-labor costs	TOTAL FEE: C + D + E + F = \$1,050.03
	<input type="checkbox"/> ESTIMATED TOTAL FEE:
	<input checked="" type="checkbox"/> FINAL TOTAL FEE: \$1,050.03

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

Consultant:

John Doe	John Doe	01-01-2011
Name	Signature	Date

LPA:

Jack Johnston	Jack Johnston	01-01-2011
Name	Signature	Date

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

Mary Thomas	Mary Thomas	01-01-2011
Name	Signature	Date

FHWA:

Gary Richardson	Gary Richardson	01-02-2011
Name	Signature	Date

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

Notice to Proceed Date:
01-02-2011

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