**Intergovernmental Agreements**

**Scope of Work Guidelines**

**Scope of Work - General Information**

The scope of work (SOW) is the descriptive part of the contract that establishes what will be done. The SOW provides documentation about a project and should be clear, brief and precise.

A SOW should explain the following:

* Who will do the work
* What work will be done
* Where the work will be done
* When the work will be done
* Why the work is being done
* All terms that are not commonly known
* Information to determine if the contract was performed properly
* The phases of the project (such as design and construction)
* The beginning and end dates of the phase being contracted

The standard language for the Exhibit A in local agency contract states a “Form 463 **and/or** Scope of Work” will describe the project; therefore, either a CDOT Form 463 with adequate detail or an independently written SOW is acceptable as an Exhibit A. Any study, including an Environmental Assessment (EA), an Environmental Impact Statement (EIS), or a Feasibility Study, should have a written SOW rather than CDOT Form 463 to include adequate information about the project. To get more specific information about the project to include in the SOW, it may be helpful to review the local agency application to the transportation planning region or metropolitan planning organization.

Anytime a local agency agreement is amended, a more precise explanation of the work to be completed should be incorporated into the agreement. In particular, if a contract amendment is done after the design phase of a contract, the work described in the design phase should be incorporated with the amendment to the contract.

**Defining the Terms in the Scope of Work**

A SOW should be comprehensible to the average person. If it is necessary to use a “term of art,” that term should be defined as briefly as possible. Acronyms should be defined as they are introduced. For example, the following sentence could be used:

The Colorado Department of Transportation (CDOT) will oversee the work to be performed. CDOT will also bring ice cream to the project site.