SECTION 01 2000

PRICE AND PAYMENT PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES

A. Procedures for preparation and submittal of applications for progress payments.

B. Documentation of changes in Contract Sum and Contract Time.

C. Change procedures.

D. Correlation of Contractor submittals based on changes.

E. Procedures for preparation and submittal of application for final payment.

1.02 RELATED REQUIREMENTS

A. Document 00 5000 - Agreement Form: Contract Sum, retainages, payment period, monetary values of unit prices.

B. Document 00 7000 - General Conditions: Additional requirements for progress payments, final payment, changes in the Work.

C. Section 00 1210 - Allowances: Payment procedures relating to allowances.

1.03 SCHEDULE OF VALUES

A. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit sample to Architect for approval.

B. Forms filled out by hand will not be accepted.

C. Submit a printed schedule on AIA Form G703 - Application and Certificate for Payment Continuation Sheet. Contractor's standard form or electronic media printout will be considered.

D. Submit Schedule of Values in duplicate within 15 days after date of Owner-Contractor Agreement. Provide schedule of values to Architect upon approval by Architect of final schedule of values format.

E. Format: Utilize the Table of Contents of this Project Manual. Identify each line item with number and title of the specification Section. Identify site mobilization and bonds and insurance. Provide breakdown for both labor and materials. Provide sufficient detail to allow review that is pertinent to work underway. (i.e. rough in, top out, fixtures, etc.) Provide breakdown by building segment portions.

F. Include in each line item, the amount of Allowances specified in this section. For unit cost Allowances, identify quantities taken from Contract Documents multiplied by the unit cost to achieve the total for the item.

G. Include a separate line item for Project Record Documents completion.

1.04 APPLICATIONS FOR PROGRESS PAYMENTS

A. Payment Period: Submit at intervals stipulated in the Agreement.

B. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit sample to Architect for approval.

C. Forms filled out by hand will not be accepted.

D. Present required information on electronic media printout. Provide Architect with electronic data file listing of continuation sheet using AIA G703/

E. Form: AIA G702 Application and Certificate for Payment and AIA G703 - Continuation Sheet including continuation sheets when required.

F. For each item, provide a column for listing each of the following:

1. Item Number.

2. Description of work.

3. Scheduled Values.

4. Previous Applications.

5. Work in Place and Stored Materials under this Application.

6. Authorized Change Orders.

7. Total Completed and Stored to Date of Application.

8. Percentage of Completion.

9. Balance to Finish.

10. Retainage.

G. Execute certification by signature of authorized officer.

H. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored Products.

I. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of Work.

J. Submit three copies of each Application for Payment.

K. Include the following with the application:

1. Transmittal letter as specified for Submittals in Section 01 3000.

2. Construction progress schedule, revised and current as specified in Section 01 3000.

3. Partial release of liens from major Subcontractors and vendors.

4. Affidavits attesting to off-site stored products and certificates of insurance for these materials with Gonzales Healthcare Systems as an additional insured.

L. When Architect requires substantiating information, submit data justifying dollar amounts in question. Provide one copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.

1.05 MODIFICATION PROCEDURES

A. For minor changes not involving an adjustment to the Contract Price or Contract Time, Architect will issue instructions directly to Contractor.

B. Architect will advise of minor changes in the Work not involving an adjustment to Contract Sum or Contract Time as authorized by the Conditions of the Contract by issuing supplemental instructions on Architects Supplemental Instructions form.

C. Architect may issue a Construction Change Directive, signed by Owner, instructing Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.

1. The document will describe the required changes and will designate method of determining any change in Contract Sum or Contract Time.

2. Promptly execute the change.

D. Change Order: Changes in Contract Time or Sum will be documented with an AIA Form G701.

E. Contingency Change Order: Changes in work that are paid for out of the Contract Contingency will be documented a Contingency Change Order or a Contingency Authorization

F. Architect may issue a Request for Proposal which includes a detailed description of a proposed change with supplementary or revised Drawings and specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor shall prepare and submit a fixed price quotation within 15 days.

G. Contractor may propose a change by submitting a request for change to Architect, describing the proposed change and its full effect on the Work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation and a statement describing the effect on Work by separate or other contractors. Document any requested substitutions in accordance with Section 01 6000.

H. Computation of Change in Contract Amount: As specified in the Agreement and Conditions of the Contract.

1. For change requested by Contractor, the amount will be based on the Contractor's request for a Change Order as approved by Architect.

2. For pre-determined unit prices and quantities, the amount will based on the fixed unit prices.

3. For change ordered by Architect without a quotation from Contractor, the amount will be determined by Architect based on the Contractor's substantiation of costs as specified for Time and Material work.

I. Substantiation of Costs: Provide full information required for evaluation.

1. Provide following data:

a. Quantities of products, labor, and equipment.

b. Taxes, insurance, and bonds.

c. Overhead and profit.

d. Justification for any change in Contract Time.

e. Credit for deletions from Contract, similarly documented.

2. Support each claim for additional costs with additional information:

a. Origin and date of claim.

b. Dates and times work was performed, and by whom.

c. Time records and wage rates paid.

d. Invoices and receipts for products, equipment, and subcontracts, similarly documented.

3. For Time and Material work, submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.

J. Execution of Change Orders: Architect will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.

K. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.

L. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.

M. Promptly enter changes in Project Record Documents.

1.06 APPLICATION FOR FINAL PAYMENT

A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.

B. Application for Final Payment will not be considered until the following have been accomplished:

1. All closeout procedures specified in Section 01 7000.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION