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# Scope of Work



# Scope of Work: Objectives

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## Be able to...

- List your contract documents
- Know your authority to make changes
- Define a Work Character Change
- Understand Differing Site Conditions



# Scope of Work: The Contract

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*Construct the work described in the Notice to Bidders and as described in **the Contract**.*

**CTSS 4-1.03, Work Description**

*The Plans, Specifications, and **other Contract Documents** shall govern the work.*

**GB 2-5, Plans and Specifications**



# Scope of Work: The Contract

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- Special Provisions
- Project Plans
- Revised Standard Specifications
- Standard Specifications\*
- Revised Standard Plans
- Standard Plans\*
- Other?

**CTSS Section 5-1.02, Contract Components**  
**GB 2-5.2, Precedence of the Contract Documents**



# Scope of Work: The Contract

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**Intent of plans and specifications:**

**Contractor:**

- Furnish the resources to complete the work as described in the Contract.
- Where the means and methods to complete the work are not described, choose the means and methods to complete the work.

**CTSS 5-1.01, General**  
**GB 2-6, Work to Be Done**



# Scope of Work: The Contract

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**Be as familiar with the work to be done:**

- Plans and Specifications
- Commonly accepted practices
- Customs
- Terminology



# Scope of Work: The Contract

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## Chapter 4, Construction Details, CT CM

- Each section in Chapter 4 corresponds to a section in the CTSS
- Contains the following four parts:
  1. General
  2. Before Work Begins
  3. During the Course of Work
  4. Measurement and Payment



# Scope of Work: The Contract

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## Ambiguities and conflicts with plans and specifications:

- Use engineering judgment
- Think about a reasonable contractor's viewpoint





# Scope of Work: Changes

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## The Agency may make changes:

- Within the scope of the work
- Add extra work

CTSS 4-1.05, Changes and Extra Work

GB 3, Changes



# Scope of Work: Changes

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## Contract Change Order (CCO):

- Formal change to the contract.
- Legally binding.
- Details:
  - Changed and/or added (extra) **work**.
  - **Payment** basis.
  - **Time** adjustment.



# Scope of Work: Changes

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- A CCO is approved when the Agency signs it.
- Extra work performed by the Contactor without an approved CCO or written direction from the RE is not paid for.

CTSS 4-1.05, Changes  
GB 3, Changes in Work



# Scope of Work: Work-Character Change

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## A work-character change has occurred if:

1. An **ordered** plan or spec **change** materially changes the character of a work item *from that on which the bid price was based*; and
2. The **unit cost** of the changed item **differs** when compared to the unit cost of that item under the original plans and specifications; and
3. No approved *Change Order* addresses *the payment*.

CTSS 4-1.05B, Work-Character Change

GB 3-2.2 Contract Unit Prices



# Scope of Work: Work-Character Change

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**Bid Item Adjustment = The difference between...**

## **Force Account**

*Estimated* Cost of Performing the work  
per original contract

**versus**

## **Force Account**

*Actual* Cost of Performing the work  
as changed

**CM Section 5-306C(2C), Adjustments for  
Work Character Change**



# Scope of Work: Differing Site Conditions (DSC)



**Type 1:** Actual subsurface or latent physical conditions materially different from those indicated or shown in:

- Contract documents
- Job site examination

## **Examples:**

- groundwater where none indicated or reasonable expected
- quantity, strength, and sizes of rocks
- as-built conditions different from the plans
- inaccurate log of test borings



# Scope of Work: Differing Site Conditions (DSC)



**Type 2:** Unknown physical conditions of an *unusual nature* that are materially different from those *ordinarily encountered* and generally recognized as inherent in the work provided for in the contract:

## **Examples:**

- archaeological finds
- hazardous materials
- endangered species



# Scope of Work:

## Differing Site Conditions (DSC)



- Spec required in all Federal-aid contracts
- Protects contractors from excessive risk
- Reduces bidding contingencies

23 CFR 635.109

CTSS 4-1.06, Differing Site Conditions

GB 3-4, Changed Conditions

LAPM 12.9; CM 3-511





# Scope of Work: Differing Site Conditions (DSC)



- Contractor notifies RE upon discovery
- RE investigates and makes determination
- Adjustment warranted
  - No – Contractor proceeds with work
  - Yes – Contract Change Order

CTSS 4-1.06, Differing Site Conditions

GB 3-4, Changed Conditions

CM 3-511



# Scope of Work: Cleanup

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Contractor must leave the job site neat and presentable and dispose of:

- Rubbish
- Excess materials
- Falsework
- Temporary structures
- Equipment

CTSS 4-1.13, Cleanup  
GB 7-8, Work Site Maintenance



# Scope of Work Quiz





# Scope of Work: Quiz

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**Choose the answer that is not correct.**

**The following are all parts of the contract:**

- a. Standard Plans, CCOs, Addenda**
- b. Contract Plans, Standard Specifications, Permits**
- c. Special Provisions, Bid Proposal, Construction Manual**



# Scope of Work: Quiz

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Choose the answer that is not correct.

The following are all parts of the contract:

- a. Standard Plans, CCOs, Addenda
- b. Contract Plans, Standard Specifications, Permits
- c. **Special Provisions, Bid Proposal, Construction Manual**



# Scope of Work Quiz





# Scope of Work: Quiz

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**True or False:**

**A Differing Site Condition requires  
an ordered change from the RE.**



# Scope of Work: Quiz

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**True or False:**

**A Differing Site Condition requires  
an ordered change from the RE.**

**False: Work-Character Change requires  
an ordered change from the RE.**





# Scope of Work Quiz





# Scope of Work: Quiz

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## True or False:

**In order to avoid delay costs, it's okay for the RE to direct the Contractor verbally to begin CCO work.**



# Scope of Work: Quiz

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## True or False:

**In order to avoid delay costs, it's okay for the RE to direct the Contractor verbally to begin CCO work.**

**False: Written prior authorization is required.**