



# 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 (3) Outdated Agreement     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.