

Extended Field Overhead

Extended Field Overhead is based on ACTUAL costs as documented by invoices, timesheets, accounting printouts, etc. These must be accurate and auditable.

The best procedure is to collect the source documents – invoices, timesheets, accounting printouts, etc. – organize them as shown below, summarize the information and calculate a calendar day rate, then attach the source documents as exhibits to the calculations.

If forward pricing Extended Field Overhead, utilize a calendar day average of a representative period, which may be the project period to date or only the most recent months, if there is substantial difference between various phases of the project. If pricing the Extended Field Overhead at the end of the delay, utilize ACTUAL costs for the period.

Organize the presentation of Extended Field Overhead into five sections:

1. Extended Field Office
 - a. Office trailers
 - b. Office furniture
 - c. Office equipment including copy and fax machines, computers, etc.
 - d. Communication equipment including phone company and ISP charges and 2-way radios
 - e. Office utility bills (electricity, gas, water)
 - f. Office supplies
 - g. Office janitorial
 - h. Project photography and videography
2. Extended Field Supervision (salary, benefits, taxes, housing and expenses reimbursed)
 - a. Project Manager (if routinely costed to the job, not carried as G&A¹)
 - b. Project Engineer (if routinely costed to the job, not carried as G&A)
 - c. Project Scheduler (if routinely costed to the job, not carried as G&A)
 - d. Superintendent
 - e. General Foremen
 - f. Field office clerical
3. Extended Field Labor (these may be estimated if time is not recorded in detail – if estimated, explain in detail how and why you calculated these amounts)
 - a. Safety crews (flaggers, cone maintenance, fence maintenance)
 - b. Security personnel
 - c. General cleanup crews (site cleanup, street cleanup)
 - d. Survey and staking crews

¹ The contractor's accounting practices must be consistent before, during and after the project. Generally, contractors benefit from costing their managers directly to each job by maintaining weekly activity reports showing hours or percentage of time spent on each project.

- e. Equipment maintenance crews (if routinely costed to the job, not carried as G&A)
4. Extended Equipment (rental costs or equivalent for owned equipment)²
 - a. Storage trailers
 - b. Portable toilets
 - c. Safety equipment (fences, K-rail, cones)
 - d. General cleanup supplies (site cleanup, street cleanup)
 - e. Support equipment (forklifts and other general equipment not tied to bid items)
 - f. Water storage and trucks and de-watering equipment
 - g. Winterizing, snow removal, heaters, air conditioners
 - h. Staff equipment (pickup trucks for PM, Superintendent, General Foremen)
 - i. Fuel, oil and maintenance for equipment
5. Summary of Extended Field Overhead
 - a. Present the subtotals of the above four sections
 - b. Summarize these into a unified cost per calendar day for Field Extended Overhead

CONTRACTORS: Utilize this format in preparation of your change order or claim.

OWNERS: Request that the contractor utilize this format in preparation of the change order or claim.

² It may be useful for construction companies to have published rental rates for all owned equipment and to reach agreement on these rates with the project owner at the commencement of construction.