

**SECTION 01 29 00  
PAYMENT PROCEDURES**

**PART 1 - GENERAL**

**1.01 SCOPE:**

- A. This Section specifies administrative and procedural requirements governing Contractor's Application for Payment.
  - 1. Coordinate the Schedule of Values and applications for Payment with the Constructor's Construction Schedule, List of Subcontracts, and Submittal Schedule.
- B. The Contractor's Construction Schedule and submittal Schedule are included in Section "Submittals".

**1.02 SCHEDULE OF VALUES:**

- A. Coordinate preparation of Schedule of Values with preparation of the Contractor's Construction Schedule.
  - 1. Correlate line items in the Schedule of Values with other required administrative schedules and forms, including:
    - a. Contractor's construction schedule.
    - b. Application for Payment form.
    - c. List of subcontractors.
    - d. List of products.
    - e. List of principal suppliers and fabricators.
    - f. Schedule of submittals.
  - 2. Submit the Schedule of Values to the Architect 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.
  - 3. Sub-schedules: Where the Work is separated into phases that require separately phased payments, provide sub-schedules showing values correlated with each phase of payment.
- B. Format and content: use the Project manual Table of Contents as a guide to establish the format for the Schedule of Values.
  - 1. Identification: Include the following Project identification on the Schedule of Values.
    - a. Project name and location.
    - b. Name of Architect
    - 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. Related Specification Section
    - c. Name of subcontractor
    - d. Name of manufacturer or fabricator.
    - e. Name of Supplier.
    - f. Change Orders (numbers) that have affected value.
    - g. Dollar value.
    - h. 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.
  6. Margins of cost: Show line items for indirect costs, and margins on actual costs, only to the extent that such items will be listed individually in Applications for Payment. Each item in the Schedule of Values and Applications for Payment shall be complete including its total cost and proportionate share of general overhead and profit margin.

**1.03 APPLICATIONS FOR PAYMENT:**

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by the Architect and paid for by the Owner.
    1. The initial Application for Payment at time of Substantial Completion, and the final Application for Payment involve additional requirements.
  - B. Payment application times: The date for each progress payment is the 15th day of each month unless indicated otherwise in the agreement. The period of construction Work covered by each application for Payment is the period ending 5 days prior to the date for each progress payment and starting the day following the end of the preceding period.
  - C. Payment application forms: Use AIA Document G702 and Continuation Sheets G703 as the form for Application for Payment.
  - D. Application preparation: Complete every entry on the form, including notarization and execution by person authorized to sign legal documents on behalf of the Owner. Incomplete applications will be returned without action.
    1. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revision have been made.
    2. Include amounts of Change Orders and Construction Change Directives issued prior to the last day of the construction period covered by the application.
  - E. Transmittal: Submit 3 executed copies of each Application for Payment to the Architect by means 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 Architect.
  - F. Waivers of Mechanics lien: With each Application for Payment submit waivers of mechanics liens from subcontractors or sub-subcontractors and suppliers for the construction period covered by the previous application.
    1. Submit partial waivers on each item for the amount requested, prior to deduction for retainage, on each item.
    2. When an application shows completion of an item, submit final or full waivers.
3. The Owner reserves the right to designate which entities involved in the Work must submit waivers.
  4. Waiver delays: Submit each Application for Payment with the Contractor's waiver of mechanics lien for the period of construction covered by the application.
  5. Submit final Application for Payment with or preceded by final waivers from every entity involved with performance of Work covered by the application who could lawfully be

- entitled to a lien.
- 6. Waiver forms: Submit waivers of lien on forms, and executed in a manner, acceptable to Owner.
- G. Initial application for payment: Administrative actions and submittals that must precede or coincide with submittal of the first Application for Payment include the following:
  - 1. List of subcontractors.
  - 2. List of principal suppliers and fabricators.
  - 3. Schedule of Values.
  - 4. Contractor's construction schedule (preliminary if not final).
  - 5. Schedule of principal products.
  - 6. Submittal schedule (preliminary if not final).
  - 7. List of Contractor's staff assignments.
  - 8. Copies of building permits.
  - 9. Copies of authorizations and licenses from governing authorities for performance of the Work.
  - 10. Report of pre-construction meeting.
  - 11. Certificates of insurance and insurance policies.
  - 12. Performance and payment bonds (if required).
  - 13. Data needed to acquire Owner's insurance.
  - 14. Initial settlement survey and damage report, if required.
- H. Application for payment at Substantial Completion: Following issuance of the Certificate of Substantial Completion, submit an Application for Payment; this application shall reflect any Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- I. Administrative actions and submittals that shall proceed 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 related to Owner's occupancy, use, operation and maintenance.
  - 8. Final cleaning.
  - 9. Application for reduction of retainage, and consent of surety.
  - 10. Advice on shifting insurance coverages.
  - 11. Final progress photographs where required.
  - 12. List of incomplete Work, recognized as exceptions to Architect's Certificate of Substantial Completion.
- J. 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 Assurance that Work not complete and accepted will be completed without undue delay.
  - 4. Transmittal of required Project construction records to Owner.
  - 5. Proof that taxes, fees and similar obligations have been paid.
  - 6. Removal of temporary facilities and services.
  - 7. Removal of surplus materials, rubbish and similar elements.
  - 8. Change of door locks to Owner's access.

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**PART 2 - PRODUCTS**

NOT APPLICABLE.

**PART 3 - EXECUTION**

NOT APPLICABLE.

**- END OF SECTION -**