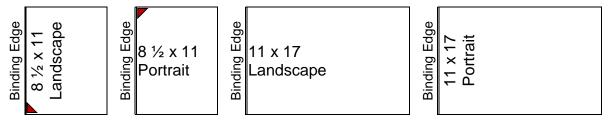**01 29 76 – PROGRESS PAYMENT PROCEDURES**

PART 1 – GENERAL

1.01   SUBMITTAL:

    A. In each Application for Payment provide the document indicated in the following table according to its context.

Counterpart or Copy	Progress Payment	Reducing Retainage Upon Subst. Completion	Final Payment	Document	§ 1.03 Subsection
counterpart	YES	YES	YES	G702 Application	A
copy	YES	YES	YES	G703 Continuation	B
copy	no	no	YES	Final Accounting	C
copy	YES	YES	YES	Contingency & Reserve Logs (if CM/GC)	D
copy	if any	if any	no	Off-Site Stored Materials documents	E
counterpart	no	no	YES	Affidavit of Payment	F
counterpart	no	YES	YES	Consent of Surety with Power of Attorney	G
copy	no	no	YES	Insurance Certificate	H
copy	no	no	YES	Statement of Continuing Insurability	I
copy	no	if any	if any	U&O Permit	J
copy	no	YES	YES	Data Binder Receipt(s)	K
copy	no	no	YES	Roof Warranty or Warranties	L
copy	no	no	YES	Report of Subcontractors and Suppliers	M
copy	YES	if any	no	Visitor Log	N
copy	YES	if any	no	Weather Delay Report	O

    B. Provide application documents assembled in order listed above on 8½" x 11" pages, except 11" x 17" pages can be used for Progress Schedules and Submittal Logs if folded to fit an 8½" x 11" size. Orient all pages as shown below. Provide application sets bound with a single clip (no staple) affixed to the upper left of the G702 first page (according to its orientation ◢).

    C. Counterpart documents shall be original instruments with wet signatures and embossed or wet-stamped seals, in each set of application documents.

D. Provide a draft submission, including attachments, as a PDF attached to an email, to Designer and to the Owner's construction representative three days prior to actual submittal.

E. Provide actual submission of five sets of the application documents to the Designer at progress meeting, substantial completion inspection meeting, or final inspection meeting. If submitted outside of these meetings, provide conveyance of application to Designer, from Designer to Owner's construction representative, and from Owner's construction representative to Owner's central office.

1.02 INCLUSIONS AND CALCULATIONS:

A. Accurately represent all values with two decimal places, calculated to the penny.

B. Stored Materials: Materials suitably stored on-site but not yet incorporated into the Work can be included; and, those suitably stored off-site can be included if documented in accordance with later provisions of this section.

C. On CM/GC contracts, the total completed and stored to date for estimated trades can only be included once bids have been taken, subcontracts awarded, and the actual price reconciled to the Reserve Log.

D. Calculation of retainage and amounts withheld:

1. Credit for completed work and stored materials, and deductions for incomplete work, comprise the Total Completed and Stored to Date. The Total Completed and Stored to Date shall not include the value of punch list items that remain incomplete after Substantial Completion.

2. Retainage is calculated as a percentage of Total Completed and Stored to Date: 5% prior to Substantial Completion; 2% after Substantial Completion; then, none at final payment. In the continuation sheets, showing retainage at individual line items is not required and is discouraged, as it promotes rounding errors. Retainage should only be shown at phase sub-totals, if phases exist, and when retainage rates vary between phases.

3. Other amounts withheld (i.e., potential liquidated damages or in response to subcontractor claims of non-payment) can be added to the continuation sheet and deducted from the Total Completed and Stored to Date, or can be deducted from the resulting current payment due after retainage and prior payments are accounted.

E. If a billing period would cross a State fiscal year (ending June 30, starting July 1), provide separate pay requests for the portion of work performed in each fiscal year.

1.03 FORMS, FORMAT, AND CONTENT:

A. G702 Application: Use AIA Document G702 Application and Certificate for Payment

1. For project identification, include the Owner's project number featured prominently, institution name, and work name, which is normally the project title shown in the Agreement.

2. Provide a unique, sequential application number.

3. Include the Contractor's address exactly as provided in the ACH Form.

4. Show the county where the Work is located, normally where AIA captions "Contract for".

B. G703 Continuation: Use AIA Document G703 Continuation Sheet itemized with the line items and values of the schedule of values accepted by Designer, and values and percentages for each line item. If there are phases, include a sub-total for each phase as well as a grand total.

C. Final Accounting: Allocate final Contract Sum as if Modifications had been fully incorporated in Contract Sum at award of Contract, and shall follow the same format as the schedule of values.

D. GMP Contingency Log and Reserve Log, only if a CM/GC contract.

E. Off-Site Stored Materials: If any, provide the following.

  1. Statement identifying where materials are stored, and assuring that materials are tagged to identify them for use in the project.

  2. Bill(s) of sale for materials claimed that list(s) all items.

  3. Certificate of insurance covering materials claimed, recognizing Owner's right to make claims.

F. Affidavit of Payment of Debts and Claims: Provide counterpart using AIA Document G706, when requesting final payment for the Work or reduction of retainage to zero for any portion of the Work.

G. Consent of Surety:

  1. If seeking reduction in retainage prior to final payment for the entire Work, or final payment on only a portion of the Work, provide counterpart using AIA Document G707A Consent of Surety to Reduction in Retainage, or a similarly formed letter.

  2. If seeking final payment, provide counterpart using AIA Document G707 Consent of Surety Company to Final Payment, or a similarly formed letter.

  3. If Contractor has listed exceptions in the affidavit of payment, Surety's consent shall acknowledge such exceptions.

  4. If Contract is not bonded, consent of surety is not required, and Owner will instead advertise a public notice of settlement, and wait 30 days for responses, before accepting the application.

  5. Provide counterpart of power of attorney with consent of surety.

H. Insurance Certificate: If seeking final payment, provide certificate of insurance for products and completed operations as required by the General Conditions of the Contract for Construction.

I. Statement of continuing insurability: If seeking final payment, a letter written to the effect required by the General Conditions of the Contract.

J. Use & Occupancy Permit (some jurisdictions have a different name): Provide copy with first application following substantial completion.

K. Data Binder Receipt:

  1. With first application following substantial completion, provide copy of document identifying to whom Contractor delivered the operating and maintenance data binders.

  2. With application for final payment, provide copy of document identifying to whom Contractor delivered project data binders

L. Roof Warranty or Warranties, if any required, on the Owner's section 07 50 36 standard form.

M. Report of Subcontractors and Suppliers, on the standard form.

N. Visitor Log for the period covered by application. After substantial completion, provide log(s) for periods prior to substantial completion that have not been provided in a prior application.

O. Weather Delay Report for all calendar months completed, up to the date of substantial completion, and not previously submitted.

1.04   CERTIFICATION

A. Designer, if in disagreement with the amounts claimed in an application, may either return application to Contractor for revision and resubmittal, or revise application by hand to indicate corrections Designer considers appropriate.

B. Designer, finding an application complete and correct, will certify the application and return one of the sets to Contractor to indicate the action taken.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION