

Standard Task Order Language for AASHTOWare Entry

I. TO Scope Predetermined

In accordance with S- XXXX from the Contract, the following work is hereby authorized by this Task Order.

This Indefinite Delivery/Indefinite Quantity (IDIQ) Contract provides for fill in the original scope (what work is to be performed) at the locations where this task order will be performed.

(this information can be in written or tabular form, but must give an adequate description and be inserted here)

The Engineer has determined that the work shown below will be performed and payment for this Task Order will be at the Contract and Negotiated Prices as shown in Section II. Cost Estimate.

This Task Order covers the known and anticipated costs attributable to the work covered by this Task Order. If the Contractor incurs unknown and unanticipated additional work that affects cost or impacts the critical path, the Contractor reserves the right to request an adjustment to the Contract Amount or Contract Time in accordance with MNDOT 1402.

II. TO Time (Enter Intermediate Site Time in AW as well)

Contract time for this Task Order will be assigned in accordance with S- from the Contract.

Construction Operations on this Task Order will be started on or before XXXX or within eight calendar days after execution of Task Order, whichever is later.

Or

Construction operations on this Task Order will be started on date approved by the Engineer as documented in Notice to Proceed.

Contract time for the Task Order will not start until the Engineer informs the Contractor in writing to proceed. The Contractor will not proceed with construction operations until receiving notice from the Engineer.

All work for this Task Order Contract will be completed within XXXX Working Days.

Or

By XXXX.

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III. TO SPECIAL

(Check appropriate box)

A. STATE FUNDS

Office of Civil Rights:

DBE/TGB/Vet's Preference Goal Met or Waiver Form Attached (If Required)

Utilities have been notified:

No impact, Adjust/Relocate, Reimbursable

MnDOT Utility Certification Form:

MnDOT Utility Certification Form Attached (Required)

Permits Required and Attached:

Watershed, DNR, COE, Judicial Ditch Authority, SWPPP

Funding Authorization, Source and Control Section Funding:

Contracts with a Maximum Amount of \$ 4,000,000.01 or Greater: IDIQ Budget Tracking and IDIQ Control Sections Attributes Forms Attached. (Required at the time of final submittal to OCIC for approval)

Contracts with a Maximum Amount of \$ 4,000,000.00 or Less: IDIQ Budget Tracking Form Attached. (Required at the time of final submittal to OCIC for approval)

IV. ESTIMATE OF COST (Enter items in AW)

- IDIQ Contract Items
- Non IDIQ Contract Items (from the Bid Schedule)
- Add any negotiated items
- Applicable items to the Task Order (Enter as "Dollar" items in AASHTOWare)
 1. Mobilization per Special Provision
 2. Cost Escalation (based on contract year)
 3. Incentives
 4. Material Invoices
 5. Contingency (up to two percent of Task Order total)

Instructions for IDIQ Budget Tracking Form - State Funds Only

For the most updated form:

- a. [IDIQ Budget Tracking Form 9-13](#) (fillable PDF form)
- b. [IDIQ Budget Tracking Form 9-13 Print Version](#) (blank form)

ATP: Enter the ATP where the funding is coming from.

Prime SP: Enter the S.P. that the project was Let under.

Task Order SP's: Enter the all the SP's that the Task Order will be spending funds on. Behind the SP's put the dollar amounts in parentheses for that SP.

Project Description: Insert the description from PPMS.

TH: List all the routes.

Task Order: Enter the Task Order number this is for.

Task Order Amount: This is a calculated field.

Contract Number: Enter the Contract Number that it is Let under (can find this on the funding screen in PPMS).

Contract Minimum: Enter the Contract minimum (make sure to look at the contract to find this amount).

Contract Maximum: Enter the Contract maximum (make sure to look at the contract to find this amount).

Last Day to Add Task Orders: Enter the date that is in the contract or talk to the District Construction Resident Engineer for the date.

Current Encumbrance: The dollar amount that is currently encumbered.

Previous Task Orders: The cumulative dollar amount of the previous Task Orders.

New Task Order: The dollar amount of the new Task Order.

Remaining Available: This is an automatically calculated field (Current Encumbrance minus Previous Task Orders minus New Task Order).

Additional Funds Needed: If the Remaining Available is a negative number then you would enter that number in here (as a positive value). If the Remaining Available is a positive number, then you would enter a zero or leave it blank.

Fiscally Constrained: If there is a value in the Additional Funds Needed, put Yes in here and then an explanation is needed in the Fiscal Constraint Field's.

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Reviewed by: Pa Youa Xiong

Created on: 7/26/2013

Source 1: Explain where the additional money is coming from. An example is if the money is coming from your Setaside account the following would be entered:

Seq. # = 1353, SP = 8808-SAS-14, Amount Requested = \$250,000, Notes/Description = The estimate in the STIP for this project was \$7,933,635 (100% State Funds). A portion of the funds will be used from this project to fund S.P. 3413-53.

Note: If the project is being funded by multiple sources, fill out the next funding source in Source 2 just like above.

Task Order Encumbrance Information: Fill out the appropriate funding string information on where the funding is coming from. If there is multiple funding, please specify on the bottom of the form on which SP's have which funding.

Note: At this time there should be no operations money used on these forms. If you are using your operations money on these, please have the money transferred to the SRC account prior to submitting these forms.

Signature Blocks: Electronic or actual signatures are required in all blocks. Also fill in the date that it is signed.

Note: No PPMS change form is needed for IDIQ projects if these are filled out correctly.

Minnesota Department of Transportation
IDIQ Project Budget Tracking Form - State Funds Only

(9/13)

ATP	Prime SP	Task Order SPs					
Project Description		TH	TO - Task Order	Task Order Amount			
Contract Number	Contract Minimum	Contract Maximum		Last Day to Add Task Orders			
Contract Funding Summary - Total Funding		Current Encumbrance	Previous Task Orders	New Task Order	Remaining Available	Additional Funds Needed	Fiscally Constrained*

*If Task Order requires additional funding, please fill New Funding Source Information below. If no additional funds are needed, please skip to Task Order Encumbrance Information.

New Funding Sources: Fiscal Constraint	Seq. #	SP	Amount Requested	Notes / Description
Source 1 State SRC				
Source 2 State SRC				
Source 3 State SRC				
		Total Amount Requested		

Task Order Encumbrance Information			
Appropriation Number	Fund	Fin Department ID	Amount

Requested By: District Planner/STIP Coordinator	Signature _____ Date _____
Concurrence By: DE or ADE for Program Delivery	Signature _____ Date _____
Approval By: Capital Programs and Performance Measures	Signature _____ Date _____

MnDOT Utility Certification Form

Utility Coordination for ID/IQ Projects

Project Information:

S.P. _____ Task No. _____

Other Project No(s). _____

MnDOT District Project Manager: _____

UTILITY COORDINATION CERTIFICATION

This certification is submitted with regard to existing utilities on the above noted project(s).

1) There are **no utility relocations** to be made on the above referenced project(s).

_____ Project Manager _____ Date

Or

2) There are **utility relocations** to be made on the above referenced project(s). The following utility companies have been issued Notice & Orders and must complete the required relocations prior to the _____ day of _____, 20____.

Utility Company	Notice & Order Date
_____	_____
_____	_____
_____	_____
_____	_____

The following steps have been completed in accordance with State Statutes.

Checklist Step	Utility Coordination Tasks	Date Completed
1	Utilities Identified – Gopher State One Call	
2 & 3	Information Meeting Conducted (If Applicable)	
5	Design Meeting Conducted	
9	Gopher State One Call Contacted (90 Day Notice)	

Statutes also require holding at least one preconstruction meeting to coordinate utility relocation.

_____ Project Manager _____ Date

Contract Document Information

- Utility information depicted on final plans – must indicate survey quality level.
- Special Provision Information Included in Proposal – utility contact information, relocation description and schedule, pre-work activities, and restrictions.

NOTE: This form should be completed and saved to with the project files. Submit a copy to the Utilities Engineer..