

## SECTION 01 2900

### PAYMENT PROCEDURES

#### PART 1 GENERAL

##### 1.1 SUMMARY

- A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.

##### 1.2 SCHEDULE OF VALUES

- A. Timing: Submit Schedule of Values allocated to the various portions of the Work within ten days after award of Contract.
- B. Schedule shall break down elements by building, elevation, and floor. Maximum value shall be \$25,000 per item.
- C. When requested by Architect, submit substantiating data supporting the values submitted.
- D. Intent: Unless objections are stated by Architect, the Schedule of Values will be used as the basis for the Contractor's Applications for Payment.

##### 1.3 APPLICATION FOR PAYMENT

- A. Format: Submit itemized applications typed on AIA Document G702, Application and Certificate for Payment, and continuation sheets AIA Document G703.
- B. Provide itemized data on continuation sheet. Format, schedules, line items and values shall match those of the Schedule of Values accepted by Architect.
- C. Initial Application for Payment: Administrative actions and submittals that must precede submittal of initial application for payment, include the following:
  - 1. List of subcontractors, suppliers, and fabricators under contract according to the agreed-upon buyout schedule.
  - 2. Schedule of values.
  - 3. Contractor's construction schedule (preliminary if not final).
  - 4. Products list (preliminary if not final).
  - 5. Schedule of unit prices.
  - 6. Submittal schedule (preliminary if not final).
  - 7. List of Contractor's staff assignments.
  - 8. List of Contractor's principal consultants.
  - 9. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
  - 10. Initial progress report.
- D. Preparation of Application for Payment: Execute each Application for Payment consistent with previous applications and payments paid for by Owner. Provide partial lien waivers for Work in progress, and full lien waivers for completed Work. Fill in required information, including Change Orders information executed prior to date of submittal of this application. Fill in summary of dollar values to agree with respective totals indicated on continuation sheets. Execute certification with signature of responsible officer of Contractor. Fill out continuation sheets as follows:

1. Fill in total list of scheduled component items of Work, with item number and scheduled dollar value for each item.
  2. Fill in dollar value in each column for each scheduled line item when work has been performed or products stored. Round off values to nearest dollar, or as specified for Schedule of Values.
  3. List each Change Order executed prior to date of submission at end of continuation sheets. List by Change Order Number, and description, as if an original item of work.
- E. Substantiating Data for Progress Payments: When Owner or Architect requires substantiating data, submit suitable information with cover letter, identifying Project name, Architect's Project number, application number and date, and detailed list of enclosures. Submit one copy of data and cover letter for each copy of application.
1. For stored products, identify Item number and identification as shown on application along with description of specific material.
- F. Application for Payment at Substantial Completion: Following issuance of the Certificate of Substantial Completion, submit an Application for Payment. Show on this Application for Payment any Certificates of Partial Substantial Completion issued previously for Owner Occupancy of portions of the Work. Administrative actions and submittals that must precede submittal of this Application for Payment, include the following:
1. Occupancy permits.
  2. Warranties.
  3. Test/adjust/balance records.
  4. Maintenance and operation instructions.
  5. Meter readings.
  6. Final cleaning.
  7. Application for reduction of retainage.
  8. Consent of surety.
  9. Notification of shifting insurance coverages.
  10. Final progress photographs.
  11. List of incomplete Work, recognized as exceptions to Architect's Certificate of Substantial Completion.
- G. Preparation of Final Application for Payment: Fill in Application form as specified for progress payments. Use continuation sheet for presenting the final statement of accounting as specified in Section 01 7700 - CLOSEOUT PROCEDURES. Administrative actions and submittals that must precede submittal of final Application for Payment, include the following:
1. Completion of Project closeout requirements.
  2. Completion of incomplete Work.
  3. Assurances that unsettled claims will be settled.
  4. Transmittal of Project record documents to Owner.
  5. Proof that taxes, fees, and similar obligations have been paid.
  6. Removal of temporary facilities and services.
  7. Removal of surplus materials, rubbish, and similar elements.
  8. Change lock cylinders or cores.
- H. Submittal Procedure: Submit Application for Payment to Owner's Representative at intervals stipulated in the Agreement.

SOMMET BLANC  
Park City, UT

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IFC Set 2 of 3 -- November 17, 2024

**PART 2 PRODUCTS (NOT USED)**

**PART 3 EXECUTION (NOT USED)**

**END OF SECTION**

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