

**Contract Administration  
Workshop**  
March 2024

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**Extra Work on a  
Force Account Basis**  
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Contract Services Specialist

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## Extra Work on a Force Account Basis

- What is a Force Account used for?
- Review of Force Account responsibilities
- Review of the forms and resources used throughout Force Account Work
- Reminder
  - ODOT is in charge of and must document the work
  - Use only official ODOT forms
- Overview of common issues that the Contract Administration Unit is seeing during cursory reviews



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## Force Account Responsibilities

### 12G-9 EXTRA WORK PERFORMED ON FORCE ACCOUNT BASIS RESPONSIBILITY MATRIX

Activity	Contractor	Inspector	PM	CAU
Directs the daily construction activities necessary to accomplish the Extra Work		X		
Prepares the Daily Force Account Record (DFAR)		X		
Acknowledge agreement with DFAR by signature	X	X		
Prepare Invoice billings for Labor, Equipment, Materials or Special Services	X			
Calculate Blue Book Rental Rates for Equipment	X		X	
Verify crafts, wage rates, and hours billed on FA; compare to certified payrolls			X	
Prepare Force Account Summary			X	
Performs final review and approval of Invoice billings				X
Makes payment for approved Force Account work, or makes adjustments as noted by CAU			X	



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# Construction Manual Chapter 12G

- The Force Account process is governed by and outlined in the Construction Manual, Chapter 12G
- The process begins with an approved Extra Work Order (EWO)
- The Daily Force Account Record (DFAR) is the key document

OREGON DEPARTMENT OF TRANSPORTATION  
CONSTRUCTION MANUAL

## CHAPTER 12G – EXTRA WORK PERFORMED ON A FORCE ACCOUNT BASIS (EWO)

Extra Work performed on a Force Account Basis (EWO) is used to equitably and uniformly compensate the Contractor for Extra Work when a negotiated price cannot be reached. When the Agency orders Extra Work to be performed via Force Account, the Agency is assuming control for the portion of Work governed by the EWO. The Agency will make the determination regarding what Equipment shall be used, what manpower is necessary, and the work methods to be used to perform the Work (i.e., whether or not overtime is necessary to accomplish the Work). The Agency assumes all control of, and responsibility for, the portions of Work to be accomplished under the EWO.

The following steps need to be followed to perform Extra Work on the Force Account Basis:

1. The Project Manager (PM) will need to make the determination that Extra Work is necessary. Only Work not included in the Contract as awarded but deemed by the PM to be necessary to complete the Project will be paid as Extra Work (See 00140.60).
2. The PM must discuss the Extra Work with the Contractor, define the scope of Work, and discuss the options of means and methods for completing the Extra Work.
3. The PM must attempt to negotiate a Contract Change Order (CCO) with the Contractor to perform the Extra Work. If the PM is unable to successfully negotiate a CCO, the Extra Work will be completed on a Force Account Basis.
4. Before the Extra Work to be performed on a Force Account Basis can begin, the PM must:
  - a. Prepare and obtain approval of an Extra Work Order (EWO);
  - b. Provide the Contractor with a written order to begin the Extra Work; and
  - c. Reach agreement with the Contractor on when, how, and with what Equipment and labor the Extra Work will be completed (Actual Cost or Standard Calculation).
5. For each day on which Extra Work is performed, the Agency (typically the Inspector) will complete a Daily Force Account Record (DFAR):
  - a. Both the Inspector and the Contractor's representative must sign the completed DFAR at the end of the day. These signatures indicate agreement on the accuracy and completeness of the information recorded on the DFAR.

\* All Marked Text Updated October, 2010

Chapter 12G 12G - 1 Updated 10/10



<http://www.oregon.gov/ODOT/Construction/Pages/Construction-Manual.aspx>

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# Extra Work Order

Form 734-3208

- PM determines if Extra Work is necessary
- Discuss with Contractor; attempt to negotiate a CCO
- If no agreement can be reached, execute an Extra Work Order
- If the contractor can agree on cost during the early tracking period, a CCO should be executed and the EWO archived.

PROJECT NAME (SECTION)		KEY NO.	REGION	CONTRACT NO.
DESCRIPTION		PROJECT MANAGER	AGENCY PM	P.A. PROJECT NO.
CONTRACTOR NAME AND ADDRESS		PM (CONSULTANT OR LOCAL AGENCY) NAME AND ADDRESS		PHONE NO.
Name		Name		ADDRESS
Address		Address		
City, State, Zip		City, State, Zip		
E-mail		E-mail		PHONE
THE FOLLOWING FORCE ACCOUNT WORK TO BE PERFORMED AND PAID FOR IN ACCORDANCE WITH THE CONTRACT TERMS. DESCRIPTION AND LOCATION OF EXTRA WORK:				
<input type="checkbox"/> Attach copy of PM's written prior authorization to Contractor to perform work.				
ESTIMATE OF QUANTITIES AND COSTS:				
NO.	QUANTITY	UNIT	UNIT PRICE	AMOUNT
TOTAL: This cell has a 32-char limit				
SPECIFICATIONS AND OTHER PROVISIONS:				
RECOMMENDED BY LOCAL AGENCY		DATE	AGENCY PM (DOT #) (if)	RECOMMENDED <input type="checkbox"/> APPROVED <input type="checkbox"/> DATE
Pvt:			Pvt:	
Sig:			Sig:	
RECOMMENDED BY PM (EXTERNAL TO DOT)		DATE	DATA MANAGER	NOTED <input type="checkbox"/> RECOMMENDED <input type="checkbox"/> APPROVED <input type="checkbox"/> DATE
Pvt:			Pvt:	
Sig:			Sig:	
DOT (Internal): The Project Manager signs and submits the original through the Area Manager to Contractor Section.		CONSTRUCTION SECTION:		NOTED <input type="checkbox"/> APPROVED <input type="checkbox"/> DATE
DOT (External): The Project Manager submits original to Agency PM (DOT PM or Local Agency Liaison), as appropriate, who then submits through the Area Manager to Contractor.		Pvt:		
All Projects: Contractor will contribute fully signed copies to the Project Manager, Agency PM, or either as appropriate.		THIS EWO MEETS THE CRITERIA UNDER #6 2015		DATE
		<input type="checkbox"/> LEGAL ADVICE RECEIVED		<input type="checkbox"/> LEGAL ADVICE RECEIVED
		<input type="checkbox"/> NO LEGAL ADVICE RECEIVED		<input type="checkbox"/> NO LEGAL ADVICE RECEIVED



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## Daily Force Account Record Form 734-3428

Originator's Copy

Project Manager's Copy

Contract Services Copy

Contractor's Representative Copy

The DFAR documents the work done under the EWO

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## Daily Force Account Record Form 734-3428

The DFAR is really a Daily Force Account “Contract”

- Both the ODOT representative and the Contractor’s representative must agree in writing to this daily contract
  - Do not proceed with disputed work!
- The ODOT representative/Inspector is responsible to:
  - Prepare, sign and date a DFAR for each day of work
  - Obtain the Contractor’s agreement with the DFAR in writing by signature each day
  - Use only the official ODOT quadruplicate DFAR form

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# Daily Force Account Record

Form 734-3428

- Summarizes everything that is to be paid and the type of work completed that day/shift
  - A complete description of the work
    - sufficient to verify the Class Code and Assigned Risk Rate for the type of work being performed
  - Every person who worked
  - All equipment used
    - with sufficient information for each piece of equipment to generate an accurate Blue Book® Rental Rate
  - Every material used (down to each nut and bolt and represented in a real receipt.)



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# DFAR – Description of Work

Form 734-3428

Each classification has a numerical code number and brief description; more detail can be found in the glossary at the end of the document.

The description of work must clearly illustrate the work activity being performed in sufficient detail to verify the classification code used in billing.

Additional detail can be provided in the remarks section

Work Year	Assigned Risk Rate	Class Code	DESCRIPTION OF WORK: (For rates not printed please call (503) 882-3022)
2018	8.87%	0000	LANDSCAPE MAINTENANCE & SERVICES
2017	8.74%		
2016	8.61%		
2015	8.47%		
2018	8.88%	3120	MAINTENANCE OF EQUIPMENT OPERATOR ON HIGHWAY & DRIVEWAYS
2017	8.84%		
2016	8.70%		
2015	8.56%		
2018	8.78%	8050	CONCRETE PRODUCT MANUFACTURING (BRICKS, BLOCKS, PAVES & SERVICES)
2017	8.64%		
2016	8.50%		
2015	8.36%		
2018	8.86%	5000	WELDED STEEL ERECTION (FRAME STRUCTURES)
2017	10.41%		
2016	10.41%		
2015	10.37%		
2018	7.85%	5110	CONCRETE CONSTRUCTION (FOUNDATIONS, FORMS & REINFORCING)
2017	7.81%		
2016	8.21%		
2015	8.21%		
2018	5.80%	3220	CONCRETE OR CONCRETE WORK (CURBS, RAILROADS, SIDEWALKS, WALLS, PAVING LOT/DRIVEWAYS & DRIVEWAYS)
2017	7.81%		
2016	8.70%		
2015	10.10%		
2018	7.84%	5220	CONCRETE CONSTRUCTION (ARCHES/DOORS/COLUMNS)
2017	10.10%		
2016	10.10%		
2015	10.10%		
2018	8.87%	5400	CARPENTRY
2017	8.84%		
2016	9.44%		
2015	10.10%		
2018	8.86%	5470	MAINTENANCE AND SHOP OPERATIONS (METAL BRIDGES & DRIVEWAYS)
2017	8.84%		
2016	10.41%		
2015	10.10%		
2018	10.10%	5100	PAVING (OR EXISTING) (GRAVEL) (SPREADING & SPREADING)
2017	10.10%		
2016	10.10%		
2015	10.10%		
2018	8.87%	5500	DEMOLITION WORK (HAZARDOUS WASTE REMEDIATION & SERVICES)
2017	8.84%		
2016	7.70%		
2015	7.70%		



Base rates for each class code and taxes are updated in January of each year.

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## DFAR – Labor

Form 734-3428

The DFAR must list:

- Employee’s name
- Employee’s craft
- Total hours
  - List Straight and OT hours separately
  - List “Supervisors” or “Owners” only if they actually performed work on the project
  - Record hours to the nearest ¼ hour
  - **Confirm that wage rates on invoices are at least what is required by the contract**

	NAME	CRAFT GROUP NO.	HOURS	
			ST	OT
LABOR				

Ordered by Engineer

**NOTE:** The shadowed “Ordered by Engineer” box. You are responsible for this decision!



## DFAR – Equipment

Form 734-3428

The DFAR must list each piece of equipment utilized on the project on the listed date with a description sufficient to establish an accurate Blue Book® Rental Rate.

**Please provide as much detail as possible!**

CONTR.	TYPE OF EQUIPMENT	MANUFACTURER	MODEL NO.	YEAR AND/OR SERIAL #	GAS	DIESEL	HP/ CAPACITY/ HP/ GPM/ AXLE CONFIG.	DAY ATTACHMENT	OPER	STORY
EQUIPMENT							horsepower	Only one		
							size	Attachment		
							capacity	allowed for		
							cab type	each piece		
							axle config.	of equipment		
							cubic ft/min			
							ton rating,			
							ROPS/EROPS etc.			

Ordered by Engineer

**NOTE:** The shadowed “Ordered by Engineer” box. You are responsible for this decision!



## DFAR – Equipment

Form 734-3428

Rental Rates are located within the Contract Payment System

“Blue Book Rental Rates” are upgraded often for new types of equipment. Check in if you can’t find something, or a custom rate can be created.

Following are tips for use in obtaining rates.

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## DFAR – Equipment

Form 734-3428

Using EquipmentWatch

The best way to start a search is to begin by checking the box called “Costs/Rental Rate Blue Book” – this will pare down the results to the ones for which cost information is available.



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# DFAR – Equipment

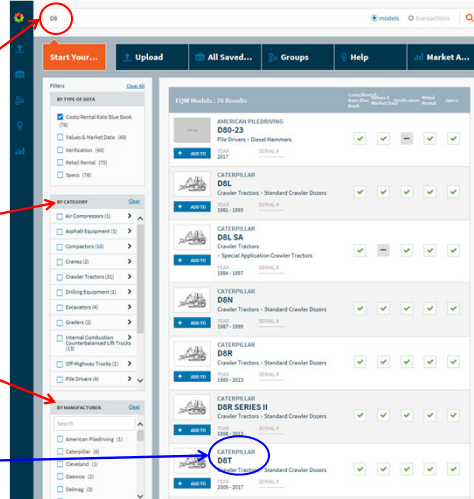
Form 734-3428

## Using EquipmentWatch

Once selections are narrowed by cost information availability, there are several ways to search for equipment:

- Search bar
- Category
- Manufacturer

When the desired equipment is located, click on the Model number to see the listing detail.



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# DFAR – Equipment

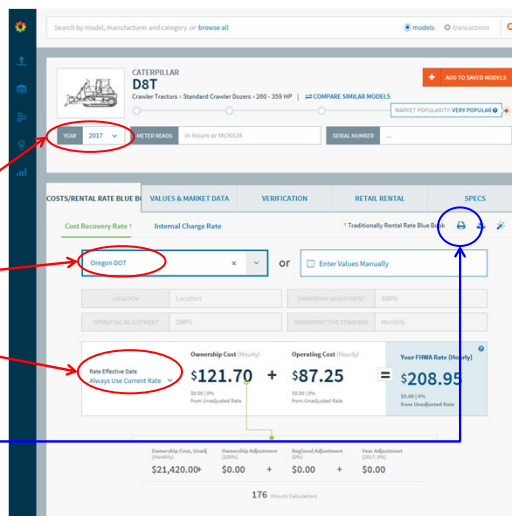
Form 734-3428

## Using EquipmentWatch

Once in the equipment detail, several selections need to be made to create an accurate rental rate sheet for use in Force Account work:

- Model year (and possibly other equipment details, depending on the item)
- Organization (always select Oregon DOT)
- Effective date(s) of the work

When selections are finalized, click the printer icon to produce the rate sheet.



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## DFAR – Equipment Form 734-3428

Ensure the details match the equipment

Enter the correct figures on the Force Account Invoice for Equipment and Materials

**Configuration for D8T**

Dozer Type: D8T, Power Mode: Diesel, Net Horsepower: 310 hp, Operator Protection: FROPS

Ownership Costs	Estimated Operating Costs	FHW Rate**
Monthly	Hourly	Hourly
\$21,420.00	\$87.25	\$296.95
Weekly: \$4,600.00	Daily: \$1,500.00	Hourly: \$225.00
Totals: \$21,420.00 / \$4,600.00 / \$1,500.00 / \$225.00		

**Blue Book Rates**

\*\* FHW Rate is equal to the monthly ownership cost divided by 176 plus the hourly estimated operating cost.

**FORCE ACCOUNT INVOICE FOR EQUIPMENT AND MATERIALS**

PROJECT NAME (SECTION)	CONTRACTOR	PERIOD OF WORK	CONTRACT #						
PREPARED BY	DATE	SUBCONTRACTOR (WHEN APPLICABLE)	EXTRA WORK ORDER #						
EQUIPMENT DESCRIPTION	MANUFACTURER	MODEL	YEAR	DATES (MONTH/DAY)	TIME	DATE	PERCENT	UNIT PRICE	TOTAL

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## DFAR – Materials Form 734-3428

The DFAR must list all of the materials used on the project on the listed date

- Item description
- Unit price
- Quantity

MATERIALS

DESCRIPTION	QUANTITY	UNIT
DO NOT LIST: "ALL" "LUMP SUM" OR "PER ATTACHED INVOICE"		

Reminder - do not use these terms!

Review is expedited when the descriptions are similar to the terminology on the supporting invoices.

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## Equipment Watch in AWP: Contract Vendor Assets

Home | Previous | My Pages
Actions | Help | Log off

Overview

Contract Vendor Asset Summary

Contract: 00\_MLJ\_05 - 00\_MLJ\_05 Save | ?

Vendor: 217272 - AMERICAN ROCK PRODUCTS

Equipment

Personnel


Staff

New
1 added | 0 marked for deletion | 0 changed

Active ✖

Equipment ID	Equipment Description	Effective Date	Expiration Date	Status
<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>

AWP will have a record of the Primes equipment and personnel listed on the project record. This can be used to access the Equipmentwatch record and Labor information by the Prime for the FA. The Equipmentwatch record will need to show date of work and OR state code before it is imported back to AWP.




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## Force Account Billings

Monthly invoices submitted by the Contractor to the Project Manager's office must be reconciled with the DFAR's prior to payment. Only items listed on the DFAR will be paid. The Contractor is to use only official ODOT forms.

- Labor
  - Travel and subsistence are not typically paid if regular bid item work is still occurring. Documentation is required if requesting compensation.
  - We **DO NOT** pay for the Oregon Hourly Assessment, the State of Oregon Assessment, Medicare Tax, SDI or other Liability Insurance. These are covered in the Assigned Risk Rate.
  - Costs incurred as part of the CAT Tax effective 5/16/2019 or Paid Leave Oregon, should be included in Contractor's overhead, not billed separately.
- Equipment listed must have supporting Rental Rates
- Material costs listed must have supporting invoices (Not Quotes or Ads)



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# Invoice – Labor Actual Cost

Form 734-1863B



## Force Account Invoice for Labor – Actual Cost Calculation (as defined by § 90197.300(b) of the 2008 Oregon Standard Specifications for Construction)

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_ Project Name (Section): \_\_\_\_\_ Extra Work Order No.: \_\_\_\_\_ Contract No.: \_\_\_\_\_  
 Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Contractor: \_\_\_\_\_ Subcontractor (if applicable): \_\_\_\_\_ Period of Work: To \_\_\_\_\_

Line Item	Name of Employee	Craft	Group No.	Dates		Total Hours (1)	Hourly Rate (2)	Subcontractor %
				Start	End			
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Line Item	Description	Amount
A	Total Percentages for Taxes and Insurance	22%
B	Total Percentages for Taxes and Insurance	0%

**Markup is 22%**



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# Invoice – Labor Actual Cost

Form 734-1863B

Class Code	Computed Rate %
Assigned Risk Base Rate	Rate = $\text{Assigned Risk Base Rate} \times \text{Experience Modification Factor}$
Experience Modification Factor	
Social Security - FICA	Add all = total
Oregon Unemployment	
Federal Unemployment	
Transit (if applicable)	
Total Percentages for Taxes and Insurance	B

**CLASSIFICATION CODES & RATES**

Work Year	Assigned Risk Rate	Class Code
2018	8.07%	0042

DESCRIPTION OF WORK: (For rates not posted please call 503.986.3029)  
 LANDSCAPE GARDENING & DRIVERS

**CONTRACTORS EXPERIENCE MODIFICATION FACTORS**

A2Z Flagging LLC	Risk ID	361-330-463
Mod Factor	Effective Date	Expiration
0.93	8/1/2015	7/31/2016

The Assigned Risk Rate, Experience Modification Factor, and Tax Rates must all be from the predominant time period the work was completed.



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## Doc Express/AWP and Force Account Billings

If you have a Doc Express project or are getting your first opportunity in AWP, getting CAU review and feedback before you start collecting signatures can ensure revision requests are avoided. The information presented here still applies in regard to how to properly fill out force account billing documents. The process changes are in regard to how signatures are obtained and the final documents are distributed:

- Force Account billings will be filled out as standard with the exception of the signatures and dates on the Summary sheet. (These are collected electronically during online review acceptance steps)
- Once Force Account billings are submitted into the appropriate drawer or AWP tab under the applicable contract in Doc Express and AWP, signatures and dates will be obtained through the workflow as shown on the Naming Conventions Master spreadsheet available in the Standard Documents contract in the Doc Express User Guides drawer and in AWP.
  - Although not mandatory, it is helpful for any signature fields on the form to include the typed names of all parties. If those are left blank, the signature sheet that Doc Express/AWP creates will show who signed the document and the date (via each of the workflow steps), but in the interest of not having to search for this information having the typed names is advantageous.
- Doc Express/AWP workflows and naming conventions are subject to change when the need for correction or improvement arises. Always refer to the Naming Conventions Master spreadsheet and contact eConstruction team with any questions: [ODOTeConstruction@odot.state.or.us](mailto:ODOTeConstruction@odot.state.or.us)



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## AWP: Same Forms, New Locations

The screenshot displays the 'Contract Progress Summary' page for contract C0754. The sidebar on the left contains a menu with several items circled in red: 'Daily Work Reports', 'Change Orders', 'Force Accounts', and 'Sbomester Periods'. The main content area includes fields for 'Contract ID' (C0754), 'Description' (I-5 BRIDGES MULTNOMAH BLVD, CAPITOL HWY RAMP, & BARBUR BLVD), 'Prime Contractor id' (CV10045940), 'Prime Contractor Name' (MITRAC CONSTRUCTION INC), 'Remit Address' (REMIT - REMIT ADDRESS 63329 HUNTER RD LA GRANDE), 'Contract Status' (Pending), 'Contract Type', 'Spec Book' (15), and 'Unit System'. On the right side, there are fields for 'Proposal ID' (C0754), 'Federal Project Number', 'State Project Number', 'EA Number', 'State Oversight', 'Field Coordinator', 'Local Agency Project Engineer Name', 'Consultant Resident Engineer Name', 'Project Engineer', and 'Local Agency Office'. A 'Save' button is circled in red in the top right corner of the form area.



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## Presentation Resources & Links

### ▪ Specifications

- § 00197.00 of the Standard Specifications of Highway Construction
- [http://www.oregon.gov/ODOT/Business/Pages/Standard\\_Specifications.aspx](http://www.oregon.gov/ODOT/Business/Pages/Standard_Specifications.aspx)

### ▪ Procedures

- ODOT Construction Manual Chapter 12-G
- <http://www.oregon.gov/ODOT/Construction/Pages/Construction-Manual.aspx>

### ▪ General Questions

- Kim Free 971-375-8481 (Kimberly.free@odot.oregon.gov)

### ▪ Blue Book® Rental Rates (EquipmentWatch)

- For unique equipment or assistance contact Kim Free or Mike Dennee



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## Presentation Resources & Links

### Class Codes

[ClassCodes.pdf \(oregon.gov\)](#)

### Experience Modification Factors

[Construction Section - mod\\_factors.pdf - All Documents \(sharepoint.com\)](#)

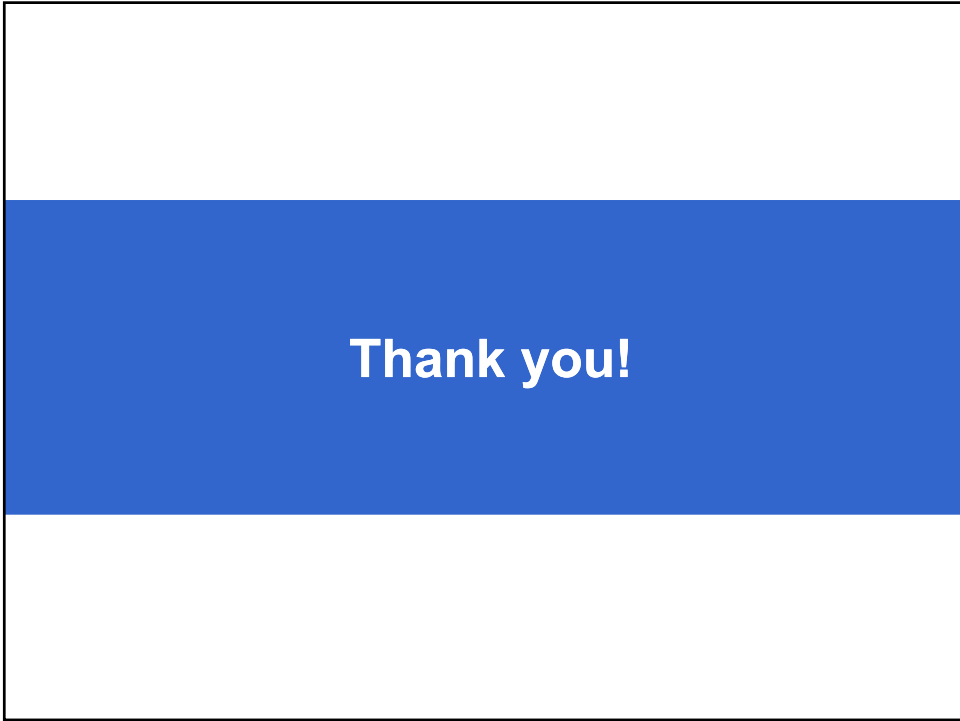
Office Lens for Android and iOS



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