

## 1.3 CONTRACT FORMS

The various contract forms have been developed by DPW for the purpose of entering into a design and/or construction contract with an outside vendor on behalf of the State of Connecticut. These contracts are similar to, but are not copies of industry standard contracts. The applicable contract that DPW enters into and is developed for each specific type of service or discipline will be made available to the Consultant at the initial kick-off meeting for his work (scope meeting).

### 1.3.1 Standard Fixed Fee Contract with the Terms and Conditions

A standard example of a DPW design contract has been developed for complete architectural or engineering services, with inserts for the DPW Project Manager to modify where appropriate. Either contract is not complete without the referenced Terms and Conditions. This Consultant's Procedure Manual is also an extension of the standard contract requirements as stated in the DPW contract.

### 1.3.2 On-Call Contract and Task Letter Assignments

Annually, we advertise for specific disciplines to respond to an opened ended contract usually for a two year period. The terms of the contract are for an upset limited fee, and include all phases of design and usually construction administration. This work will be done for DPW, where quick delivery of a product is needed. Firms are chosen in a similar manner to all of our formal projects. In all cases, the base contract has no funds associated with it, and is fully dependent upon an Agency request to get a particular project done in a very limited time. The funds for the design related work will come from this Agency's funding.

Once the formal base contract is completed, this list is made available to all Project Managers to use if the project demands this type of delivery. The list and assignments are controlled by the DPW selection Board. The assignment is fully dependent upon the request to use this type of delivery system, and the assignments are rotated by the Board to assure even and full use of all of the assigned firms.

Once a project is identified, a request for an On-Call firm is requested. This assignment is then made and an initial meeting (scope meeting) of the design professional, Project Manager and usually the Agency is done to develop a scope of work and the associated fees. Once this is complete a Task Letter for the specific project is developed and processed so work by the design professional can take place. See also "Terms and Definitions" Section 0.1 of this manual.

### 1.3.3 Amendments

Changes to existing standard contracts are modified by either an amendment or a Commission Letter. See also "Terms and Definitions" Section 0.1 of this manual.

### 1.3.4 Commission Letter – Standard

The other form of change to a contract is the Commission Letter, this is normally used when additional duties are being added to the base contract. I.e., examples of this type of work would be the addition of survey work, borings and other subsurface investigation or other specialized service having been determined to be needed after the initial design contract had been signed off by all parties. See also "Terms and Definitions" Section 0.1 of this manual.