## Section 103. — SCOPE OF WORK

04/03/20– FP-14

WFL Specification 01/01/14 1030010

Include the following in all projects.

### 103.01 Intent of Contract.

Add the following:

Additional work on sites within or in the vicinity of the project may be requested by the CO. Such work generally will be in response to natural disasters. Provide cost proposals and perform work as ordered by the CO.

WFL Specification 07/20/15 1030020

Include the following in all projects. Coordinate with the COE to fill-in the Government's share for formal partnering. Use $5000 unless the COE indicates a higher amount.

### **103.05 Partnering.**

Delete the text of this subsection and insert the following:

To facilitate this contract, the CO offers to participate in a partnership with the Contractor. This partnership draws on the strengths of each organization to identify and achieve reciprocal goals. Partnering strives to resolve problems in a timely, professional, and non-adversarial manner. If problems result in disputes, partnering encourages, but does not require, alternative dispute resolution instead of the formal claim process. The objective is effective and efficient contract performance to achieve a quality project within budget and on schedule.

Acceptance of this partnering offer by the Contractor is optional, and the partnership is bilateral.

**(a) Formal partnering**. If the formal partnering offer is accepted, mutually agree with the CO on the level of organizational involvement and the need for a professional to facilitate the partnering process. Engage the facilitator and other resources for key Contractor representatives and the CO to attend a partnership development and team‑building workshop usually between the time of award and the Notice to Proceed. Hold additional progress meetings upon mutual agreement.

The direct cost of formal partnering facilities, professional facilitation, copying fees, and other miscellaneous costs directly related to partnering meetings will be shared by the Contractor and Government. Secure and pay for facilities, professional fees, and miscellaneous requirements. Submit invoices to the CO. The Government will reimburse the Contractor for 50 percent of the agreed costs incurred for the formal partnering process. The Government’s share will not exceed $[INSERT $$$].

Each party is responsible for making and paying for its own travel, lodging, and meal arrangements. No time extension for the completion of the project will be made for the use of formal partnering.

**(b) Informal partnering.** If the informal partnering offer is accepted, mutually agree with the CO on the timing and substance of an informal Partnering meeting.

Costs of implementing and maintaining the informal partnership are the responsibility of the party incurring the cost.

WFL Specification 04/03/20 1030030

Include the following in all projects. Coordinate with the COE, and edit the second paragraph to require paper copies of documents.

### 103.06 Electronic Documentation.

(Added Subsection)

After award of the contract, provide all written documents in pdf format, or an approved fixed-layout electronic format.

In addition to electronic documents, provide paper copies of the following documents and as requested by the CO:

**(a)** Documents required under Section 102;

**(b)** Drawings required under Subsection 104.03;

**(c)** ESCP/SWPPP of Record required under Subsection 107.01A;

**(d)** Weight records required under Subsection 109.03;

**(e)** Receiving records required under Subsection 109.04;

**(f)** Final voucher and release of claims required under Subsection 109.09;

**(g)** WFLHD 470 forms required under Section 153;

**(h)** Construction schedules required under Section 155; and,

**(i)** Concrete batch tickets required under Subsection 552.09.

Provide documents in their native file format (the format produced by the software that the document was created in) upon request.

Provide a resolution quality where color, text, and lines are clearly discernible. Submit each document in an individual file. Name files with a unique document name that includes the document date, document description, and project number, in the following format or as requested by the CO:

MMDDYYYY\_item description\_project number; where: MMDDYYYY = month, day, and year.

Deliver electronic documents to the email address identified at the preconstruction conference or otherwise amended in writing by the CO. Limit the size of emailed documents to 20MB. If a document cannot be split or reduced below 20MB, then the CO will provide guidance on how to deliver the documents electronically, or a paper copy may be required. Documents delivered on removable media (compact disc, USB memory stick, etc.) will not be accepted. Documents delivered after 5:00 pm local time will be considered received at 7:00 am on the following business day.

The CO will reject without review any documents that are unreadable or corrupted, illegible, or include malicious content.

Provide one paper copy of each document upon request, unless more paper copies are specified.

WFL Specification 04/03/20 1030040

Include the following in all projects.

### 103.07 Signatures for Electronic Documentation.

(Added Subsection)

1. **Definitions.**

**(1)** Electronic Signature – A computer data compilation of any symbol or series of symbols executed, adopted, or authorized by an individual to be the legally binding equivalent of the individual’s handwritten signature.

**(2)** Wet Signature – A signature of ink from pen, or a scanned copy of an actual signature of ink from pen.

1. Sign documents requiring a signature by electronic signature or by wet signature.

Unless the CO requests a wet signature, an electronic signature may be provided. Assume responsibility for the validity of electronic signatures. The Government will assume that the authorized individual’s electronic signature is authentic.

Provide electronic signatures in the following formats:

**(1)** A digital signature from an encryption application;

**(2)** A digitized image of a paper signature; or

**(3)** Any other unique form or individual identification that can be used as a means of authenticating a record, record entry, or document.

If signing a document by wet signature, scan the complete document into an electronic format.