

This section is used for Design Build projects.

Coordinate use of this Section with Exhibit 4 Application for Payment.

SECTION 01 29 00 PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 DRAFT APPLICATION FOR PAYMENT

- A. One week prior to submitting the Application for Payment submit a marked-up copy of the previous Application for Payment showing the changes in progress that will be the basis for the new Application for Payment.

1.2 BILLING MEETINGS

- A. A billing meeting shall be conducted by University's Representative each month prior to submittal of the Application for Payment.
- B. Location: As designated by University's Representative.
- C. Attending shall be:
 1. University's Representative.
 2. Contractor's Superintendent.
 3. Subcontractors, as appropriate.
 4. Others, as appropriate.

1.3 SCHEDULE OF VALUES

- A. Coordination. Coordinate preparation of the Schedule of Values with preparation of the Contractor's Contract Schedule and as directed by the University's Representative.
 1. Correlate line items in the Schedule of Values with other required administrative schedules and forms, including:
 - a. Contractor's Contract Schedule.
 - b. Application for Payment form.
 - c. List of Subcontractors.
 - d. Schedule of Alternates (if any).
 - e. List of products (where/if appropriate).
 - f. List of principal supplier and fabricators.
 - g. Schedule of submittals.
 - h. Construction Cost Breakdown Sheet.
 2. Submit the Schedule of Values to the University's Representative at the earliest feasible date, but in no case later than 7 days before the date scheduled for Submittal of the Initial Application for Payment.
- B. Format and Content. Use the [Specification] [Project Manual] Table of Contents as a guide to establish the format for the Schedule of Values.
 1. Include the following Project identification on the Schedule of Values:
 - a. Project name, number and location.
 - b. Name of the University's Representative.
 - c. Project Number.
 - d. Contractor's name and address.
 - e. Date of Submittal.
 2. Arrange the Schedule of Values in a tabular form with separate columns to indicate the following for each item listed:
 - a. Generic name.
 - b. [Performance Specification or] University Specification section.
 - c. Name of Subcontractor.
 - d. Name of manufacturer or fabricator.

- e. Name of supplier (if appropriate).
 - f. Change orders (numbers) that have affected value.
 - g. Dollar value. (Percentage of Contract Sum to the nearest one-hundredth percent, adjusted to total 100 percent.)
3. Provide a breakdown of the Contract Sum in sufficient detail to facilitate continued evaluation of Applications for Payment and progress reports. Break principal subcontract amounts down into several line items.
 4. Round amounts off to the nearest whole dollar; the total shall equal the Contract Sum.
 5. For each part of the Work where an Application for Payment may include materials or equipment, purchased or fabricated and stored, but not yet installed, provide separate line items on the Schedule of Values for initial cost of the materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
 - a. Differentiate between items stored on-site and items stored off-site. Include requirements for insurance and bonded warehousing, if required.
 6. Provide separate line items on the Schedule of Values for initial cost of the materials, for each subsequent stage of completion, and for total installed value of that part of the Work. Each item in the Schedule of Values and Application for Payment shall be complete including its total cost and proportionate share of general overhead and profit margin.
 - a. General Conditions Work Items, such as temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown as separate line items in the Schedule of Values.
 7. Allowances (if applicable). Show the line item value of allowances.
 8. Schedule of Values Updating. Update and resubmit the Schedule of Values prior to the next Application for Payment when Change Orders or contract directives result in a change in the Contract Sum.
 - a. Each Change Order shall become a new line item.

1.4 APPLICATIONS FOR PAYMENT

- A. No portion of an Application for Payment which includes a request for payment of a Change Order not yet fully executed will be approved by University's Representative.
- B. Each Application for Payment shall be consistent with previous applications and payments as certified by the University's Representative and paid for by the University.
 1. The Initial Application for Payment, the Application for Payment at time of Substantial Completion, and the final Application for Payment involve additional requirements.
 2. Entries shall match data on the Schedule of Values and the Contractor's Contract Schedule. Use updated Contract Schedules if revisions have been made.
- C. Payment Application Times. Unless otherwise agreed in writing, the date of each progress payment is indicated in the General Conditions. The period of Work covered by each Application for Payment shall be for the Work as indicated in the General Conditions.
- D. Submittal. Submit 3 executed copies of each Application for Payment to the University's Representative by means of ensuring receipt within 24 hours; one copy shall be complete, including waivers of lien and similar attachments, when required.
 1. Transmit each copy with a transmittal form listing attachments, and recording appropriate information related to the application in a manner acceptable to the University's Representative.
 2. With each Application for Payment, submit lien release waivers of from every entity who may lawfully be entitled to file a lien arising out of the Contract, and related to the Work covered by the payment.
- E. Initial Application for Payment for Construction Work. Administrative actions and submittals that must precede or coincide with submittal of the Initial Application for Payment for Construction Work include the following:

1. List of Subcontractors.
 2. List of principal suppliers and fabricators.
 3. Schedule of Values.
 4. Contractor's updated Contract Schedule.
 5. Schedule of principal products.
 6. Submittal Schedule (preliminary if not final).
 7. Initial progress report.
 8. Report of pre-construction meeting.
 9. Certificates of insurance and insurance policies.
 10. Data needed to acquire University's insurance.
- F. Application for Payment at Substantial Completion. Following issuance of the Certification of Substantial Completion, submit an Application for Payment. This application shall reflect any certificates of Beneficial Occupancy issued previously for University occupancy of designated portions of the Work. Administrative actions and submittals that shall precede or coincide with this application include:
1. Occupancy permits and similar approvals.
 2. Warranties (guarantees) and maintenance agreements.
 3. Test/adjust/balance records.
 4. Maintenance instructions.
 5. Meter readings.
 6. Start-up performance reports.
 7. Change-over information for University's occupancy, use, operation and maintenance.
 8. Final progress photographs (if any).
 9. List of incomplete Work, recognized as exceptions to Certificate of Substantial Completion.
 10. Final Cleaning.
 11. Building Commissioning
 12. Final list of Contractor installed equipment, including total installed value (Equipment Schedule of Values).
- G. Final Payment Application. Administrative actions and submittals which must precede or coincide with submittal of the final payment Application for Payment include the following:
1. Completion of Project closeout requirements.
 2. Completion of items specified for completion after Substantial Completion.
 3. Assurance that unsettled claims will be settled.
 4. Assurance work not complete and accepted will be completed without undue delay.
 5. Transmittal of required Project construction records to University.
 6. Proof that taxes, fees and similar obligations have been paid.
 7. Removal of temporary facilities and services.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 01 29 00