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The TEXT indicated with < > is to be selected or filled in by the Specifier to meet the requirements of the project.

If any of the SECTIONS (i.e. 1.02, 1.03, etc.) below are not required for the project do NOT delete the Section, but rather change the title of the Section to “NOT USED” (i.e. 1.02 NOT USED) so that numbering of specification references is preserved, and delete the specification language in this Section below the title.

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. General.
- B. Format.
- C. Preparation of applications.
- D. Submittal procedures.
- E. Substantiating data.

1.02 GENERAL

- A. Payment for the various items in the Schedule of Values, as further specified herein, shall include all compensation to be received by the CONTRACTOR for furnishing all tools, equipment, supplies, and manufactured articles, and for all labor, operations, and incidentals appurtenant to the items of work being described, as necessary to complete the various items of the Work all in accordance with the requirements of the Contract Documents, including all appurtenances thereto, and including all costs of permits and cost of compliance with the regulations of public agencies having jurisdiction.
- B. No separate payment will be made for any item that is not specifically set forth in the Schedule of Values, and all costs therefore shall be included in the prices named in the Schedule of Values for the various appurtenant items of work.

1.03 FORMAT

- A. Format provided shall be as specified in Section 01 33 12 – PM SaaS and submitted via PM SaaS.

1.04 PREPARATION OF APPLICATIONS

- A. CONTRACTOR shall base each Application for Payment on the breakdown of costs for each scheduled activity in the Progress Schedule and the Percentage of Completion for each activity. CONTRACTOR shall generate Applications for Payment by downloading cost data from the Progress Schedule to a spreadsheet type format and identify each activity on the Progress Schedule that has a cost associated with it in the Schedule of Values, the cost of each activity as stated in the Schedule of Values, the estimated Percent Complete for each activity, to reach the Value of Work Completed for both the payment period and job to date.
- B. CONTRACTOR shall present required Application for Payment information in an electronic form.

- C. CONTRACTOR shall ensure each Application for Payment is certified with the signature of authorized representative of CONTRACTOR.
- D. CONTRACTOR shall use data from the approved Schedule of Values, inclusive of any updates to the Schedule of Values approved by UTILITIES, in each Application for Payment. CONTRACTOR shall provide the dollar value in each column for each line item for the portion of the Work performed and for stored Products included in each Application for Payment.
- E. Applications for Payment shall identify each Change Order approved prior to the last day of the construction period covered by the Application for Payment as an extension on the application for payment form, listing the Change Order numbers and dollar amounts as for an original item of Work.
- F. Each Application for Payment shall be consistent with previous applications and payments.
- G. The period covered by each Application for Payment is the period indicated in the General Conditions of the Contract.
- H. The Application for Payment shall show the total spend to date adding up to the Contract Price.
- I. CONTRACTOR shall complete every entry on the Application for Payment form.
- J. The initial Application for Payment and the final Application for Payment involve additional requirements as follows:
 - 1. 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. List of Contractor's staff assignments.
 - b. List of subcontractors.
 - c. List of principal suppliers and fabricators.
 - d. Schedule of Values as specified in Section 01 29 73 – Schedule of Values.
 - e. Construction Schedule as specified in Section 01 32 16 – Schedule Requirements.
 - f. Submittal Schedule as specified in Section 01 32 16 – Schedule Requirements.
 - g. Schedule narrative report as specified in Section 01 32 16 – Schedule Requirements.
 - h. Copies of authorization and licenses from governing authorities for performance of the Work.
 - 2. Final Payment Application: Administrative actions and submittals which must precede or coincide with submittal of the final Application for Payment include the following:
 - a. Requirements and procedures as specified in Section 01 77 00 - Closeout Procedures and General Conditions of the Contract.

1.05 SUBMITTAL PROCEDURES

- A. CONTRACTOR shall submit all required documents via PM SaaS, as specified in Section 01 13 12 - PM SaaS.
- B. CONTRACTOR shall submit executed copies of each Application for Payment to UTILITIES <and Engineer> for review and approval. UTILITIES <and Engineer> shall review the Application for Payment, and if acceptable UTILITIES will approve payment and process the Application.
- C. CONTRACTOR shall submit each Application for Payment with a transmittal letter as specified for submittals in Section 01 33 00 – Submittal Procedures.
- D. CONTRACTOR shall submit all lien waivers required by the Contract Documents.

1.06 SUBSTANTIATING DATA

- A. When UTILITIES <and Engineer> requires substantiating information, CONTRACTOR shall submit data justifying any dollar amounts in question.

- B. CONTRACTOR shall provide <1> copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.

- C. CONTRACTOR shall include the following with each Application for Payment:
 - 1. Current construction photographs, as specified in Section 01 32 34 – Photographic and Video Documentation.
 - 2. Record documents for review by UTILITIES <and Engineer> which will be returned to the CONTRACTOR.
 - 3. Affidavits and photo documentation attesting to off-site stored products.
 - 4. Construction progress schedules, revised and current.

PART 2 PRODUCTS

NOT USED

PART 3 EXECUTION

NOT USED

END OF SECTION