

MARYLAND DEPARTMENT OF THE ENVIRONMENT
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STANDARD OPERATING PROCEDURES
UTILIZATION OF IN-HOUSE FORCES FOR CONSTRUCTION
(FORCE ACCOUNT CONSTRUCTION)

Project Number: _____
Applicant: _____
Project Name: _____
County: _____

I. Force Account Approval

The applicant must receive MDE's prior written approval for the use of Force Account Construction. To receive such approval, the applicant must demonstrate that:

1. They have adequate and competent staff to construct the project in accordance with the approved plans and specifications.
2. They can accomplish the work at less expense than if completed by a contractor.
3. The project can be completed within a reasonable time frame.

II. Maintaining Force Account Approval

A. Prior to initiating construction or procuring equipment or supplies, the applicant must:

1. Submit plans and specifications to and receive approval by the Department. (For projects not requiring a permit, technical specifications/drawings adequate to detail the construction must be submitted and approved prior to the start of construction).
2. Provide a breakdown of construction costs (including labor) similar to a schedule of values, adequate to track the percentage of work completed. In conjunction with the schedule of values, the applicant must provide a procurement plan and receive approval from the Department.
3. Establish a construction schedule, which includes starting and completion dates. Costs incurred after the scheduled completion date may not be reimbursed without adequate written justification.
4. Designate an on-site representative. This person will be available to meet with the Department's inspectors/manager to discuss the amount and quality of work completed, any proposed schedule revisions, and any proposed new work.
5. Schedule a pre-construction meeting with the Department.
6. Purchase equipment, materials and specialized services in accordance with the procurement plan as approved by the Department under Part II.A.2 above.

B. At the start of and during construction, the applicant must:

1. Provide adequate and competent construction management/inspection.
2. Schedule regular progress meetings with the Department. These meetings will include, but not be limited to: discussions of work in place, quantities used and changes in the project.

3. Notify the MDE project manager in writing of any proposed new or changed work. This would be comparable to a change order request. Eligibility will be dependent on MDE's review.
 4. Request and receive approval of any personnel changes relative to the construction manager/ inspector or the on-site representative **prior to making the change.**
 5. Maintain adequate records for progress and final payments. Costs claimed for labor must be supported by time records showing hours worked, rates charged, tasks performed, and must be signed by the supervisor. All purchased services and supplies requested for reimbursement must be supported by proper invoicing and copies of checks paid.
 6. Reimbursement requests will be based on the percentage of work complete as reported to and verified by MDE inspection personnel. The SRF program direct payment method will not be applicable to force account construction. The reimbursement payment will also be based on the schedule of values that covers the period of costs claimed.
- C. Following completion of construction, the applicant must:
1. Within 60 days, through the authorized representative or engineer of record, certify that construction was completed in accordance with the plans and specifications.
 2. Within 60 days, submit a set of as-built drawings to MDE if substantial changes have occurred.
 3. Within 90 days, submit to MDE a final quantity adjustment tabulation for the breakdown of construction costs required in II.A.2 above. This will show: a) any variations between quantities actually used, the original force account proposed quantities and the quantities purchased, and b) the final costs.
 4. Submit a project performance certification one year after the initiation of operation if required by the Department.

III. Revocation

The Department may revoke the force account approval or withhold payments if the project completion is unreasonably delayed, the quality of construction is substandard, or the staffing appears to be inadequate.

IV. Acceptance Statement

In affixing the appropriate signature below, the applicant agrees to abide by the requirements stated herein. Executing this force account statement does not constitute approval for the use of force account. A separate approval letter issued by the Department of the Environment is needed in this regard.

Authorized Representative: _____ Date: _____

Name: _____ Title: _____