

Standard Scope of Work- Preamble

This Standard Scope of Work (SSOW) template for consultant-designed projects managed by NHDOT Bureaus of Highway Design or Bridge Design is an important tool in achieving the Department's goal of efficiently advancing design projects. The standardized template is aimed at streamlining the scoping and negotiation processes for Consultant contracts and tasks, ultimately reducing the time and effort required.

The SSOW is specifically crafted to capture all essential elements necessary for the development of nearly all NHDOT Highway and Bridge projects. It is designed to provide consistency and efficiency by capturing common project elements, thus replacing the unique scope document traditionally written by consultant firms for each Agreement or Task Order. The unique scope document, which was previously included in the Agreement as an Attachment or developed for an On-Call Task Order, will be replaced by the SSOW to ensure a standardized and streamlined approach.

Note that the SSOW is not intended to capture items used only in rare instances or for one-of-a-kind projects. Instead, its focus is on standardizing the scoping process for most projects, ensuring that preliminary design scopes use consistent and concise language. The SSOW is also not intended to capture all work needed for the very largest design projects. However, the SSOW could be used as a basis for these larger or one-of-a-kind projects.

As scopes are developed using the SSOW, please keep the following in mind:

- The sections and section numbers in the SSOW are fixed and are not to be changed.
- The same section numbers will be used as the Division of Work in the NHDOT Standard Invoice.
- Sections that are not needed for a particular project are to be rolled up and not used in the scope. Do not delete sections.
- Any additional subtasks required for a specific project should be added at the end of the appropriate section.
- Use the template's provided text to the greatest extent possible. The **yellow-highlighted sections** within the template serve as placeholders for the insertion of project-specific information. Be concise while providing the necessary details.

Lastly, the SSOW template is a work in progress and will be updated periodically by the ACEC/NHDOT CQI Contract Subcommittee, as needed. With this template, the Department aims to enhance efficiency, promote consistency, and simplify the scoping and negotiation processes for consultant-designed projects within the Bureaus of Highway Design or Bridge Design.