

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.

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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

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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.

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Force Account

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

Jobs: 10896 - 10896		Phases: 0596-1001-000 - 0596-1001-000		Test Types: 11 - 11		Units: Act	
All Months		Dates: 12/11/23 - 12/17/23		All JC Transaction Type		All Departments	
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 / XXXXXXXXXX RODOLFO 1	0.000	8.00 144.00
Gross Earnings							

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.

DWR Info			Contractors		Contractor Equip		Daily Staff		Work Items		Force Accounts				
Contract ID:			Inspector:		Date:										
Entry	Project Nbr	Line Item Nbr	Item and Supplemental Descriptions	Paid To Date Qty	Current Contract (Bid+CO) Qty	Bid Price	Unit	Pay Plan Item	Major Material	Installed To Date Qty	Authorized To Date Qty	Reported To Date Qty	Status	Bid Qty	DWR S/N
<input checked="" type="checkbox"/>		05910003	CONC SIDEWALKS (8")	6,957.670	6,976.000	\$52.52	SY	<input checked="" type="checkbox"/>		6,957.670	6,957.670	6,957.670	ACTV	6,976.000	
<input checked="" type="checkbox"/>		96030002	PAVEMENT ADJUSTMENT-NEG	206,997.340	1.000	\$1.00	DOL	<input checked="" type="checkbox"/>		206,997.340	206,997.340	206,997.340	ACTV	1.000	
<input checked="" type="checkbox"/>	0702	06980002	UNIQUE CHANGE ORDER ITEM 2:MANHOLE TIE-IN, DOL+LS	1.000	1.000	\$6,736.68	DOL	<input checked="" type="checkbox"/>		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: 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: [REDACTED]	Major/Minor Item: [REDACTED]	
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					
2. Contractor: JAMES CONSTRUCTION GROUP, LLC ** PRIME ** From: + .000 To: + .000					
3. Location: Change Order #6 approved Measured Indicator: Final Pymt Interim					
Loc Seq Nbr: 1 Plan Page Nbr: 0					

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1.

[illegible]

Invoice No. 142553 Date 2/26/2014 Customer No. 5054006		Customer PO TSD		Delivery Terms FOB Job Site		Made of Delivery J.D. Transport	
Shipping Method ... SP10002 SP10403		SHIP TO:		Reference: 27-0547 Tax exempt number: 27-0547072 Site: Norwalk		Page 1 of 1 <div> Send to: <div></div> </div>	

2.

SiteManager		CHANGE ORDER NBR.	6	REPORT DATE:	2/1/2024	10:48 AM
CONTRACT IS:		SIGNATURE:	31-43	Functions:		
PROJECT:		DISTRICT:	[REDACTED]	<input checked="" type="checkbox"/> Extra Work	<input type="checkbox"/> Force Account	
COUNTY:		COUNTY:	[REDACTED]	<input type="checkbox"/> Site Detail	<input type="checkbox"/> Final Quantity	
BOND AMOUNT:		AREA NUMBER:	[REDACTED]	<input type="checkbox"/> Change Order/Change	<input type="checkbox"/> Change Project Limits	
NO PROJECTED ANCHOR:		AREA NUMBER:	[REDACTED]	<input type="checkbox"/> Time Adjustment	<input type="checkbox"/> Dependent C/Ls	
END OF PROJECT AREA:		DESCRIPTION:	FENCE ALONG MIMBORA TRAIL	<input type="checkbox"/> Block Access		
CONTRACTOR:		REASON:	4D - 4D/3 PARTY ACCOMMODATION - OTHER			
NO JOB:		SECONDARY REASONS:				
BY TYPE:						
NO PARTY AMOUNT:						
PRINT LINE:						
<p>DISCUSE THE REASONS FOR THIS CHANGE ORDER AND WHAT IT BECOME CHANGED. WHEN NECESSARY, INCLUDE EXCEPTIONS TO THIS AGREEMENT:</p> <p>This change order requires construction to James Construction Group, LLC. Contractor to construct a 36-inch reinforced concrete pipe (RCP) at a manhole.</p> <p>The project cost per estimate by RICE, Inc., for the Texas Department of Transportation (TxDOT), provides for the construction of "a new location housing road consisting of grading, base, concrete pavement, drainage, storage structures, illumination and CTMS."</p> <p>The project provides for the installation of 36-inch RCP at H-40 Frontage Road, STA. 16+40-121.1 to 1+01, across culvert that connects to a manhole. The manhole is installed by a third-party that will be a private developer. The project plan set provides direction that the RCP connection to the manhole will be completed by others in a later phase construction contract for the private developer.</p> <p>However, installation of the RCP and the construction of the manhole occurred during three time frames and will work to connect the two structures was not completed by the first-party construction crew. As a result, the difference between estimated construction, the Montgomery Area Office (MACO) and the design provided for the construction of the manhole agreed that the RCP remains in situ would be covered by TxDOT.</p> <p>The MACO documented this decision to the contractor for the subject project. Both parties agreed that compensation for the RCP remains to be resolved for documentation and compensated at 2024 Standard Specifications, Item 7-Tune Air Material. Attached is a cost breakdown provided by the Contractor that is derived from information dated prior to TxDOT Form 138. The cost breakdown has been thoroughly reviewed and accepted by the MACO. The total cost is calculated as a lump sum compensation due to multiple items of being identified. Therefore, this change order adds the following item to the contract:</p> <ul style="list-style-type: none"> * Line No. 0702, Item No. 9608-002, UNIQUE CHANGE ORDER SET - MANHOLE ITEM 2 - MANHOLE ITEM 1, at \$6736.68/foot, where the unit of measure DOL-L/S <p>This change order does not require revision to the original environmental documents or approval by the Texas Department of Licensing and Regulation. There are no plan sheet revisions associated to this change order. This change order shall not cause the final monetary amount of change orders to exceed 10% of the original contract amount. This change order will not require Houston District Engineer approval. Revisions created by this change order are estimated to result in an event of the funds authorized for this project to be amended \$67,366.80.</p>						
ADDITIONAL TIME NOT REQUIRED						
<p>Design Version ID: ADDAOI-A-BSCA-SPF-BSD-BSG0070719</p> <p>"By typing the signature below the CONTRACTOR, you are acting as and/or claiming for additional consideration due to any and all other expense, additional changes for time, materials and profit, in the event of compensation as a result of this change and that the agreement is made in accordance Item 4 and the Contract. Exceptions should be noted in justification above."</p> <p>THE CONTRACTOR:</p> <p>JAMES CONSTRUCTION GROUP, LLC TYPESIGNED NAME: [Redacted] DATE: 3/1/2024 PRESIDENT: [Redacted] DATE: 3/1/2024 TYPESIGNED TITLE: President DATE: 3/1/2024 AREA ENGINEER: [Redacted] DATE: 3/1/2024 AREA ENGINEER'S SEAL: [Redacted] DATE: 3/1/2024</p> <p>DISTRICT ENGINEER: [Redacted] DATE: 3/1/2024 DIRECTOR, CONSTRUCTION DIVISION: [Redacted] DATE: 3/1/2024 DEPUTY EXECUTIVE DIRECTOR: [Redacted] DATE: 3/1/2024 FINNA: [Redacted] DATE: 3/1/2024</p>						

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

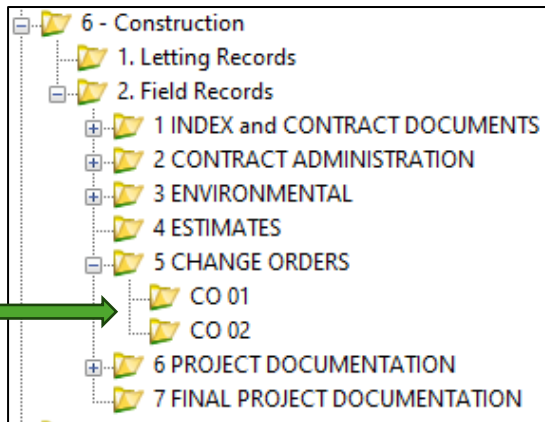
2. Signed CO

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.

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File FA Documentation

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