



Montana Department of Transportation Order for Additional Work

Railroad

Utilities

Work Order No _____

UPN# _____

Project ID No _____ I.C.

Project ID No _____ C.N.

Project Designation _____

Company _____

Total This Work Order (State Share) = _____ Date _____

Reference is made to that Agreement dated _____ entered into between the Department of Transportation and the owner. A description of the work and the costs involved are outlined below.

Original Agreement		Previous Work Orders		New Totals	
State % _____	State _____	State % _____	State _____	State % _____	State _____
Utility % _____	Utility _____	Utility % _____	Utility _____	Utility % _____	Utility _____

Justification (attach a detailed description of stations, type of work, etc., including exhibits and any other information to justify this work order, in detail)

- (1) Cost Overrun
 (2) Change in Scope
 (3) Outdated Agreement
 (4) Other

Reason:

The facility's owners shall comply with the requirements of CFR TITLE 23 and amendments thereto as issued by the FHWA.

Prior Discussion _____ Utility Section _____ Date _____

APPROVED:

Utility Company _____	Title _____	Date _____
Utility Agent _____		Date _____
District Administrator _____		Date _____
Helena _____	Title _____	Date _____

Use of Utility Work Orders

- (1) When the scope of work changes approximately 15%. This means if alignment, numbers of facilities (poles, footage of cable) change approximately 15%.
- (2) If the agreement estimate changes by approximately 15%.
- (3) To justify a 15% or more overrun at final billing (state share).
- (4) District approves UWO up to \$10,000; Helena approves UWO more than \$10,000. (A copy of the District-approved UWO must be submitted to the Utility Section).
- (5) District or utility company can fill in cost of work order and justification
- (6) Work Order should be approved prior to work proceeding. In emergency cases, the Utility can continue work by the District obtaining verbal approval from the Utility Section in Helena.