

## Sample Project Neutral Scope of Work

Note: Actual scope content and sequencing will vary with delivery method

### Pre-Bid Reviews (red flags?)

- Proposed project contracts
- Cost estimates
- Programming
- Delivery method
- Design process and documents

### Selection of Project Team

- Review responses
- Observe selection processes

### Collaboration Process

- Participate in Partnering, IDP, or other collaboration strategies
- Achieve agreement on DR procedures and finality
- Structure document management, flow and access...incl. online
- Set up online collaboration systems
- Assist with documentation

### Value Engineering

- Monitor and assist with documentation
- Note any potential sources of conflict or future problems

### Construction

- Regular site visits and attendance at project meetings
- Maintenance, review, and/or access to all project documentation
  - Original proposals by contractor and other professionals or consultants
  - All contracts among parties subject to the DR system
  - Plans, Specifications, Shop Drawings, Requests For Information and Submittals
  - Change requests and orders, incl. documentation
  - Project schedules
  - Cost accounting records
  - Progress reports
  - Reports of professionals and consultants
  - Meeting notes and minutes
  - Project logs
  - Payroll records
  - Correspondence, including electronic
  - Photographs and video
  - Punchlists
- Regular communication with project personnel, including online collaboration sessions, telephone, email, reports, and correspondence.
- Implementation of dispute avoidance strategies, field and management level conciliation activities, and, if necessary, informal or structured mediation.
- If acting as the Initial Decision Maker, render a written decision within \_\_\_ days of initiation of the claim or dispute.