NTTA Projects	Original Issue Date: 04/01/2010	CA-06
Resource: Contract Administration	Revision 5 Issue Date: 11/16/2026	Page 1 of 5
Title: Professional Services Work Authorization Development and Execution		

1.0 PURPOSE:

The purpose of this procedure is to define the process for preparing, reviewing, and executing Work Authorizations (WAs) to procured professional services contracts, in compliance with the approved program schedules and budgets.

2.0 RESPONSIBILITIES:

2.1 Professional Services Firm/Consultant – shall be responsible for:

- Providing a fee estimate in accordance with an established scope of services and schedule for the work authorization, negotiating with NTTA or its authorized representative to achieve a reasonable fee for the services to be provided.
- Updating fee estimates as needed.
- Executing the final work authorization.

2.2 Director of Project Delivery (DPD) – shall be responsible for:

- Approving WA and authorizing work to begin when the monetary value does not exceed $50,000.00.

2.3 Assistant Executive Director of Infrastructure (AEDI) – shall be responsible for:

- Approving WA and authorizing work to begin when the monetary value is between $50,000.00 and $150,000.00

2.4 Executive Director (ED) – shall be responsible for:

- Approving WA and authorizing work to begin when the monetary value is between $150,000.00 and $300,000.00

2.5 PD Contracts Manager – shall be responsible for:

- Overseeing the Project Delivery Program Support Staff and ensuring compliance with and any necessary updates to this procedure.

2.6 PD Program Support Staff – shall be responsible for:

- Reviewing all Work Authorizations
- Acquiring executive signatures on all WAs
- Logging WAs into NTTA tracking systems and filing one original executed copy.
- Setting up the executed Work Authorization in EPDS and uploading it to Content Management.
- Distributing one executed copy to consultant and providing electronic executed copies to the Project Manager/Originator and to Procurement Services through the Contract Management Software.

2.7 Originator– shall be responsible for:

- Identifying the need for the WA and developing the necessary scope of services and schedule for the needed services.
- Preparing an independent cost estimate in accordance with CA-08 and participating in the negotiation session for the service to ensure the resulting scope and fee is consistent with corridor/project scope, schedule and budget.

2.8 PD Program Controls Manager – shall be responsible for:

- Reviewing the work authorization relative to budget and funding sources if the work authorization is greater than $50,000.00
- Reviewing the negotiated fee schedule upon completion of negotiations.

2.9 NTTA Manager – shall be responsible for:

- Reviewing and approving the WA for execution.

3.0 SCOPE/APPLICABILITY:

This procedure shall apply to all Work Authorizations for professional services within the NTTA Project Delivery Department.

4.0 REFERENCES:

- CA-08 Independent Cost Estimate

5.0 DEFINITIONS & ACRONYMS

N/A

6.0 PROCEDURES:

6.1 NTTA Manager is the Originator

6.1.1 The NTTA Manager shall identify the need for the Work Authorization (WA), obtain the required approval to proceed, and develop the scope of services and schedule. **Under no circumstances shall the Professional Services Firm/Consultant begin work until the WA has been executed.**

- If the WA value is greater than $300,000.00, the NTTA Manager must ensure the item has approval from the Assistant Executive Director of Infrastructure.

6.1.2 Once the need for a Work Authorization has been identified, the NTTA Manager shall develop a scope of services and schedule for the needed service. The scope and schedule shall be provided to the selected Professional Services Firm/Consultant for preparation of a fee estimate.

- If the fee schedule is greater than or equal to $ 50,000.00, the NTTA Manager shall forward it to PD Program Controls for review and verification of budget and funding sources.
- If the estimated value of the WA is greater than $100,000.00, the NTTA Manager shall ensure an independent cost estimate is prepared in accordance with CA-08.
- If the estimated value of the WA is less than $300,000.00, the NTTA Manager shall negotiate the fee for the services in accordance with the approved independent cost estimate
- If the estimated value of the WA is greater than $300,000.00, formal negotiation must be conducted between Professional Services Firm and NTTA Staff.

6.1.3 Once the terms of the WA are agreed upon, the NTTA Manager shall prepare the WA using the current Work Authorization template. A proper description of the scope, fee, and schedule modifications must be included on the Work Authorization template. Extra pages may be added if necessary.

6.1.4 PD Program Support Staff shall coordinate with NTTA Manager and review Work Authorization documents for completeness and verify all required calculations contained within the Work Authorization package.

6.1.5 The NTTA Manager shall provide the Work Authorization to the Professional Services Firm/Consultant for review, signature, and return.

- If the WA is greater than $300,000.00, it shall be presented to the Board for approval. The NTTA Manager shall prepare an executive summary, resolution, and presentation and shall submit the WA for Board approval. If the WA is not approved by the Board, it shall be returned to the NTTA Manager for re-evaluation.
- If the WA is less than $300,000.00, the Originator shall give the signed WA to PD Program Support Staff for further routing and execution.

6.1.6 Upon receipt of the signed WA, PD Program Support Staff shall review the document for completeness and accuracy, prepare and attach the Contract Modification Request Form (CMR1) and forward the WA to the designated reviewers and approvers through the approved Electronic Signature Application. This shall be inclusive of the WA package and the independent cost estimate if required per CA-08.

- If the WA value is $50,000.00 or less, the DPD shall execute it and return it to the PD Program Support Staff.
- If the WA is greater than $50,000.00, the PD Program Support Staff shall forward the WA to the AEDI. The AEDI shall review the document form, sign the CMR1 and return it to the PD Program Support Staff. If the WA value is greater than $50,000.00 and up to $150,000.00, the AEDI shall execute it and return it to the PD Program Support Staff.

- If the WA is greater than or equal to $150,000.00, the PD Program Support Staff shall forward the WA to ED. The ED shall review the WA, sign the CMR1, execute the Work Authorization, and return it to the PD Program Support Staff.

6.1.7 PD Program Support Staff shall scan the executed WA, upload it into the EPDS and PD Document Repository, submit an executed electronic copy to NTTA Procurement Services through the Contract Management Software, log it into PD tracking systems, and distribute an original executed copy to the Professional Services Firm

6.2 Consultant is the Originator

6.2.1 The Consultant provides the signed WA and supporting documents to the NTTA Manager/PD Program Support Staff. PD Program Support Staff shall review the document for completeness and accuracy, prepare and attach the Contract Modification Request Form (CMR1) and forward the WA to the designated reviewers and approvers through the approved Electronic Signature Application. This shall be inclusive of the WA package and the independent cost estimate if required per CA-08.

- If the WA value is $50,000.00 or less, the DPD shall execute it and return it to the PD Program Support Staff.
- If the WA is greater than $50,000.00, the PD Program Support Staff shall forward the WA to the AEDI. The AEDI shall review the document form, sign the CMR1 and return it to the PD Program Support Staff. If the WA value is greater than $50,000.00 and up to $150,000.00, the AEDI shall execute it and return it to the PD Program Support Staff.
- If the WA is greater than or equal to $150,000.00, the PD Program Support Staff shall forward the WA to ED. The ED shall review the WA, sign the CMR1, execute the Work Authorization, and return it to the PD Program Support Staff.

6.2.2 PD Program Support Staff shall scan the executed WA, upload it into the EPDS and PD Document Repository, submit an executed electronic copy to NTTA Procurement Services through the Contract Management Software, log it into PD tracking systems, and distribute an original executed copy to the Professional Services Firm.

7.0 REGULATORY REQUIREMENTS:

- Section 366.033(j) of the Texas Transportation Code

8.0 RELATED BOARD POLICY:

- Policy Regarding the Procurement of Goods and Services and Disposition of Personal Property by the North Texas Tollway Authority (applicable sections)
- Procurement Procedures Manual (applicable sections)

9.0 COMPONENT DOCUMENTS:

- CA-01-F8 Engineering Cost Plus Fixed Fee Boilerplate Contract Work Authorization
- CA-01-F12 Engineering Cost Plus Percentage Boilerplate Contract Work Authorization
- CA-01-F13 Engineering Lump Sum Boilerplate Contract Work Authorization
- CA-03-F2 WA/SA/CO Log (Attachment E)
- Contract Modification Request Form (CMR1)

10.0 FLOWCHART:

N/A

11.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	Mike Hutchinson	04/01/2010	10120	Original Issue.
1	Kim Robins	04/28/2011	10305	Update titles, add Program Controls Manager and responsibilities.
2	Kim Robins	10/26/2011	10346	Inserted reference to CA-08 and CA-01 in Section 4.0. Updated section 6.2, 6.9, 6.10, 9.0 and flowchart.
3	Ben King	12/02/2016	10617	Revise procedure per current practice.
4	Teresa Calderon	07/09/2025	10891	Revised procedure per current practice and combined the titles and responsibilities for Program Support Staff and Document Controls Staff, per current practice. Removed flowchart from procedure. Updated approval thresholds.
5	Dana Shaw	11/16/2026	11226	Updated sections 6.0 and 9.0.