**REVIEW OF LSL INVENTORY**

**FORCE ACCOUNT WORK REQUEST**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | **Date:** |  |
| **Reviewer:** | | **(Project Manager)** | |  | |
| **DWSRF Recipient:** | |  | |  |  |
| **Project Name:** | |  | | **Project Number:** |  |
|  | |  | |  |  |
|  | |  | |  |  |
| **Description of Inventory Work:** | | |  | | |
| ***Insert description of the project here including population, number of connections, methods of inspection utilized, etc.*** | | | | | |
|  | | | | | |
| **Date Request Made:** | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
| **Portion of Project to be completed by Force Account:** | | | | | |
| **[ ] Records Review** | | | | | |
| **[ ] Service Line Material Investigation *(list methods utilized)*** | | | | | |
|  |  | | | | |
|  | | | | | |
| **A copy of Procedural Guideline #5 provided to the Recipient? [ ] Yes [ ] No** | | | | | |

1. Complete the table below (ten items that must be submitted to the Project Engineer for review and approval):

|  |  |
| --- | --- |
| [ ] Yes [ ] No  [ ] N/A | Specific information clearly describing how the LSL inventory will be completed. |
| *Add notes…* |
|  |  |
| [ ] Yes [ ] No  [ ] N/A | Discussion of the reason for using force account in lieu of competitive bidding, including information comparing force account costs versus costs reasonably expected for the same work under competitive procurement methods. Include a detailed budget for the proposed force account work. Documentation of any emergency circumstances dictating use of force account. |
| *Add notes…* |
|  |  |
| [ ] Yes [ ] No  [ ] N/A | Documentation verifying that existing employees and/or equipment are of sufficient number and qualification to perform the proposed work and to perform this work in a timely fashion (i.e. details of similar work previously performed, special skills of employees, etc.) and/or documentation of need for additional equipment/personnel. Include a project construction schedule for the proposed work. |
| *Add notes…* |
|  |  |
| [ ] Yes [ ] No  [ ] N/A | Documentation of approved employee wages and fringe benefits. |
| *Add notes…* |
|  |  |
| [ ] Yes [ ] No  [ ] N/A | Estimated start and completion dates of force account work for each staff member. |
|  |
| [ ] Yes [ ] No  [ ] N/A | A list of all equipment to be used including the rate to be charged and its correlating Virginia Department of Transportation (VDOT) class code. The rates must not be higher than rates established by ODW (based on VDOT 2011 rental rates adjusted by the Army Corps of Engineers Civil Works Construction Cost Index System).  *Add notes…* |
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| [ ] Yes [ ] No  [ ] N/A | In the absence of any type of performance bond, the recipient must identify the measures to assure quality performance and acceptability. |
| *Add notes…* |
|  |  |
| [ ] Yes [ ] No  [ ] N/A | Documentation of adequate insurance including fire and extended coverage, workmen’s compensation, public liability and property damage, and “all risk” in accordance with local and/or State Law. |
| *Add notes…* |
|  |  |

|  |  |
| --- | --- |
| [ ] Yes [ ] No  [ ] N/A | Administrative approval of a sample request for reimbursement to include documentation appropriate for force account projects. Recently submitted satisfactory force account reimbursements may satisfy this requirement. An example of a properly completed VDH Force Account Time Sheet is attached. Active worksheets and sample disbursement packages will be provided upon request. |
| *Add notes…* |
|  |  |

1. Were all 10 items appropriately addressed? [ ] Yes [ ] No
2. Does recipient have previous history of force account projects or other applicable measurements that indicate they are capable of doing the work via force account? [ ] Yes [ ] No

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| --- |
| *Add notes…* |

1. Request has been sent to the Project Officer for review/comment. [ ] Yes [ ] No

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| --- |
| *Add notes…* |

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| --- |
| Comments:  *Add notes…* |

1. Comments made –

|  |  |
| --- | --- |
| Comments made to Recipient: | (date) |
| Recipient’s response to comments received by VDH: | (date) |
| Comments adequately addressed? | [ ] Yes [ ] No |
|  |  |

**Recommendation:**

**[ ] Recipient request to complete work via Force Account approved**

**[ ] Recipient request to complete work via Force Account denied**

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| --- |
| Comments:  *Add notes…* |