

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"

Construction Recordkeeper Job Aid

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.

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

Construction Recordkeeper Job Aid

- 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.

Construction Recordkeeper Job Aid

- 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 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

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.

DESCRIPTION				QTY	HRS	OT FACT.	UNIT	LABOR		
								UNIT COST	TOTAL (\$)	UNIT
LABOR										
12/13/2023 - Wednesday										
Jose 0596-1001-000				1.00	8.00	1.00	HR	\$ 25.50	\$ 204.00	\$
Juan 0596-1001-000				1.00	8.00	1.00	HR	\$ 25.00	\$ 200.00	\$
Bonifacio 0596-1001-000				1.00	8.00	1.00	HR	\$ 24.00	\$ 192.00	\$
Salvador 0596-1001-000				1.00	8.00	1.00	HR	\$ 23.75	\$ 190.00	\$
Sergio 0596-1001-000				1.00	8.00	1.00	HR	\$ 21.00	\$ 168.00	\$
Rodolfo 0596-1001-000				1.00	8.00	1.00	HR	\$ 18.00	\$ 144.00	\$

Job:	10896 - 10896	Phase:	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 Department:				
Mth	Trans	Posted Date	Actual Date	Trans Type	Source	Description	Units	Hours	Cost
						0596 MONTGOMERY I-45			
0596- 1001- 000						FORCE ACCOUNT - STORM SEWER TIE IN 11 LABOR			
12/23	59684	12/19/23	12/13/23	PR	PR Entry	19/1175 1.00 / 302629 / 0596-1001-000 RODOLFO 1	0.000	8.00	144.00
Gross Earnings									

Entering Payment in SiteManager

1. Create a DWR.
2. Select Contractor in Contractor tab.

DWR Info																					
Contractors				Contractor Equip				Daily Staff				Work Items					Force Accounts				
Contract ID:				Inspector:		Date:															
Entry	Project	Line Item	Item Code	Item and Supplemental Descriptions			Paid To Date Qty	Current Contract (Bid+CD) Qty	Bid Price	Unit	Pay Plan	Major Item	Installed To Date Qty	Authorized To Date Qty	Reported To Date Qty	Status	Bid Qty	DWR SMPL			
✓	[REDACTED]	0596	05316003	CONC SIDEWALKS (F)			6,957.670	6,976.000	\$52.52	SY			6,957.670	6,957.670	6,957.670	ACTV	6,976.000				
✓	[REDACTED]	0596	96026002	PAYMENT ADJUSTMENT-REG			206,957.340	1.000	\$1.00	DOL			206,957.340	206,957.340	206,957.340	ACTV	1.000				
✓	[REDACTED]	0596	96026002	UNIQUE CHANGE ORDER REM 2 BASHHOLD			1.000	1.000	\$6,736.65	DOL			1.000	1.000	1.000	ACTV	0.000				
	[REDACTED]	0596	96026002	76-R DOLLS																	

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DW/R 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: 96086002 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: Major/Minor Item:

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

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


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EquipmentWatch
www.equipmentwatch.com
/linkto-shortcut-us-uk-us/

Rental Rate Blue Book® April 18, 2023

Caterpillar 938M
4-Wheel Articulated Wheel Loaders

Site Class: 375 - 399 hp
Weight: N/A



Configuration for 938M
Operator Protection: ROPS/OPS Power Mode: Diesel

Blue Book Rates
** FHWA Rate is equal to the monthly ownership cost divided by 176 plus the hourly estimated operating cost.

Published Rates	Ownership Costs				Estimated Operating Costs Hourly	FHWA Rate** Hourly
	Monthly	Weekly	Daily	Hourly		
USD \$8,540.00	USD \$2,380.00	USD \$600.00	USD \$90.00	USD \$31.48	USD \$80.00	
Adjustments						
Regret (100%)	-	-	-	-	-	
Model Year (2023: 100%)	-	-	-	-	-	
Adjusted Hourly Ownership Cost (100%)	-	-	-	-	-	
Hourly Operating Cost (100%)	-	-	-	-	-	
Total	USD \$8,540.00	USD \$2,380.00	USD \$600.00	USD \$90.00	USD \$31.48	USD \$80.00

Non-Active Use Rates
Standby Rate: USD \$30.51
Lifting Rate: USD \$61.80

Rate Element Allocation

Element	Percentage	Value
Depreciation (ownership)	30%	USD \$1,330.00/mo
Overhaul (ownership)	30%	USD \$2,818.20/mo
CPC (ownership)	18%	USD \$1,386.40/mo
Interest (ownership)	12%	USD \$1,024.80/mo
Fuel (operating) @ USD 4.25	42%	USD \$13.25/hr

Revised Date: 2nd quarter 2023

These are the most accurate rates for the selected Revision Date(s). However, due to more frequent online updates, these rates may not match Rental Rate Blue Book Print. Visit the Cost Recovery Product Guide on our Web page for more information.

The equipment represented in this report has been exclusively prepared for BRENT DIXON (bdixon@prim.com)

DAILY REPORT OF FORCE ACCOUNT WORK
ON CHANGE ORDER NO. 6

County: Project: City: Highway: 1H-45

Date: 12/18/23 Station: to Station:

EQUIPMENT				LABOR			
Description	Hrs.	Rate	Amount	Classification and Name	Reg.	O.T.	Rate
Lower shaft (L-524)	8			Tate	8		
3/4 Ton Ruckel (2)	4			Brown	8		
Shovel	4			Carroll	8		
Utility trailer	4			Bonifacio	8		
Flatbed trailer	4			Salvador	8		
Generator	4				8		
Concrete sand	4			Seaberg	8		
Shovel	4			Rodolfo	8		
Shovel	4				8		
Total							

STATEMENT OF MATERIALS ACTUALLY PLACED THIS DATE			
Description	Unit	Quantity	
Crash-Spall Seal	CY	18.11	
	CF	20.08	
14 Bitc	LF	30	
36" RCP	LF	19	
Lead	LF	30	

Contractor: Construction (PSC)

by: Signature and Title: Inspector: P.E. Area Engineer:

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
10896 MONTGOMERY I-45									
0596- 1001- 000		FORCE ACCOUNT - STORM SEWER TIE IN 11 LABOR							
12/23	59684	12/19/23	12/13/23	PR	PR Entry	19/1175 1.00 / 302629 / RODOLFO 1	0.000	8.00	144.00
Gross Earnings									

Putting Together a Complete FA CO (Change Order) 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 (Change Order)
3. New/revised plan sheets (if applicable)
4. Applicable correspondence related to the FA and CO

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* 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.

INVOICE Page 1 of 1

Remit to: [REDACTED]

Reference: 22-514
Tax exempt number: 27-0005575
Site: Northouston

SOLD TO: [REDACTED] SHIP TO: [REDACTED]

Invoice No.	Date	Customer No.	Order No.	Customer PO	Delivery Terms	Mode of Delivery
260005558	1/4/2023	260002417	5064506	TBD	FOB Job Site	JLG Transport

Packing slip(s): SP192492.SP192493

Order Qty	Description	Shipped	Remaining	Prev Inv	Unit Price	Prev Inv \$	Current Inv\$
1,104.00	HLP 196 36"x6" L.L.J HP	144.00	24.00	936.00	90.02	84,726.72	13,034.88
138.00	Gasket Profile 36" 1316 USQ	18.00	3.00	117.00	0.00	0.00	0.00
40.00	Joint Lube 3/5gal(Martin Asphalt)	1.00	5.00	34.00	0.00	0.00	0.00

Please note: We impose a 2.89% surcharge on all Credit Card transactions, which is not greater than our cost of acceptance.
A surcharge will not be applied to any ACH or Debit Card transaction.

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

CONTRACT ID: [REDACTED] HIGHWAY: IH 45
PROJECT: [REDACTED] DISTRICT: [REDACTED]
CONTRACT: [REDACTED] COUNTY: [REDACTED]
AWARD AMOUNT: \$7,473,853.32 AREA ENGINEER: [REDACTED]
PROJECTED AMOUNT: \$7,473,857.32 AREA NUMBER: [REDACTED]
ADJ PROJECTED AMT: \$7,486,442.98
PEND ADJ PROJ AMT: \$7,486,442.98

CONTRACTOR: JAMES CONSTRUCTION GROUP, LLC DESCRIPTION: FORCE ACCOUNT - MANHOLE TIE-IN
CO AMOUNT: \$6,736.68 REASON: 4D - 4D-3RD PARTY ACCOMMODATION - OTHER
CO TYPE: NON-PARTICIPATING SECONDARY REASON(S):
3RD PARTY AMOUNT: \$0.00
APPRV 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 BGE Inc., for the Texas Department of Transportation (TxDOT), provides for the construction of a new location frontage road consisting of grading, base, concrete pavement, signing, drainage structures, illumination and CTMS.
The project provides for the installation of 36-inch RCP at IH 45 Frontage Road, STA. 64+65 LT as a cross culvert that connects to a manhole. The manhole is constructed by a third-party that works for a private developer. The project plan set provides direction that the RCP connection to the manhole will be completed 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 2014 Standard Specifications - Item 9.7 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. 3608-6002, UNIQUE CHANGE ORDER ITEM 2 - MANHOLE TIE-IN, 1 DOL at \$6,736.68/DOL, where the unit of measure DOL=LS
This change order does not require revisions to the original environmental clearances 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 \$6,736.68.
ADDITIONAL TIME NOT NEEDED

DocuSign Envelope ID: ABDA4010-BBCA-42F0-9E04-C08BC1D37518
"By signing this change order, the contractor agrees to waive any and all claims for additional compensation due to any and all other expenses; additional changes for time, overhead and profit; or loss of compensation as a result of this change and that this agreement is made in accordance Item 4 and the Contract. Exceptions should be noted in explanation above."

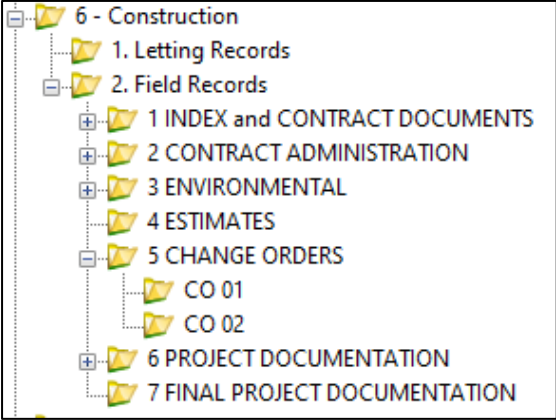
THE CONTRACTOR

BY: [REDACTED] 31/01/2024 DATE
TYPED/PRINTED NAME: [REDACTED] 31/01/2024 DATE
TYPED/PRINTED TITLE: President 31/01/2024 DATE
AREA ENGINEER: [REDACTED] 2/1/24 DATE
AREA ENGINEER'S SEAL: [REDACTED]

DISTRICT ENGINEER: _____ DATE
DIRECTOR, CONSTRUCTION DIVISION: _____ DATE
DEPUTY EXECUTIVE DIRECTOR: _____ DATE
FHWA: _____ DATE

STATE OF TEXAS
LICENSED PROFESSIONAL ENGINEER
[REDACTED]

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	<p>File FA Documentation</p> <p>Once all paperwork for the CO including the FA has been completed file the complete CO package in ProjectWise</p>
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