

SECTION 01 29 76

APPLICATIONS FOR PAYMENT

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Procedures for preparation and submittal of applications for payment.

1.2 RELATED SECTIONS

- A. Document 00 72 00 - General Conditions - AIA: Progress payments and final payments.
- B. Section 01 31 00 - Coordination and meetings:
- C. Section 01 32 36 – Construction Progress Schedules: Submittal procedures.
- D. Section 01 77 00 - Contract Closeout: Final payment.

1.3 FORMAT

- A. AIA G702 - Application and Certificate for Payment and AIA G703 - Continuation Sheet.
- B. For each item, provide a column for listing each of the following:
 - 1. Item Number.
 - 2. Description of work.
 - 3. Scheduled Values.
 - 4. Previous Applications.
 - 5. Work in Place and Stored Materials under this Application.
 - 6. Authorized Change Orders Listed separately.
 - 7. Total Completed and Stored to Date of Application.
 - 8. Percentage of Completion.
 - 9. Balance to Finish.
 - 10. Retainage.

1.4 PREPARATION OF APPLICATIONS

- A. Present required information in typewritten form or on electronic media printout.
- B. Execute certification by signature of authorized officer.
- C. Use data from the approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored Products.

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- D. List each authorized Change Order as an extension on AIA G703 - Continuation Sheet, listing Change Order number and dollar amount as for an original item of Work.
- E. Prepare Application for Final Payment as specified in Section 01 77 00.

1.5 SUBMITTAL PROCEDURES

- A. Submit Application for Payment.
- B. Submit **updated** construction schedules with each Application for Payment.
- C. Submit Certificate of Insurance for items stored off-site with each Application for Payment.
- D. Submit delays caused because of adverse weather, strikes, etc. Include backup with each pay application. Provide the project superintendent's weather log for project with each pay application. If no delay days occur during the last pay period provide statement on transmittal or letter stating that no delay days occurred. Delay days for Saturday and Sunday and Holidays will not be approved unless prior notice has been given and accepted by Architect. Approved delay days will not result in an increase in completion time unless days exceed the anticipated delay days as set forth under General Conditions.
 - 1. Submit as part of the pay application a monthly updated CPM work schedule as required in Section 01 32 36.
 - 2. Monthly Progress Report
 - a. Refer to Section 01 31 00, paragraph 1.7 for details.
 - 3. Updated and currently in force proof of insurance. (The proof of insurance needs to only be filed during the month of renewal, however, a lapsed Insurance Certificate will result in Pay Application being held as incomplete)
 - 4. Failure to submit any of the above-mentioned items will result in pay application being held until submissions are complete.
- E. Payment Period: Submit at intervals stipulated in the Agreement.
- F. Submit with transmittal letter as specified for Submittals in Section 01 33 00.
- G. All above items are to be submitted per email to Rachel McAnally rmcanally@hjarch.com and to project manager.

1.6 SUBSTANTIATING DATA

- A. When Architect/Engineer requires substantiating information, submit data justifying dollar amounts in question.
- B. Submit data with a cover letter for each copy of the submittal. Show application number and date and line item by number and description.

- C. Include the following with the application when substantiating data is asked for:
1. Current available construction photographs of items in question.
 2. Record documents for review by the Owner which will be returned to the contractor.
 3. Affidavits attesting to off-site stored products.
 4. Construction progress schedules revised and current.
 5. Other data and information as required or asked for by Architect.
- D. Partial Lien Waivers: If directed by Owner or Architect, the Contractor may be required to submit partial lien waivers of subcontractors and suppliers accompanying payment request applications to show proof that he has made percentage of progress payment as shown on previous payment request application. If partial lien waivers are asked for, Contractor must submit them for review and approval. If he has not submitted them, or if a subcontractor or supplier has not been paid for the previous pay periods, the current pay application will not be processed until partial lien waivers are received and approved, or until justification is accepted by Owner and Architect as to the reason payment was withheld for the subcontractor or supplier on previous payment applications.

1.7 PROOF OF INSURANCE FOR MATERIALS STORED OFF SITE.

- A. Payments will only be processed for materials stored off site that are stored in a bonded or insured warehouse. If materials are stored off site on a secure open-air site, material must be insured. Payment claims for materials stored off site must be accompanied with an itemized list of materials establishing value, proof that the materials are insured, and a receipt of storage from a bonded warehouse. Upon payment of materials stored, title to the material shall be to the Owner. All expenses incurred in storage of materials will be paid by the contractor.

1.8 RETAINAGE

- A. In making partial payments for the work, there shall be retained **Five (5%) percent** of the estimated amount for labor and materials until final completion and acceptance of all work covered in the contract. Retainage shall be paid to the Contractor in the final payment if all conditions of the contract documents have been met including completed close-out documents and as-built drawings

PART 2 PRODUCTS Not Used.

PART 3 EXECUTION Not Used.

END OF SECTION

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