

ATTACHMENT

C

SECTION 01027 - APPLICATION FOR PAYMENT**PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings, Contract Provisions, Special Provisions, Supplementary Provisions and other Division 1 Specifications apply to this Section.

1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements governing the Contractor's Applications for Payment.
 - 1. Coordinate the Schedule of Values and Applications for Payment with the Contractor Construction Schedule, List of Subcontractors, and Submittal Log.

1.3 SCHEDULE OF VALUES

- A. Coordinate preparation of the Schedule of Values with preparation of the Contract Construction Schedule.
 - 1. Correlate line items in the Schedule of Values with other required administrative schedules and forms, including:
 - a. Contract Construction Schedule
 - b. Application for Payment form.
 - c. List of Subcontractors.
 - d. List of principal suppliers and fabricators.
 - e. Schedule of submittals.
 - 2. Submit the Schedule of Values to the Administrative Contracting Officer at the earliest feasible date, but in no case later than fifteen (15) working days after the date of the Notice to Proceed. On projects requiring cost-loaded Construction Schedules, the cost loading may satisfy the requirements for the "Schedule of Values" upon approval of the Administrative Contracting Officer.
- 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 Administrative Contracting Officer.
 - c. Name of Architect/Engineer.
 - d. Project number.
 - e. Name and address of Contractor.
 - f. Date of submittal.
 - 2. Arrange the Schedule of Values in a tabular form with separate columns to indicate the following (unless otherwise authorized) for each item listed:
 - a. Generic name/Activity Number.
 - b. Related Specifications.
 - c. Change Orders (numbers) that have affected value.

- d. Dollar value.
 - e. 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 of 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 Price.
 5. For each part of the Work where an Application for Payment may include materials or equipment, purchased or fabricated and stored at or near the project site, 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 the part of the Work.
 6. Unit Cost Allowances: Show line item value of unit cost allowances as a product of unit cost times measured quantity as estimated from the best indication in the Contract Documents.
 7. At the Administrative Contracting Officer's option, major cost items (i.e. temporary facilities, quality control program, operation and maintenance manuals, etc.) that are not direct cost of actual work-in-place may be shown as separate line items in the Schedule of Values.

1.4 APPLICATION FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as reviewed by the Architect, and approved by the Administrative Contracting Officer and paid for by the Owner, except for the initial Application for Payment, the Application for Payment at the time of Substantial Completion, and the Final Application for Payment, each of which involve additional requirements as set forth below.
- B. Payment Application Forms: Use AIA Document G702 and Continuation Sheets G703 as the form for Application for Payment. Application form will subject to approval by the Government.

1.5 PROCESSING APPLICATION OF PAYMENT

- A. A state check shall be issued in payment of a valid pay application within 60 days after the pay application is received by the state agency receiving the services. The 60-day period starts the date the Architect certified application for payment is marked as received by the state Agency or 3 days after the date of the postmark if the pay application is mailed, whichever is earlier, and concludes the day the check is issued.
- B. **The pay application will be deemed to be received and valid only when the services or materials have been fully performed and accepted. Pay Applications out of Contract Period will be reviewed, but will not be certified until these conditions have been met.**
- C. The State Agency is identified as the West Virginia National Guard, Construction and Facility Management Office, Charleston, WV.
- D. Application Preparation: Complete every entry on the form. Application shall be executed by a person authorized to sign legal documents on behalf of the Contractor. Form must also notarized by a certified public notary. Incomplete applications will be returned without action.

1. Entries shall match data on the Schedule of Values and the agreed upon Contract Construction schedule update.
 2. Include amounts of executed Contract Change Orders issued prior to the last day of the construction period covered by the application.
- E. Transmittal: Submit one (1) original and three (3) executed copies of each Application for Payment to the Architect/Engineer 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/Engineer and Administrative Contracting Officer
- F. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with the 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. Contract Construction Schedule.
 5. Submittal Schedule.
 6. Certificates of insurance and insurance policies.
 7. Performance and payment bonds.
 8. List of Contractor's staff assignments, and organization chart.
 9. Submittal and approval of a Contractor Quality Control Plan.
- G. Monthly Application for Payment: Administrative actions and submittals that must accompany the submittal of the Contractor's monthly Application for Payment include the following:
1. The Monthly Progress Report, prepared in accordance with requirements specified in Section 01200, "Project Meetings."
 2. The Monthly Deficiency Report, prepared in accordance with the requirements specified in Section 01400, "Contractor Quality Control Program."
 3. CPM Progress Schedules shall be prepared in accordance with the requirements specified in Section 01355 "Construction Analysis - Schedules And Reports."
 4. Update of Contract Record Documents.
 5. Evidence of payment for material stored on-site, if reimbursement for such material is being requested.
 - a. Payments made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the work. Payment for materials and equipment stored on-site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Contracting Officer and shall include applicable insurance, storage.
- H. Application for Payment at Substantial Completion: Administrative actions and submittals that shall precede or coincide with this application include:
1. Occupancy permits and similar approvals.
 2. A preliminary punch list has been prepared, the value for each punch list item defined, and a schedule for completing punch list work.
 3. All previously outstanding technical submittals and shop drawings have been submitted and approved.
 4. All change order work has been completed and executed.

5. Submit specific warranties, maintenance agreements, final certifications and similar documents.
 6. Submit Record Documents, including As-Built Drawings and Specifications, and Operations and Maintenance manuals.
 7. Complete start-up testing of systems, and instruction of the Owner's operating and maintenance personnel.
 8. Deliver special maintenance/operating tools, spare parts, extra stock, and similar items to the Administrative Contracting Officer.
 9. Complete final clean-up requirements, including touch-up repair and restoration of exposed finishes.
 10. Application for reduction of retainage, and consent of surety.
- I. Final Payment Application: Administrative actions and submittals which must precede or coincide with submittal of the final Application for Payment include the following:
1. Completion and acceptance of all physical and administrative work, including Punch list work.
 2. Presentation of a properly executed Final Application for Payment.
 3. Presentation of release of all claims against the Owner other than those in stated amounts that the Contractor has specifically excepted.
 4. Execution of final Contract modifications.
 5. Transmittal of any and all Project construction record documents to Owner.
 6. Removal of temporary facilities and services, and restoration of pre-existing conditions, if applicable.
 7. Proof those taxes, fees and similar obligations have been paid.
 8. Removal of surplus materials, rubbish and similar elements.
 9. Change of door locks to Owner's access.
 10. Submit a certified copy of the Architect/Engineer's final punch lists and deficiency lists of items to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance and the list has been reviewed and recommended for approval and dated by the Architect/Engineer.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION