

Force Account

Recordkeeper Job Aid
Construction Division

Construction Recordkeeper Job Aid

Overview

When an agreement cannot be reached with the contractor based on cost, Article 4.4., "Changes in the Work" of the Standard Specifications provides that the work may proceed under Article 9.7, "Payment for Extra Work and Force Account Method."

Resources

- 2014 Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges, Article 9.7, "Payment For Extra Work and Force Account Method."
- 2024 Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges, Article 9.7, "Payment For Extra Work and Force Account Method."
- Construction Contract Administration Manual, Chapter 7, Section 3, "Force Account and Interim Adjustments to the Contract," and Chapter 11, Section 1, "Estimates and Issues Affecting Payment," Chapter 15, "Contractor Workforce".
- SiteManager Contract Administration Manual, Chapter 6, "Change Orders."

The goal of this document is to provide information regarding Force Account procedures for Record Keepers.

Applications Used

- SiteManager
- ProjectWise
- LCPtracker

Forms

- Form 316, "Daily Report of Force Account Work"

Reports

- SiteManager Change Order Report

Force Account (FA) Change Orders (CO)

The FA method is used when the work scope is unknown or an established unit price for the work is unknown. The cost of labor (payrolls), equipment (Blue Book/Equipment Watch), and materials (invoices) should be agreed upon prior to change order work beginning.

FA CO should be executed in advance of the FA work. FA cost should be estimated for the CO and payment is made when invoice is submitted. Form 316 is used for payment justification and invoice verification.

FA under \$10,000 may be paid based on the contractor's estimated costs for labor, equipment, and materials. The Engineer must sign and approve the invoice, and the CO can be executed after the work is completed. Form 316 is not required for FA under the \$10,000 threshold. Effective with a Special Provision to the 2024 Spec Book, the threshold for costs based on the contractor's invoice will be \$30,000.

Construction Recordkeeper Job Aid

Required Documentation

The contractor should provide documentation including Form 316 to record the work done for the Force Account. The TxDOT inspector should also document the work associated with the FA in the Daily Work Report (DWR). Once the Contractor's documentation is provided related to the FA, a review occurs to verify the following costs.

- Equipment description
 - Make
 - Year
 - Model
 - Type
 - Size
 - Horsepower, or
 - Other identification
- Equipment rates established in accordance with Article 9.7. Verify rates utilizing Equipment Watch.
- All labor classifications with applicable wage rates
- Material costs associated with the force account work
- Contractor's invoice
- Time needed to complete work
- Any additional information necessary to support the CO

Refer to the Construction Contract Administration Manual (CCAM), Chapter 7, Section 3 for additional information.

Ensure Form 316, when applicable, is completed daily when the force account work is being performed and signed by the Contractor to be included in the project records, along with all supporting documentation. Information to be verified on the Form 316 includes the following.

- Materials Costs – The Contractor should provide materials tickets and/or invoices as recorded on Form 316. Compare to the FA estimate.
- Equipment Costs – A list of equipment being utilized and hours used will be included on Form 316. Refer to Equipment Watch for equipment rates. Compare to the FA estimate.
- Labor Classifications and Wage Rates – A list of employees by job classification being utilized for the work on the force account item(s) will be included on the Form 316. To verify, the actual payroll for the contractor performing the work must be available for review through LCPtracker. Verify the employee name, labor classification, and rate of pay submitted through LCPtracker for the dates of work match Form 316. (NOTE: the employee can have additional hours paid on a day compared to the Force Account

Construction Recordkeeper Job Aid

work. For example, a laborer performed 4 hours of work for the FA item(s), and they performed an additional 4 hours of work not related to the FA. The payroll will show 8 hours paid to the employee, but only 4 hours will be payable for the FA as recorded by the contractor). Compare to the FA estimate. Refer to CCAM, Chapter 15, Contractor Workforce, for additional information.

Track verified costs of the contractor's Form 316 and supporting documentation for payment purposes. All documentation should be included in the project records.

SiteManager Payment

Create a DWR to pay the FA line number in SiteManager for verified costs. If FA work is not complete during an estimate cycle, speak with the Area Engineer to determine when payment is to be made.

Filing Force Account Documentation

Once the Change Order package is complete, file it in ProjectWise using the current file structure.

Construction Recordkeeper Job Aid

Force Account

DESCRIPTION	QTY	HRS	OT FACT.	UNIT	LABOR		
					UNIT COST	TOTAL (\$)	UNIT
LABOR							
12/13/2023 - Wednesday							
Jose [REDACTED]	1.00	8.00	1.00	HR	\$ 25.50	\$ 204.00	\$
Juan [REDACTED]	1.00	8.00	1.00	HR	\$ 25.00	\$ 200.00	\$
Bonifacio [REDACTED]	1.00	8.00	1.00	HR	\$ 24.00	\$ 192.00	\$
Salvador [REDACTED]	1.00	8.00	1.00	HR	\$ 23.75	\$ 190.00	\$
Sergio [REDACTED]	1.00	8.00	1.00	HR	\$ 21.00	\$ 168.00	\$
Rodolfo [REDACTED]	1.00	8.00	1.00	HR	\$ 18.00	\$ 144.00	\$

Mth	Transf	Posted Date	Actual Date	Trans Type	Source	Description	Units	Hours	Cost
12/23	59684	12/19/23	12/13/23	PR	PR Entry	19/1175 1.00 / 302629 / [REDACTED] RODOLFO 1	0.000	8.00	144.00

Verify Payroll Documentation

1. Compare documentation supplied by contractor to payrolls in LCPtracker. Ensure date, name, number of hours (at least the minimum for FA work), wage classification, and dollar totals (at least the minimum for FA work) are correct.

Entry Nbr	Project Nbr	Line Item Nbr	Item Code	Item and Supplemental Descriptions	Paid To Date Qty	Current Contract (Bid+CO) Qty	Bid Price	Unit	Pay Plan Item	Installed To Date Qty	Authorized To Date Qty	Reported To Date Qty	Status	Bid Qty	DWR SHPL
1	10896	001	05191003	CONC SIDEWALKS (F)	6,957.670	6,976.000	\$2.52	SY		6,957.670	6,957.670	6,957.670	ACTV	6,976.000	
2	10896	001	96080002	REINVENT ADJUSTMENT-NEG	206.997340	1.000	\$1.00	DOL		206.997340	206.997340	206.997340	ACTV	1.000	
3	10896	001	96080002	UNIQUE CHANGE ORDER ITEM 2:MANHOLE TIE-IN, DOL=LS	1.000	1.000	\$6,736.68	DOL		1.000	1.000	1.000	ACTV	0.000	

Entering Payment in SiteManager

1. Create a DWR.
2. Select Contractor in Contractor tab.
3. Select Force Account Item (Unique Change Order Item, in this example).
4. Enter payment quantity.
5. Pick Contractor from dropdown.
6. Enter location.
7. Save

DWR Info		Contractors		Contractor Equip.		Daily Staff		Work Items		Force Accounts	
Contract ID:	[REDACTED]	Inspector:	[REDACTED]	Date:	[REDACTED]						
Project Nbr:	[REDACTED]	Line Item Nbr:	0702	Item Code:	96080002	Category Nbr:	001	Status:	Active		
Item Desc:	UNIQUE CHANGE ORDER ITEM 2:MANHOLE TIE-IN, DOL=LS					Unit Price:	\$6,736.68000	Units Type:	DOL	Pay Plan Qty:	
Qty Reported to Date:	1.000	Qty Authorized to Date:	1.000	Bid Qty:	0.000						
Qty Installed to Date:	1.000	Qty Paid to Date:	1.000	Current Contract Qty:	1.000						
Nbr	Location	Installed	Placed Qty	Unit	Cost	Plan Page					
1	Change Order #6 approved		1.000	DOL	\$6,736.68	0					
Placed Qty: 1.000 DOL Cost: \$6,736.680 C Station Offset Distance Contractor: JAMES CONSTRUCTION GROUP, LLC ** PRIME ** From: +.000 To: +.000 Location: Change Order #6 approved Loc Seq Nbr: 1 Plan Page Nbr: 0 Measured Indicator: Final Pymt Interim											

Construction Recordkeeper Job Aid

1.

DAILY REPORT OF FORCE ACCOUNT WORK
OR CHANGE ORDER NO. _____

County: _____ Project: _____ CDL: _____ Highway: _____

Date: 12/19/23

STATEMENT OF EQUIPMENT AND LABOR

Equipment	Rate	Hours	Amount
10896 MONTGOMERY I-45	17.00	8.00	136.00
1223 59684	18.00	0.00	0.00

STATEMENT OF MATERIALS ACTUALLY PLACED THIS DATE

Material	Rate	Quantity	Amount
CEMENT	1.00	10.00	10.00
AGGREGATE	1.00	10.00	10.00

EquipmentWatch

Model: 300M
Serial: 10000000000000000000

Configuration for 300M

Item	Rate	Hours	Amount
OPERATOR	17.00	8.00	136.00
FUEL	1.00	8.00	8.00

Jobs: 10896 - 10896 **Phases:** 0596-1001- 000 - 0596-1001- 000 **Cost Types:** 11 - 11 **Units:** Actual

All Months **Dates:** 12/11/23 - 12/17/23 **All JC Transaction Types** **All Departments**

Mth	Trans#	Posted Date	Actual Date	Trans Type	Source	Description	Units	Hours	Cost
0596	1001-000	12/19/23	12/19/23	PR	PR Entry	10896 MONTGOMERY I-45 FORCE ACCOUNT - STORM SEWER TIE IN 11 LABOR	0.000	8.00	144.00
1223	59684			PR	PR Entry	191175 1.00 / 302629 / RODOLFO 1			

Putting Together a Complete FA CO Package

The complete CO Package should include the following.

1. Signed Form 316* with all supporting paperwork
 - a. Equipment Watch
 - b. Payrolls
 - c. Materials invoices

2. Signed CO

3. New/revised plan sheets (if applicable)

4. Applicable correspondence related to the FA and CO

* If the FA total is below \$10,000 for 2014 Spec and \$30,000 for 2024 Spec, all that is required is the invoice provided by the contractor.

2.

SiteManager **CHANGE ORDER NBR:** 6 **REPORT DATE:** 2/1/2024 10:48:54AM

CONTRACT ID: _____ **SUBMIT:** 3145

PROJECT: _____ **COUNTY:** _____

CONTRACT AMOUNT: \$1,471,833.32 **AREA ENGINEER:** _____

PROJECTED AMOUNT: \$1,471,833.32 **AREA NUMBER:** _____

PROJECTED AMT: \$1,471,833.32 **DESCRIPTION:** FORCE ACCOUNT - MANHOLE TIE IN

CONTRACTOR: JAMES CONSTRUCTION GROUP, LLC **REASON:** 4D - 4D UNPAID ACCOMMODATION - OTHER

GO AMOUNT: \$0.00 **SECURITY AMOUNT:** \$0.00

GO TYPE: NON-PARTICIPATING **APPROV LEVEL:** OVERRIDE

DESCRIBE THE REASON FOR THE CHANGE ORDER AND WHAT IS BEING CHANGED. WHEN NECESSARY, INCLUDE EXCEPTIONS TO THIS AGREEMENT:

This change order provides compensation to James Construction Group, L.L.C. (Contractor) to connect a 36-inch reinforced concrete pipe (RCP) to a manhole.

The project plan set prepared by HGE Inc., for the Texas Department of Transportation (TxDOT), provides for the construction of a new location for a manhole consisting of grading, base, concrete pavement, signing, drainage structures, illumination and CTME.

The project provides for the installation of 36-inch RCP at 44-45 Frontage Road, STA. 64+00, LT as a cross culvert that connects to a manhole. The manhole is constructed by a third-party contractor. The project plan set provides direction that the RCP connection to the manhole will be constructed by others (a third party construction crew hired by the private developer).

However, installation of the RCP and the construction of the manhole occurred during different time frames and the work to connect the two structures was not completed by the third-party construction crew. As described in the attached email communications, the Montgomery Area Office (MAO) and the developer responsible for the construction of the manhole agreed that the RCP/manhole tie-in would be covered by TxDOT.

The MAO communicated this decision to the Contractor for the subject project. Both parties agreed that compensation for the RCP/manhole tie-in would be documented and compensated as 2024 Standard Specifications - Item 8.7 Force Account Method. Attached is a cost breakdown provided by the Contractor that is derived from information recorded daily on TxDOT - Form 316. The cost breakdown has been thoroughly reviewed and accepted by the MAO. The total cost is calculated to a lump sum compensation due to multiple items of work being involved. Therefore, this change order adds the following item to the contract:

Line No. 0702, Item No. 9008-0002, UNIQUE CHANGE ORDER ITEM 2 - MANHOLE TIE-IN, 1 DOL at \$0.736,660/DOL where the unit of measure DOL=LS

This change order does not require revisions to the original environmental clearance or approval by the Texas Department of Licensing and Regulation. There are no plan sheet revisions associated to this change order. This change order will not cause the total monetary amount of change orders to exceed 10% of the original contract amount. This change order will not require Houston District Engineer approval. Revisions covered by this change order are estimated to result in an overrun of the funds authorized for this project in the amount of \$0.736,660.

ADDITIONAL TIME NOT NEEDED

Contractor Signature: _____ DATE: 3/10/2024 DISTRICT ENGINEER: _____ DATE: _____

BY: _____ DATE: 3/10/2024 DIRECTOR, CONSTRUCTION DIVISION: _____ DATE: _____

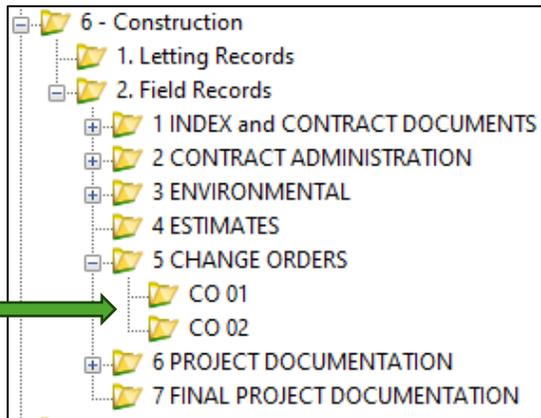
TYPED/PRINTED NAME: _____ DATE: 3/10/2024 DEPUTY EXECUTIVE DIRECTOR: _____ DATE: _____

TYPED/PRINTED TITLE: President DATE: 3/10/2024 FIMA: _____ DATE: _____

AREA ENGINEER: _____ DATE: _____

AREA ENGINEER'S SEAL: _____

Construction Recordkeeper Job Aid



File FA Documentation

1. Once all paperwork for the CO including the FA has been completed file the complete CO package in ProjectWise