

SECTION 012900 - PAYMENT PROCEDURES

PART 1 GENERAL

1.1 SCHEDULE OF VALUES

- A. General:
 - 1. Submit a Schedule of Values to Developer and Landscape Architect at least 20 days prior to submitting first Application for Payment.
 - 2. Upon request of Developer or Landscape Architect, furnish additional data to support values given that will substantiate their correctness.
 - 3. Approved Schedule of Values will be used as basis for reviewing Contractor's Applications for Payment.
- B. Form and Content:
 - 1. Format: AIA Document G703 - Continuation Sheet of Application and Certification for Payment or Contractor's standard electronic media format.
 - 2. Use Table of Contents of Project Manual as basis of format for listing costs of Work.
 - 3. List installed value of component parts of Work in sufficient detail to serve as basis for computing values for progress payments.
 - 4. Include separate line items for:
 - a. Site mobilization.
 - b. Bonds and insurance.
 - c. Contractor's overhead and profit.
 - 5. For items on which payment will be requested for stored materials, break down value into:
 - a. Cost of materials, delivered and unloaded.
 - b. Total installed value.
 - 6. For each line item that has a value of more than \$25,000.00, break down costs to list major products or operations under each item.
 - 7. Total of costs listed in Schedule shall equal Contract Sum.
- C. Submit electronically in Adobe PDF format.
- D. Review and Resubmittal:
 - 1. After initial review by Developer and Landscape Architect, revise and resubmit if required.
 - 2. Revise and resubmit along with next Application for Payment when a Change Order is issued. List each Change Order as a new line item.

1.2 APPLICATIONS FOR PAYMENT

- A. Preparation:
 - 1. Format: AIA Document G702 - Application and Certification for Payment, supported by AIA Document G703 - Continuation Sheet or Contractor's standard electronic media format.
 - 2. Prepare required information in typewritten format or on electronic media format.
 - 3. Use data from reviewed Schedule of Values. Provide dollar value in each column for each line item representing portion of work performed.
 - 4. List each authorized Change Order as a separate line item, listing Change Order number and dollar value.
 - 5. Prepare Application for Final Payment as specified in Section 017700.
- B. Waivers of Lien:
 - 1. Along with the each Application for Payment, submit waivers of lien from Contractor and each Subcontractor or Sub-subcontractor included on the current month's Application for Payment.
 - 2. Submit partial waivers on each item for amount requested, prior to deduction of retainage.
 - 3. For completed items, submit full or final waiver.
- C. Substantiating Data:
 - 1. When Developer or Landscape Architect require substantiating information, submit data justifying dollar amounts in question.

2. Provide one copy of data with cover letter showing Application number and date, and line item number and description.

D. Submittal:

1. Submit electronically in Adobe PDF format.
2. Payment period: Submit at intervals stipulated in Agreement.

PART 2 PRODUCTS

Not used

PART 3 EXECUTION

Not used

END OF SECTION