

PART 1- GENERAL

1.1 SUMMARY

This section specifies administrative and procedural requirements governing the Contractor's Applications for Payment.

The provisions of the WSDOT/WPWA Standard Specifications, Section 1-09, latest edition, must apply, except as modified herein.

The Contractor shall submit a comprehensive construction schedule for the Owner's review at least 7 days prior to the first Application for Payment. The schedule shall consist a bar graph timeline that shows the beginning and end of each task to be performed. The time line shall begin at the time of notice to proceed and end at the date of final acceptance. This graph shall be reviewed at regular construction meetings during the life of the construction project.

1.2 Schedule of Values

- A. Coordinate preparation of schedule of values with preparation for Construction Schedule.
- B. Submit Schedule of values to the Owner at the earliest feasible date, but in no case later than 7 calendar days prior to first application of payment.
- C. Use Project Manual and Drawings as a guide to establish format for Schedule of Values.
 1. Identification: Include the following project identification on the Schedule of Values.
 - a. Project Name and Location
 - b. Name of Landscape Architect
 - c. Contractor's name, address, and phone number
 - d. Date of Submittal
 2. Arrange Schedule of Values in tabular form with separate columns to indicate the following for each item listed:
 - a. Generic Name (e.g. demolition, earthwork, etc.)
 - b. Related Specification(s)
 - c. Name of manufacturer and/or fabricator
 - d. Name of Supplier
 - e. Change Orders (numbers) that have affected the value
 - f. Dollar Value
 - g. Percentage of Contract Sum
 3. Provide breakdown of contract sum in sufficient detail to facilitate continued evaluations of applications for payment and progress reports. Break principal subcontractor amounts down into several line items
 4. Round amounts off to the nearest whole dollar. Total shall equal the contract sum.
 5. For each part of 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 Schedule of Values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of Work.
- D. Show 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. Temporary facilities and other major cost items that are not direct costs of actual work-in-place shall be shown as separate line items in the Schedule of Values.
- E. Schedule updating: Update and resubmit Schedule of Values when Change Orders or Construction Change Directives result in a change in contract sum
- F. Payment Application Times: Date for each progress payment shall be the 15th of each month.

1.3 Applications for Payment

- A. Each Application for Payment shall be consistent with previous Applications as certified by the Owner.
- B. Payment Application Times: Date for each progress payment shall be the 15th of each month. The period of construction covered by each Application is period ending 15 days prior to each progress payment and starting the day following the end of the preceding month.
- C. Contractor shall complete applications for payment on an approved payment format. Contractors shall indicate total retainage and current retainage.
- D. Include amounts of Change Orders issued prior to the last day of period covered by the Application.
- E. Submit **two** copies of each Application to the Owner.
- F. With each Application submit partial waivers of lien on each item for amount requested prior to deduction for retainage.
- G. When Application shows completion of an item, submit final waivers or full waivers.
- H. 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.
- I. Submit waivers of lien on forms acceptable to the Owner.

1.4 Submittals relating to Applications for Payment

- A. The following actions and submittals must precede the first Application for Payment:
 - a. Construction Schedule.
 - b. Initial Progress Report.
 - c. Certificates of Insurance and Insurance Policies.
 - d. State Certified Intents to Pay Prevailing Wages

1.5 Submittals following Certificate of Substantial Completion

- A. Following the issuance of Certificate of Substantial Completion, submit Application for Payment.
- B. Submittals that precede or coincide with this Application include:
 - a. Warranties.
 - b. Maintenance Instructions.
 - c. Final Cleaning.
 - d. Advise on shifting insurance coverage.
 - e. List of incomplete work recognized as exceptions to Certificate of Substantial Completion.
 - f. Schedule of Values.
- C. Administrative actions and submittals which must precede or coincide with submittal of final Application of Payment includes:

- a. State Certified Affidavit of Wages Paid
- b. Completion of Project Closeout Requirements.
- c. Completion of items specified for completion after Substantial Completion.
- d. Assurance that unsettled claims will be settled.
- e. Assurance that work not complete and accepted will be completed without delay.
- f. Transmittal of required project construction records to the Owner.
- g. Proof that taxes, fees, and similar obligations have been paid.
- h. Removal of temporary facilities and services, unless alternate schedule has been agreed upon.
- i. Removal of surplus materials, rubbish, and similar elements.

END OF SECTION 01025

SAMPLE