

**SECTION 011520 – APPLICATIONS FOR PAYMENT**

**PART 1 - GENERAL**

**1.01 RELATED REQUIREMENTS**

- A. Drawings and general provisions of Contract, including General and Special Conditions.
- B. Section 008400 – MILESTONE SCHEDULE FOR CONSTRUCTION.
- C. Section 013100 – CONSTRUCTION SCHEDULES
- D. Section 013400 – SHOP DRAWINGS, SUBMITTALS, PRODUCT DATA AND SAMPLES.

**1.02 SUMMARY**

- A. This Section specifies administrative and procedural requirements governing Contractor's Applications for Payment.
  - 1. Coordinate the Schedule of Values and Applications for Payment with Contractor's Construction Schedule, List of Subcontracts, and Submittal Schedule.
  - 2. The Project Construction Schedule will be the basis of the schedule of values. Each task set forth in the construction schedule will become a line item in Contractor's schedule of values.
- B. Requirements for Contractor's Construction Schedule and Submittal Schedule are included in Section 013100 – CONSTRUCTION SCHEDULES.

**1.03 PROCEDURES**

- A. Payments will be processed in accordance with General Conditions Article 9 – APPLICATIONS FOR PAYMENT and as follows:
  - 1. Each Application for Payment shall be consistent with previous applications and payments as certified by the Construction Manager and Architect and paid for by the Owner.
    - a. The initial Application for Payment, the Application for Payment at time of Contract Completion, and the final Application for Payment involve additional requirements.
  - 2. Payment Application Deadlines: Final copies of Pay Applications are due on the last business day of each month. Draft copies are to be reviewed by the Architect and Construction Manager at least five days prior to the submission of the final pay application. This schedule may be revised for the purpose of expediting this process.

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3. Application Preparation:
  - a. Contractor shall prepare and submit pencil copy concurrently to the Architect and Construction Manager for review and comment.
  - b. Contractor shall prepare final Pay Application on AIA Document G702, supported by AIA Document G703, continuation sheet as noted on the approved pencil copy.
4. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of the first Application for Payment include the following:
  - a. Executed Contract.
  - b. List of Contractor's staff assignments.
  - c. Copies of permits required to be obtained by Contractor.
  - d. Copies of authorizations and licenses from governing authorities for performance of the Work.
  - e. Certificates of insurance and insurance policies.
  - f. Bonds.
  - g. MSDS sheets.
  - h. Project specific Corporate Safety Manual.
  - i. Detailed breakdown of Hourly Labor Rates for all classifications of labor to be used on the project.
  - j. Completed and signed Interim Waiver and Release of Claims form.
  - k. Completed and signed Interim Waiver and Release of Claims form(s) from all primary and secondary lower tier subcontractors and or suppliers.
5. Progress Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of the progress Application for Payment include the following:
  - a. Completed and signed Interim Waiver and Release of Claims form.
  - b. Completed and signed Interim Waiver and Release of Claims form(s) from all primary and secondary lower tier subcontractors and or suppliers.

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6. Final Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of the final Application for Payment include the following:
  - a. Completed and signed Final Waiver and Release of Claims form.
  - b. Completed and signed Final Waiver and Release of Claims form(s) from all primary and secondary lower tier subcontractors and or suppliers.
  
7. Application for Payment after establishment of GMP, if applicable: Administrative actions and submittals that must precede or coincide with submittal of the first Application for Payment after establishment of GMP include the following:
  - a. Contract Cost Breakdown.
  - b. Contractor's Construction Schedule.
  - c. Submittal schedule.

PART 2 – PRODUCTS (Not applicable)

PART 3 – EXECUTION (Not applicable)

**END OF SECTION 011520**