

PROJECT NAME
PROJECT NUMBER
PROJECT LOCATION

STATEMENT OF WORK

Agreement between [_____], hereinafter called the “Firm”, and the North Carolina Department of Transportation, hereinafter called the “State”, of the work to be performed on [Project Name, Project Number, Project Location].

BACKGROUND AND PURPOSE

[This section contains a description of the chronology of events leading up to the request for services including prior intervention successes or failures. The background should include enough information, either directly or in the form of readily available reference materials, to fully disclose and clarify the problem and permit the firm to formulate an approach for achieving the objectives of the project. Information for this section should be is available in the Request for Proposal.]

DESCRIPTION OF WORK

[While refraining from specifying “how” the work will be accomplished, this section provides a high level definition of the work to be performed by the consultant. It should contain a specific and clear statement of the problem, a description of the symptoms of the problem or opportunity, and the criteria for measuring the output of the current and resultant process or system.] A. and F. through I. contain standard language that should be modified as appropriate, reordered, and included in this section.

- A. All parties understand that the work consists of providing professional facilitation services to the [section] within the Department of Transportation.
- B. _____
- C. _____
- D. _____
- E. _____
- F. The Firm shall provide all project documentation and the final project report in writing to the Project Engineer, and a copy of the final report to the Office of Environmental Quality. The Firm shall prepare all reports in accordance with applicable State and Federal regulations and policies.
- G. The State’s Project Engineer and the Contract Administrator will collaborate with the Firm to identify the project’s milestones and expected completion dates.
- H. The State shall provide ready access to relevant project information, including but not limited to historical information from the Project Engineer(s) and project files.

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- I. The State will assist the Firm with coordination of the project and review of completed material provided by the Firm in an expeditious manner so as to facilitate preparation and acceptance of the documents.

APPROACH

[The approach will be created by the firm in collaboration with the Task Order Manager. After an agreement has been reached on the appropriate course of action, this information will be expressed in this section.]

PROJECT SCHEDULE AND DELIVERABLES

[This section contains the agreed upon schedule for the progress of work under this Task Order. The following paragraphs are standard language, but may be modified to include in this section.]

Within ten working days after agreement on the Scope of Work, the Firm shall provide the State an estimate of the cost of the work. The work will begin immediately after written approval of the cost estimate.

Written approval of the Firm's cost estimate for the project shall be considered the notice-to-proceed for this project. If additional tasks beyond the agreed upon scope of services are required to complete this project, a new scope of services will be developed for the additional services. The Firm shall notify the State as soon as additional services appear to be warranted. All changes to the originally agreed upon scope of work shall be negotiated between the Firm and the State, and coordinated through the Office of Environmental Quality.

Understanding that the due dates indicated are contingent upon commencement dates, the following chart details the major activities to be performed by the Firm:

Seq #	Activity/Deliverable	Due Date
1.	Conduct detailed community research, review, and discovery	
2.		
3.		
4.		
5.		
6.		
7.		

COMPENSATION AND PAYMENT

- A. For the specialized facilitation services specified in the Description of Work, the negotiated contract type shall be [lump sum, cost plus fixed fee, or unit cost].

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- B. As full and complete compensation for the individual tasks and services to be performed under this agreement, the State agrees to pay [_____].
- C. The Firm shall, at the end of each calendar month during which work is in progress, prepare and present to the State a Progress Report stating the percent of work completed on each project.
- D. Payments will be made to the Firm on a monthly basis for work completed during the month upon submission of an invoice accompanied by proper supporting documentation and upon approval by the State.
- E. If and when the individual project expenditures approach 90% of the not-to-exceed amount, the Office of Environmental Quality shall be notified in writing by the Firm. At that time the Office of Environmental Quality and the Firm will review work progress, determine the probability of a cost overrun and identify the appropriate recourse. This review can be made without interruption of work. Contact should be made with the Office of Environmental Quality at (919) 733-6258, 1 South Wilmington Street, Transportation Building, Raleigh, North Carolina.

AGREEMENT

By our signatures, we agree on the expectations and deliverables detailed within this scope of work, the approach and the project schedule.

_____	_____
	Date
_____	_____
	Date
_____	_____
	Date
_____	_____
Odessa McGlown Contract Administrator Office of Environmental Quality North Carolina Department of Transportation	Date