

DB SPECIAL PROVISIONS - ATTACHMENT "B"

[*Insert Project Name*] SUBMITTALS MATRIX

(Revise as needed for each project. Verify section references are valid. Add or delete submittals as needed. Insert project name in header and footer; remove instructions when complete.)

Form Number	Report / Form Name	RFP Section	When Completed
	Cooperative Arrangement Request	DB150.05	DB may exercise the election to enter into a cooperative arrangement (partnering) by signing and returning the form provided with the Notice of Award/Notice to Proceed.
	Quality Plan <i>(Note: Including Utility, R/W, Environmental; CS³ and Railroad QA work)</i>	DB154.10 DB155.04 DB174.20(b)	<p>The DB shall submit a Quality Plan to the Agency for Review and Acceptance within 30 Calendar Days following NTP and prior to start of any Work. Updated if any changes. The plan shall be acceptable to the Agency within 60 Calendar Days of NTP or the Work shall be stopped.</p> <p>DB may submit partial Q-Plan prior to submittal of full Q-Plan. Must cover item of Work being performed. Must be acceptable to Agency within 30 Calendar Days, or Work shall be stopped.</p> <p>DB shall submit annual a.) updated Quality Plan or b.) statement that no updates or revisions have been made.</p>
FORM TSE	Table of Steel Escalation	DB195.12(a) DB195.12(d)	<p>DB may elect to participate in the steel escalation/de-escalation program by submitting to the Agency PM within 45 Calendar Days from NTP a completed Form TSE (Table of Steel Escalation). Failure to submit Form TSE shall constitute an election by DB not to participate in the program.</p> <p>If DB elects to participate in the program, DB shall submit to the Agency PM every six (6) months during the term of the Contract Form TSE's, signed and certified by the Project Quality Manager, for each month of the adjustment period.</p>
	TIC / TOD Sketch Map		<p>The DB will submit to the Agency PM, five (5) days prior to the Pre-Construction Conference (or prior to the first progress payment), two (2) copies of a sketch map of the project showing all existing tourist-oriented directional (TOD) and business logo signs and two (2) copies of a written narrative describing how these signs will be kept in service and protected throughout all the construction stages.</p> <p style="color: red;"><i>(Requirement needs to be added to SP141.31 for all projects - language currently in Spec Provision 00225.05 and applies to all projects.)</i></p>
	Pre-Construction Survey	DB141.12(c-12)	DB and Agency shall perform a joint Pre-Construction Survey. Record and photo/video documentation of the survey, signed and stamped by a Design Professional, shall be submitted to Agency at Readiness For Construction.
	Public Information & Involvement Communications Plan	DB141.52(c)(6)	The draft plan is sent to the Agency PM for Review and Comment within 20 Calendar Days of NTP. The final plan shall be submitted to the Agency no later than 75 Calendar Days following NTP.
	Environmental Compliance Plan (subset of Quality Plan)	DB141.52(c)(9)	<p>A Draft ECP shall be submitted to the Agency PM for Review and Comment within 30 Calendar Days of NTP and prior to the start of any Work.</p> <p>A Final ECP must be Accepted by the Agency within 60 Calendar Days of NTP.</p>
	Environmental Permits	DB141.51(c)(9)(e)	DB shall deliver a copy of all permit applications to Agency PM at least 7 Business Days prior to submittal to regulatory Agency for Review & Comment. DB shall deliver to Agency PM copies of all permits, orders, etc., obtained from Authorities upon receipt.
	Project Prospectus, Part 3	DB141.51(c)(12)	The DB shall update and expand Part 3 of the Prospectus upon completion (as needed) and deliver to Agency PM.

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	CS3 Plan	DB141.56(c)(2)	DB shall submit the CS ³ plan to the Agency for review and Acceptance within 50 Calendar Days following NTP and prior to the start of any Work. DB must provide an acceptable plan and gain Agency Acceptance within 75 Calendar Days following NTP or Work shall be stopped.
	Economic Development Plan (part of CS3 Plan) <i>(Draft and Final)</i>	DB141.54(d)	DB shall submit a draft Economic Development Plan within 50 Calendar Days of NTP to the Agency PM for Review and Acceptance. DB must provide an acceptable plan and gain Agency Acceptance within 75 Calendar Days following NTP or Work shall be stopped.
	DBE Work Plan Proposal Form	DB141.55(e)	DB shall submit the DBE Work Plan Proposal Form to the Agency PM at the Design-Mobilization Meeting.
	Sub-Subcontractor Work Plan Proposal Form	DB141.55(e)	DB shall submit the Sub-Subcontractor Work Plan Proposal Form to the Agency PM at the Design-Mobilization Meeting.
731-0502	Federal OJT/Apprenticeship Program Form	DB 171.60 Section 4	DB shall submit completed form to the Agency PM at the Pre-Construction Conference. Subs with contracts greater than \$300,000 shall complete Form 731-0502 and submit to the DB. DB shall review, sign and submit to Agency PM prior to the Subcontractor starting work.
731-0503	In-House Trainee Approval Request	DB 171.60 Section 4	DB shall submit to Agency PM for approval by Office of Civil Rights prior to the OJT Trainee beginning work.
	Directory of Key Personnel	DB180.35(a)(4)	Within 15 Calendar Days after NTP, the DB shall submit to the Agency PM a directory and organization chart showing all of it's Key Personnel. Agency will in turn provide a directory of Agency staff to the DB.
	Geotechnical Investigation Plan	DB141.12(c)(1)	Within 45 days of NTP, the DB will prepare a Geotechnical Investigation Plan and provide to the Agency for Review and Comment. Agency to respond within 15 Calendar Days.
	Contract Submittals List	DB180.41(f)	Within 30 Calendar Days of NTP, the DB shall prepare and submit to the Agency PM a Contract Submittals List covering all submittals required during the first six (6) months of the Contract. DB shall submit monthly updates with the Monthly Progress Report.
	Safety Plan, Project Specific	DB 170.60(e-g)	45 Calendar Days prior to the start of any on-site work or other construction activities, the DB shall submit it's Safety Plan to the Agency PM for Review and Comment. Every 12 months on or near the anniversary of NTP, the DB shall review its Safety Plan. Within 7 Calendar Days of finishing this review DB shall issue a review report to the Agency PM. Within 30 Calendar Days of issuance of the review report, DB shall submit the revised Safety Plan to the Agency PM for Review and Comment.
	Geotechnical Design Report / Data Sheets	DB141.12(c)(3)(a)	DB shall document all geotechnical data and findings in the form of a Draft Geotechnical Design Report submitted with Definitive Design. DB shall document all geotechnical data and findings in the form of a Final Geotechnical Design Report. Submitted at Readiness-for-Construction
	Instrumentation Working Plan	DB141.12(c)(13)	DB shall submit to the Agency PM not less than 14 Calendar Days prior to the installation of instrumentation.
	Traffic Management Plan (TMP) - Draft and Final <i>(includes Incident Management Plan, Emergency Communications Plan & Contingency Plan)</i>	DB141.31(c)	DB shall prepare, submit, and maintain a Draft TMP within 75 Calendar Days of NTP or 15 Calendar Days prior to Definitive Design for Agency Review and Comment. Final TMP, incorporating Agency comments, prior to commencing construction.
	Emergency Vehicle Access Plans (subset of TMP)	DB141.31(c)(10)	At least 7 Calendar Days-prior to starting construction, DB shall provide updated Emergency Vehicle Access Plans to the Agency for Review and Comment.

Form Number	Report / Form Name	RFP Section	When Completed
	Temporary Traffic Control Plan (TCP) - Conceptual and Final	DB141.31(c)(3)	Prepare a conceptual TCP at Definitive Design and final TCP at Readiness-For-Construction for Agency Review and Comment. Any revisions must be submitted to the Agency for Review and Comment 14 Calendar Days in advance of implementation of revisions.
	Landscaping Plan	DB141.27(c)(1)	The DB shall develop, under the direction of a licensed Landscape Architect, a Landscaping Plan and submit to the Agency PM for Review and Comment at Readiness-For-Construction and prior to start of construction of Project elements impacted by or impacting the Landscaping Plan.
	Noxious Weed Control Plan (part of Landscape Plan)	DB141.27(c)(1)	Prior to commencement of construction activities, DB shall resurvey the Project Site and develop a Noxious Weed Control Plan, as part of the Landscaping Plan.
	Tree Replacement Plan (part of Landscape Plan)	DB141.27(c)(3)	The DB shall complete a Tree Replacement Plan, with input from State and federal regulatory Authorities, as part of the Landscape Plan.
	Committed DBE Breakdown Form	DB171.20 (Section 4)	DB shall submit the DBE Breakdown Form as part of the Readiness for Construction Design Review.
	Daily Manpower & Equipment Reports	DB156.50	Daily manpower and Equipment reports for DB and each Subcontractor shall be prepared by DB using Agency forms. Reports become part of the Project Records submitted to Agency.
	Construction Instrumentation Monitoring Reports	DB141.12(c)(11)	Construction instrumentation monitoring reports shall be provided to the Agency PM on a weekly basis.
	Weekly Traffic Volume and Speed Measurement Report	DB141.31(c)(9)	Submit to Agency PM for Review and Comment on a weekly basis.
	Weekly Certified Payrolls	DB170.65(a) DB141.55(e) DB172(V.2) DB180.20(c)(3)	The DB and each Subcontractor shall furnish each week to the Agency PM a certified statement in writing on a form prescribed by the Commissioner of the Bureau of Labor and Industries including Rate of Pay, Daily and Weekly Number of Hours Worked, Deductions made, and Actual Wages Paid..
	Weekly Environmental Status & Compliance Report	DB141.51(c)(11)	The DB shall provide weekly environmental status and compliance reports to the Agency PM. Also schedule weekly or bi-weekly meetings with Agency PM.
	Monthly Project Public Information/Involvement (PI/I) Reports	DB141.52(d)	DB to submit monthly PI/I reports to Agency PM at the beginning of each month.
731-0504DB	ODOT Trainee Monthly Progress Record	DB171.60 Section 5	By the 5th of each month, the DB shall provide the Agency with an ODOT Trainee Monthly Progress Record for each trainee working under an approved training program.
731-0505DB	Monthly Employment and Apprenticeship Utilization Report (MEUR)	DB 170.50(D)	By the 5th of each month the DB shall submit the (MEUR) to the Agency PM.
	Project TCP Diary	DB 141.31(c)(1)(c)	The DB shall maintain a Project TCP Diary for each Work Location. Project TCP diaries will be available upon request by Agency PM and as part of the final Project Records.
	Monthly Progress Report	DB180.41(b)	The DB shall submit a Monthly Progress Report with each periodic payment request. Submittals required to be submitted with the report are listed in DB180.41.
	Monthly Progress Estimate and Pay Request	DB195.50(a)	The Agency will make progress payments upon delivery to the Agency PM of a Progress Estimate and Pay Request.
731-0394DB	Monthly Employment Utilization Report (MEUR)	DB 171.40(b)	By the 5th of each month, a MEUR form must be submitted to the Agency PM.
	Safety Report	DB170.60(n)	The DB shall submit a monthly safety report with the Monthly Progress Report and request for periodic payment to the Agency PM.

Form Number	Report / Form Name	RFP Section	When Completed
734-2536DB	Subcontractors Paid - Summary Report	DB171.20 Section 9 DB180.41(e)	DB shall submit the form to Agency PM no later than the 5th day of the month following the date that payment was made to a Subcontractor or supplier. A copy of the form to also be submitted with the Monthly Progress Report (DB180.41). A final form to be submitted at Project completion indicating the total amounts paid to all Subcontractors and suppliers.
	FORM PR-1391	DB171.40(B) DB171.50(E)	Each July for the duration of the Project, DB must submit Form PR-1391 directly to the ODOT Office of Civil Rights.
	ROW Acquisition & Relocation Plan	DB174.20(b)	Prior to commencement of any ROW, the DB shall submit to the Agency PM, for review and approval, a written Acquisition and Relocation Plan.
	ROW Quality Plan	DB174.20(b)	Prior to commencement of any ROW, the DB shall submit to the Agency PM, for review and approval, a written ROW Quality Plan.
	ROW Final Report Packet	DB174.20(k)(1)	Upon reaching agreement with any property owner, DB shall submit a final report packet to Agency for review and approval.
	Recommendation for Condemnation Packet	DB174.20(l)	If efforts to settle a ROW file fail, DB must submit a Recommendation for Condemnation Packet to Agency no later than 100 Calendar Days prior to any On-Site construction activity begins.
	Relocation Closing Report	DB174.20(m)(1)	A Relocation Closing Report will be prepared and submitted to Agency after all claims have been completed and relocation is complete.
734-2631DB	Report on Subcontracting	DB180.21(b)	DB must submit Report on Subcontracting forms for each subcontract, at any tier, to the Agency, along with a duplicate original subcontract, prior to the subcontracted Work commencing. DBE subcontracts will require Agency approval.
	Erosion and Sediment Control Plan	DB141.22(c)(6)	At least 30 Calendar Days prior to commencing clearing activities or construction of Project elements affecting the drainage system, at each Work Location. DB shall update the Erosion and Sediment Control Plan as needed to meet changing conditions of the Project Site.
734-2126DB	Certificate of Materials Origin	DB160.20	DB shall obtain and maintain on file a certificate of materials origin on a form furnished by the Agency before incorporating any iron or steel products into the Project.
	Material Source Development and Reclamation Plan	DB160.40	DB shall prepare and deliver to the Agency PM a Material Source and Reclamation Plan for each Prospective and Mandatory source to be used.
734-2510DB	Request for Release of Retainage for Subcontracted Work	DB195.50(f)	The Subcontractor will request a release of retainage from the DB. The DB will submit the request to the Agency PM when the Subcontractor's work on the Project is complete.
734-3320DB	Contractors Request for Adjustment of Contract Time	DB180.80(c)	DB's request for adjustment of Contract Time shall be submitted to the Agency on a form provided by, or in a format acceptable to, the Agency, and shall include a copy of the written Notice of Delay. Must be submitted within 21 Calendar Days after the date of Final Second Notification.
	CS ³ Summary Reports	DB141.56(c)(4)	For Contracts less than 2 years: DB to submit at 50% completion, and within 45 Calendar Days following issuance of Final Second Notification. Shall gain Agency Acceptance within 30 Calendar Days of submittal. For Contracts over 2 years: DB to submit annually on anniversary of NTP, and within 45 Calendar Days following issuance of Final Second Notification.
	Utility Adjustment Master Plan	DB174.10(d)(5)	DB shall develop the Master Plan for each Work Location and obtain Agency approval prior to any adjustments and before submittal of the Readiness For Construction Plans.
	Adjustment of Utilities Sketch	DB174.10(d)(4)	DB shall obtain, or together with the Utility owner, prepare a sketch for each Utility that requires adjustment in preparation of the Utility Adjustment Master Plan. DB must review the sketch and certify in a written statement to the Agency that adjustments will not conflict with any proposed improvements.

**THESE DELIVERABLES
ONLY REQUIRED IF
DESIGN-BUILDER HAS
RESPONSIBILITY FOR
ROW ACQUISITION**

Form Number	Report / Form Name	RFP Section	When Completed
FHWA-47	Statement of Materials and Labor Used	DB172(VI.1)	Upon completion of the Project, the DB will complete Form FHWA-47 and provide to the Agency PM (for all Federal Contracts over \$1 Million).
	Maintenance Warranties and Guarantees	DB150.96	Prior to Third Notification, DB shall transfer to Agency all unexpired manufacturers' warranties and guarantees for Materials and Equipment installed on the Project.
	Final PI/I Report	DB141.52(c)(9)	At the conclusion of the Project, DB shall submit a Final PI/I Report to the Agency PM.
	Sign Plan	DB141.25(c)(2)(a)	The DB will develop a Sign Plan for each Work Location, and wherever else within the Project corridor that it is necessary to correct signs that have been rendered inaccurate due to Project modifications at Readiness For Construction and submit to the Agency PM for Review and Comment.
	Environmental Permits	DB141.51(c)(8)	DB shall submit permit applications at least 7 Calendar Days-prior to submittal to permitting agency to the Agency PM.
	Demolition Plan	DB141.11(c)(5)(e)(7)	DB shall submit a Demolition Plan to the Agency PM for Review and Comment at least 10 Calendar Days prior to commencement of bridge removal activities.
	Blasting Plan	DB141.12(c)(9)(d)	DB shall submit to the Agency PM not less than 14 Calendar Days-before commencing blasting operations, or at any time a proposal to change drilling and blasting methods is made. Prepared and signed by the Blasting Specialist.
7434-3485	ODOT Pile Record Book	DB141.12(c)(7)	Pile Record Book shall be used to record all pile-driving records. DB shall submit to Agency PM after pile driving is completed for each Work Location.
	Stormwater Technical Memorandum	DB141.22(c)(1)	DB shall prepare a Stormwater Technical Memorandum and submit at Definitive Design
	Stormwater Management Plan	DB141.22(c)(7)	If required by programmatic or individual environmental permits - at least 30 Calendar Days prior to commencing clearing activities or construction of Project elements affecting the drainage system.
	Stormwater Operation and Maintenance ('O & M') Manual	DB141.22(c)(5)(b)	DB shall develop and submit to the Agency, prior to Final Inspection, an Agency "Operation and Maintenance Manual" for each stormwater treatment facility designed and constructed under the Contract.
734-2361DB	Erosion Control Monitoring Reports	DB141.22(c)(6)	DB shall keep and maintain all erosion control and monitoring and maintenance using the Erosion Control Monitoring Reports. Submit as requested by Agency and as part of the final Project Records.
	Traffic Signal Plans	DB141.25(c)(2)(c)	DB shall develop a Traffic Signal Plan for each Work Location and submit to the Agency for Review and Comment at Readiness For Construction.
	Pavement Marking Plans	DB141.25(c)(2)(c)	DB shall develop a Pavement Marking Plan for each Work Location and submit to the Agency PM for Review and Comment at Readiness For Construction.
	Pavement Design Report	DB141.26(c)(1)	Prior to commencement of paving work, DB shall submit to the Agency PM for Review and Comment a Pavement Design Report prepared by a Design Professional.
	Pavement Mix Designs	DB141.26(c-3)	DB shall submit all pavement mix designs to the Agency PM for Review and Acceptance at least 30 Calendar Days prior to the scheduled date of installation for each affected Pavement section.
	Diversity Plan (Draft and Final)	DB141.55(e)	DB shall submit a Draft Diversity Plan within 30 Calendar Days of NTP and a Final Diversity Plan within 75 Calendar Days of NTP to the Agency PM.
	Design Review Notice	DB155.10(b)	DB shall give written notice of scheduled Design Reviews to Agency PM at least one (1) week prior to any Design Review, and shall not schedule more than two (2) concurrent Design Reviews.
	Proposed Materials Source Notification	DB160.01(a)	DB shall notify Agency in writing of all proposed Materials sources of supply, including steel or other fabricators, within 15 Calendar Days before using or fabricating if within the State, or at least 45 Calendar Days if outside the State.
	Subcontractor Insurance Certificates	DB170.70(f)	DB shall submit Subcontractor Insurance Certificates to Agency PM for Review and Comment prior to the commence of Work by the Subcontractor. Agency will review and respond within 28 Calendar Days.

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Form GF	Good Faith Efforts	DB171.20 Section 4: C	In the event a DB is unable to meet the assigned DBE goal, DB shall provide information regarding good faith efforts to the Agency PM.
	Force Account Billings	DB197.90	DB shall submit its bills for Force Account Work to the Agency PM for approval and payment.
	Notice of Claim	DB199.30(b)	At any time during the progress of the Work, but not later than 15 Calendar Days following the date of Final Second Notification, DB shall submit to the Agency claims for compensation additional to that specified in the Contract.

DESIGN DELIVERABLES

	Design Review Plan (subset of Quality Plan)	DB155.04	As part of the Quality Plan, within 30 days of NTP, and prior to the design mobilization meeting, the DB shall prepare and submit a written Design Review Plan to the Agency PM for Review and Comment.
	Design Unit Report	DB155.06	Within 30 Calendar Days of NTP, and prior to the design mobilization meeting, the DB shall provide a written report identifying each Design Unit. Submit any revisions to this report in writing to the Agency PM concurrent with the Monthly Progress Report.
	Design Activities Record	DB155.12(b)(1)	The DB shall prepare and maintain daily records of design activities using forms acceptable to the Agency PM. Maintain on file and make available for review at any time.
	Monthly Design Report	DB155.12(b)(2)(a)	The DB Design QC Manager shall submit a monthly report directly to the Agency PM by the third working day of the following month after the design activities are performed.
	Final Design Report	DB155.12(b)(2)(b)	Upon completion of the Readiness For Construction plans and specifications for each Design Unit, the DB Design QC Mgr shall notify the DB, with a copy to the Agency, of any outstanding monitoring report issues, unresolved review comments, or non-conformances.
	As-Constructed Plans	DB155.11(f)(8)	The DB shall submit As-Constructed Plans and Design-Builder Specifications for each Design Unit to the Agency for review and Acceptance within 30 Calendar Days of completion of the construction Work.

MANDATORY MEETINGS

	Pre-Construction Conference	DB180.42(b)	A maximum of 15 Calendar Days prior to beginning construction, unless otherwise authorized in writing by the Agency, DB shall hold a pre-construction conference.
	Utility Scheduling Meeting	DB180.42(b)	Prior to the Pre-Construction Conference, DB shall hold a group Utility scheduling meeting with representatives from the Utility companies involved in the Project.
	Pre-Design Meeting	DB180.42(c)	A maximum of 15 Calendar Days prior to beginning Design Services, unless otherwise authorized in writing by the Agency, DB shall meet with the Agency.
	Design Mobilization Meeting	DB155.09 DB180.42(a)	Prior to DB initiating design work, and within 45 Calendar Days of NTP, the DB shall arrange a Design Mobilization Meeting.
	CS ³ Plan Meeting	DB141.56(c)(3)	DB shall schedule a two (2) hour meeting with Agency PM to present the CS ³ Plan within 14 Calendar Days of initial CS ³ Plan submittal. Agency will commence Review and Comment on CS ³ Plan following this meeting.
	CS ³ Summary Report Meetings	DB141.56(c)(5)	DB shall schedule a two (2) hour meeting with Agency PM to present the CS ³ successes, lessons learned, etc. within 14 Calendar Days of CS ³ Summary Report submittal.
	Environmental Compliance Plan Review Meeting	DB141.51(c)(12)(a)	DB shall schedule a meeting with Agency PM within five (5) Business Days of draft Environmental Compliance Plan submittal.
	Post-Construction Review	DB 150.91	DB shall attend a post-construction review meeting, to be held by the Agency no sooner than 15 Calendar Days after-issuance of the Final Second Notification.

Form Number	Report / Form Name	RFP Section	When Completed
	ROW Services Kick-off Meeting	DB174.20(g)	Prior to initiating any ROW Work, the DB ROW PM will arrange for a kick-off meeting with all parties to the ROW activities of the Contract.
	Environmental Weekly/Bi-Weekly Meetings	DB141.51(c)(11)	DB shall arrange and schedule weekly or bi-weekly environmental status meetings with the Agency PM to review Project compliance with permits and approvals.

AGENCY PROVIDED NOTIFICATIONS OR FORMS

	Authorization to Proceed (w/ROW activities)	DB174.20(o)	Agency will issue an authorization to proceed when ROW has been cleared and possession has been received.
	Agency Staff Directory	DB180.35(a)(4)	Agency PM shall provide a directory of the Agency's Project staff to the DB.
	Notice-to-Proceed (NTP)	DB180.44	Agency will issue Notice-to-Proceed (NTP) to the DB within five (5) Calendar Days of the date of the Contract execution.
734-3483DB	Weekly Statement of Contract Time Charges	DB180.44	Agency will furnish the DB a Weekly Statement of Contract Time Charges for calendar completion times.
734-3233DB	Notification of Commencement & Completion (FIRST NOTIFICATION)	DB180.44	The Agency will issue to the DB a First Notification acknowledging the date the Work commenced on the Project.
734-3233DB	Notification of Commencement & Completion (INTERIM SECOND NOTIFICATION)	DB150.90(a)	When all On-Site Work at any Work Location has been completed except plant establishment and Punch-List Items, the Agency will issue Interim Second Notification for that Work.
734-3233DB	Notification of Commencement & Completion (FINAL SECOND NOTIFICATION)	DB150.90(b) DB180.50(d)	The Agency will issue Final Second Notification when DB has completed all Work except for plant establishment and Punch-List Items.
734-3233DB	Notification of Commencement & Completion (THIRD NOTIFICATION)	DB150.90(c)	The Agency will issue Third Notification when all Work under the Contract is complete, including submittal of all Design Documents, completion of plant establishment and Punch-List Items, and submittal of all required documents.
734-3428	Daily Force Account Record	DB197.01	If the Agency orders the performance of Extra Work as Force Account Work, the Agency will record on a daily basis, the Materials, Equipment, labor and Special Services used for Work performed on that day. The Agency and DB shall sign the record of Force Account Work daily to indicate agreement.