

PROJECT MODIFICATION DOCUMENTATION

Date PMD Prepared: _____

PMD Seq # _____

State Project Number: _____

Consul. Name: _____

Federal Project Number: _____

Consul. Proj. No: _____

Project Name: _____

Consul. Proj. Mgr: _____

Project Location: _____

Original Agmt. Date: _____

County: _____ Dist. # _____

DOH Proj. Mgr: _____

NTP Date: _____

Consul. Principal Contact: _____

Project Task:

Projected Schedule:

Estimated Start Date: _____

Estimated End Date: _____

Description of Task Modification/Addition:

Reasons/Remarks:

This form to be **EMAILED** to:

Proj Mgr/Dist Design Eng/Construction Eng: _____ Date: _____

Approved as to Form:

Director/Assistant Director/District Engineer: _____ Date: _____

PROJECT MODIFICATION DOCUMENTATION

Date PMD Prepared: (9)
State Project Number: (2)
Federal Project Number: (3)
Project Name: (4)
Project Location: (5)
County: (8) Dist. # (7)
NTP Date: (14)

PMD Seq # (17)
Consul. Name: (1)
Consul. Project. No:
Consul. Project. Mgr: (6)
Original Agmt. Date: (13)
DOH Project Mgr: (102)
Consul. Principal Contact:

Project Task:

Projected Schedule:

Estimated Start Date: _____ Estimated End Date: _____

Description of Task Modification/Addition: (15)

Reasons/Remarks: (16)

This form to be EMAILED to:
Proj Mgr/Dist Design Eng/Construction Eng: _____ Date: (112)

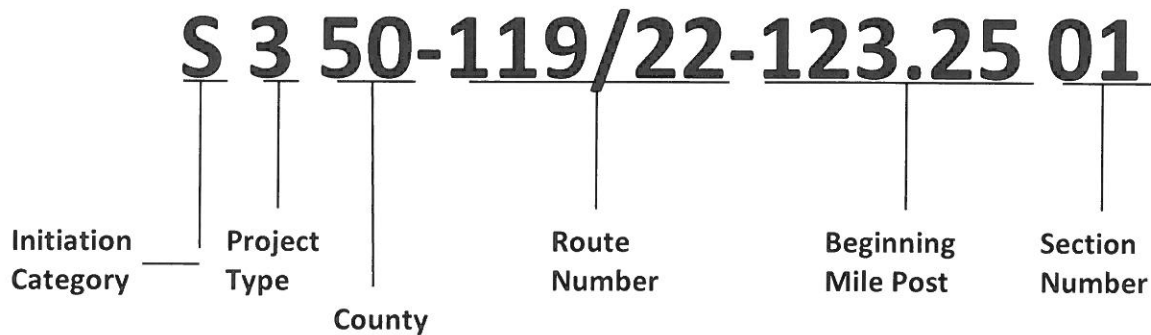
Approved as to Form:
Director/Assistant Director/District Engineer: _____ Date: (121)

INSTRUCTIONS ON COMPLETING THE PROJECT MODIFICATION DOCUMENTATION FORM

1. Consultant Name:

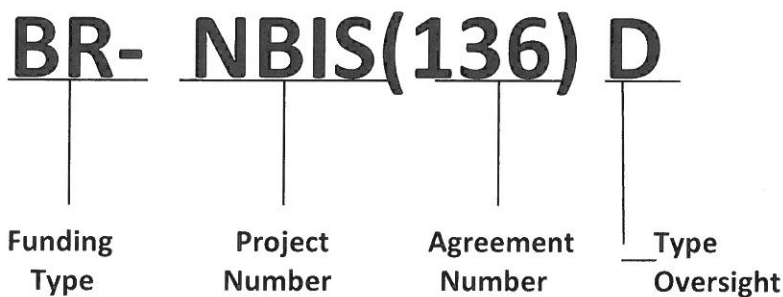
The name of the Consultant firm as it appears on their CCQQ form that identifies the business name. This must appear exactly as presented by the company utilizing lower case and upper case, as well as identifiers as to how the business is operating (i.e. LLC, PLLC, Inc., etc.) Example: (Mead & Hunt, Inc.; J.B. Turman Engineering, PLLC, L. A. Gates Company) It is also important that the name is entered exactly the same way each time it is entered with the exact spacing and punctuation.

2. State Project Number:



The project must be the same as it appears on the State’s Project Tracking System.

3. Federal Project Number:



4. Project Name:

The project name should be the same as it appears on the State’s Project Tracking System (e.g. N. Martinsburg to Falling Waters)

5. Project Location:

This is the geographical or physical location of the project (e.g. City, Town, etc.).

6. Consultant Project Manager:

This is the person in reasonable charge of the project and who can be contacted on matters related to the PMD.

7. District Number:

The alpha numeric designation of the DOH District where the project exists (e.g. D1, D2, D3, etc.).

8. County:

The County where the project resides.

9. Date PMD Prepared (month/day/year):

Format (mm/dd/yyyy) Two-digit month, two-digit day, and four-digit year.

10. DOH Project Manager:

The Department's Project Manager's name.

11. Date Approved by PM/District Design Eng/Construction Eng (month/day/year):

Format (mm/dd/yyyy) Two-digit month, two-digit day, and four-digit year.

12. Date Approved by Director/Ass. Director/District Engineer (month/day/year):

Format (mm/dd/yyyy) Two-digit month, two-digit day, and four-digit year.

13. Date of the Original Agreement (month/day/year):

Format (mm/dd/yyyy) Two-digit month, two-digit day, and four-digit year.

14. NTP Date (month/day/year):

The date of the NTP letter or date confirming the verbal NTP that was issued.

15. Description of Task Modification/Addition:

This should be a paraphrased version of the task or additional work to be performed by the Consultant; taken from the Description of Task Modification/Addition section on the PMD form.

16. Reasons/Remarks:

This should be a paraphrased version of the reason for the work to be performed or requested by the Department; taken from the Reasons/Remarks section on the PMD form.

17. PMD Sequence Number:

This is a two-digit sequential number reflecting the number of PMD's associated with this project. (e.g. 01, 02, 10, 11)

Date PMD Received: _____

Yes/No

All tasks presented in Consultants PMD are necessary for preparation of contract plans: _____

All tasks presented have been discussed with PM prior to consultant submission of PMD: _____

To the best of PM's knowledge all tasks presented in Consultants PMD are outside SOW: _____

PM is requesting an internal meeting prior to Negotiations: _____

PM Comments of Agreement/Disagreement with Tasks:

Approved as to Form:

Proj Mgr Unit Ldr/Dist Dsgn Eng/Brdg Eng: _____ Date: _____

Section Head/Assistant District Engineer: _____ Date: _____

***All PMDs, independent of agreement with tasks, are to be delivered to Director/Assistant Director/District Engineer within 2 weeks of PMD receipt. No supplemental agreement negotiation shall begin without PM PMD Response form.