**Request For Use Of Force Account**

Dear **Project Manager,**

Following is a proposal for the use of force account labor for Project **#000000**.

**1) SCOPE OF WORK:**

Total Cost (TDC) of the project is estimated at **$xxx.** Our Construction Advisor, **XX**, will view the first phase of work on **Date,Year.**

1. Project Background:
2. Project Goal:
3. Project Scope:
4. **LABOR QUALIFICATIONS AND COST ESTIMATE**

List employees below, identifying their title, work to be performed, qualifications, hourly rate, and total hours needed for the job.

*Sample:*

|  |  |  |
| --- | --- | --- |
| *Name* | *Job Title* | *Work to be preformed* |
| *Person A* | *Carpenter/Maintenance Mechanic* | *Window and Door installation.*  *(installation of Kitchen if necessary)* |
| *Person B* | *Carpenter Aide/ Maintenance Aide*  *II* | *Window and Door installation.*  *(installation of Kitchen if necessary* |
| *Person C* | *Working Foreman* | *V.C.T Flooring/ tub wall installation* |
| *Person D* | *Senior Mechanic* | *V.C.T Flooring/ Tub Wall installation* |
| *Person E* | *Maintenance Aide II* | *Will assist with cleaning out the units/ and assist with the tub wall installation and floor installation (as needed)* |
| *Person F* | *Mechanic/Electrician* | *New lighting/ GFI/ rough/finish electrical (as needed)* |
| *Person G* | *Mechanic/Plumber* | *Rough Plumbing/ Finish plumbing (as needed)* |

***Person A (Carpenter):***

*Person A is new to the Wellfleet Housing Authority. He has almost 20 years of carpentry experience including many projects involving the installation of windows, doors and kitchens - Construction supervisor’s license*

***Person B (Carpenters Aide):***

*Person B has worked for the housing authority for 5 years. He has assisted on numerous similar projects while employed at the WHA. Including door installation projects, window replacement projects and the first phase of this project.*

*- Construction supervisor’s license*

***Person C (Working Foreman):***

*Person C has worked for the housing authority for 21 years He has done and assisted on numerous similar projects while employed at the WHA, including door installation projects, window replacement projects including the first phase of this project.*

***Person D (Senior Mechanic):***

*Person D has worked for the housing authority for 22 years. He has done and assisted on numerous similar projects while employed at the WHA, including door installation projects, window replacement projects including the first phase of this project.*

***Person E (Director of Maintenance)***

*Person E will provide project oversite. He has worked for the WHA for 6 months and previously owned his own company.*

*- Licensed master electrician*

***The following staff will work on this project on an as needed bases:***

***Person F (WHA Plumber):***

*Person F is a licensed plumber and has worked with the housing authority for over 26 years. He has completed many similar projects including work on the first phase of this project.*

***Person G (WHA electrician):***

*Person G is a Journeyman Electrician and is new to the WHA. He previously worked as a maintenance electrician and has over 15 years of experience working in the electrical trade.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Trade | Wage/Hr | Hours | Total Cost |
| Person A | Carpentry | $34.69 | 130 | $4,509.70 |
| Person B | Carpentry | $16.18 | 130 | $2,103.40 |
| Person C | N/A | $38.90 | 40 | $1,556.00 |
| Person D | N/A | 32.534 | 40 | $1301.20 |
| **Totals** |  |  | **340** | **$9,470.30** |

**3) PROCUREMENT:**

Describe your process for procuring materials to be used in this project.

Describe your process for procuring labor not currently on staff to be used for this project.

Describe your process for procuring any subcontractors for this project. Explain why subcontractors are needed instead of force account labor or procured labor.

**4) SCHEDULE:**

Project Start Date (NTP):

Project End Date (CFC):

Note- In the rare circumstance that a force account project is ongoing, the project will end when the approved TDC has been fully billed.

**Any change in TDCor scope will require an approved Change Order Form.**

**Reconciliation**

Force account reconciliation will happen at regular intervals on all projects. Dates of budget and/or scope reconciliation will be determined at the beginning of each project by the Construction Advisor. At each reconciliation meeting, the LHA will provide the Construction Advisor with material invoices and printed time slips with a summary cover page that’s been approved by an external auditor. Reconciliation meeting dates and times are outlined below, and will be initialed by the CA upon completion:

|  |  |  |
| --- | --- | --- |
| Phase Completion | Reconciliation Date | Completed (CA Initial) |
|  |  |  |
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|  |  |  |

**5) BUDGET**

**Schedule of Values (one table per site)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A  Spec Section | B  Description of Work | C  Scheduled Estimated Value | D  Scheduled Actual Value | E  Previously Approved | F  Completed this Period | G  Materials Stored (Not in D or E) | H  Total Completed and Stored to Date (D+E+F) | I  % | J  Balance To Finish | H  Date |
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