

SECTION 013700 – CONTRACT COST BREAKDOWN

PART 1-GENERAL

1.01 REQUIREMENTS INCLUDED

- A. This section specifies minimum administrative and supervisory requirements necessary for preparation and submittal of Contractor's Contract Cost Breakdown.

1.02 RELATED REQUIREMENTS

- A. Drawings and general provisions of Contract, including General and Special Conditions.
- B. Section 010100 – SCOPE OF WORK
- C. Section 011520 – APPLICATIONS FOR PAYMENT

1.03 FORMAT

- A. To be submitted on AIA Document G702, supported by AIA Document G703, continuation sheets or similar type documents.
- B. Identify each line item by number and title of major Specification Section.

1.04 CONTENT

- A. For each major line item, list sub-values of products or operations under the item.
- B. For the various portions of the Work:
 - 1. Each item shall include a directly proportional amount of Contractor's overhead and profit.
 - 2. For items on which progress will be requested for stored materials, breakdown the value into:
 - a. The cost of the materials, delivered and unloaded, with taxes paid.
 - b. The total installed value.
- C. Submit a "Sub-Schedule" of unit costs and quantities for each separate stage of Work with unit values for the materials broken down into:
 - 1. Cost of the material, delivered and unloaded at the site, with taxes paid.
 - 2. Installation costs, including Contractor's overhead and profit.
- D. The installed unit volume multiplied by the quantity listed shall equal the cost of that item in the Contract Cost Breakdown.

1.05 CONTRACT COST BREAKDOWN

- A. Contractor shall coordinate preparation of its Contract Cost Breakdown with preparation of Contractor's Construction Schedule.
 - 1. Correlate line items in the Contract Cost Breakdown with other required administrative schedules and forms, including:
 - a. Contractor's Construction Schedule.
 - b. Application for Payment form.
 - c. List of subcontractors.
 - d. Schedule of alternates.
 - e. List of products.
 - f. List of principal suppliers and fabricators.
 - g. Schedule of submittals.
 - 2. Submit the Contract Cost Breakdown within ten (10) days of Notice to Proceed.
 - 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:
 - 1. Identification: Include the following Project identification on the Contract Cost Breakdown:
 - a. Project name and location.
 - b. Name of the Architect.
 - c. Project number.
 - d. Contractor's name and address.
 - e. Date of submittal.
 - 2. 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.
 - 3. Round amounts off to the nearest whole dollar; the total shall equal the Contract Sum.
 - 4. For each part of the Work where an Application for Payment may include

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materials or equipment, purchased or fabricated and stored, but not yet installed, provide separate line items on the Contract Cost Breakdown for initial cost of the materials, for each subsequent stage of completion, and for total installed value of that part of the Work.

5. 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 Contract Cost Breakdown and Applications for Payment shall be complete including its total cost and proportionate share of general overhead and profit margin.
 - a. At Contractor's option, temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown as separate line items in the Contract Cost Breakdown or distributed as general overhead expense.
6. Schedule Updating: Update and resubmit the Contract Cost Breakdown when Change Orders result in a change in the Contract Sum.

PART 2 – PRODUCTS (Not applicable)

PART 3 - EXECUTION

- A. Within ten (10) days after Notice to Proceed, Contractor's Contract Cost Breakdown shall be submitted to the Construction Manager on the AIA Application for Payment Forms or other similar documents.
 1. Each column to be totaled at the bottom with the final total matching the contract price including all accepted alternates and contract allowances.
- B. In addition to Contractor's construction activities, the Contract Cost Breakdown must include the following line items with the associated percentage of the contract value allocated to that activity:
 1. Progress Meeting Attendance – not less than 5 percent of Contract or more than \$30,000.00. Money will be deducted from this line item on an as needed basis, if Contractor fails to attend the scheduled progress meeting(s).
 2. Record Drawing Updates – 1 percent.
 3. Specified Training.
 4. Bonds, insurance, permits and tests.
 5. Mobilization.
 6. Demobilization.
 7. Submittals – not less than 5 percent of Contract or more than \$50,000.00. Payment against this line item will not occur until all required

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submittals have been submitted by Contractor.

8. Daily clean up – equal to the cost of two (2) men for one (1) full day, for each week, for the duration of the Contract. Money will be deducted from this line item on an as needed basis, if Contractor fails to perform cleaning as stated in Section 015600 – CONSTRUCTION CLEANING.
 9. Final Cleaning in an amount equal to 0.5 percent of Contract.
 10. Punchlist completion in the amount of 2 percent of the Contract, but not less than \$1,000.00 or more than \$50,000.00.
 11. Closeout in an amount equal to 1 percent of the Contract, but not less than \$1,000.00 or more than \$50,000.00.
 12. HVAC testing, adjusting and balancing.
- C. The Contract Cost Breakdown must be approved by the Construction Manager and Architect prior to receipt of any progress payments.
- D. After approval by the Architect and Construction Manager no changes shall be permitted to the Contract Cost Breakdown. Approved Contract Change Orders and or Construction Change Directives shall be added at the end of the breakdown.

END OF SECTION 013700