**PART 1 – GENERAL**

* 1. **SECTION INCLUDES**
1. This Section specifies administrative and procedural requirements for a certified Application for Payment.
2. Coordinate the certified Schedule of Values and certified Application for Payment with, but not limited to, the Construction Schedule, submittal log, and list of Subcontractors.
	1. **RELATED SECTIONS**
3. Section 01 25 00: Allowances
4. Section 01030: Bid Items
5. Section 01 29 73: Schedule of Values
6. Section 01 32 13: Construction Schedule
7. Section 01 77 00: Contract Closeout

**PART 2** – **PRODUCTS (Not used)**

**PART 3 – EXECUTION**

**3.01 APPLICATION FOR PAYMENT**:

A. Each certified Application for Payment shall be consistent with previous applications and payments as reviewed by IOR, OAR, paid for by OWNER, and:

1. The initial Application for Payment and Final Application for Payment at time of Substantial Completion involve additional requirements.

B. Payment Application Times: The period of Work covered by each Application for Payment is payment date for each progress payment as specified in the General Conditions. The period covered by each Application for Payment is the previous month.

C. Payment Application Forms: Use OWNER provided forms for the Application for Payment.

D. Application Preparation: Complete every entry on the form. Include execution by a person authorized to sign legal documents on behalf of CONTRACTOR. OAR will return incomplete applications without action.

E. Transmittal: Submit a minimum of six (6) signed and original copies of each certified Application for Payment to OAR. All copies shall be complete, including releases and similar attachments.

1. Transmit each copy with a transmittal form listing attachments and recording appropriate information related to the application, in a manner acceptable to OAR.

F. Initial Application for Payment within 60 days of issuance of Notice to Proceed: Administrative actions and submittals, that must precede or coincide with submittal for first certified Application for Payment include, but are not limited to the following:

 1. Certified Schedule of Values

 2. Performance and payment bonds.

 3. List of principal suppliers and fabricators.

 4. Worker Compensation certificates, if applicable.

 5. Auto Insurance, if applicable.

 6. Hazardous Material Insurance Certificates, if applicable.

 7. Construction Schedule

 8. Submittal Schedule

 9. Emergency Contact List

10. Copies of authorizations and licenses from governing authorities for performance of Work.

11. Certified Payroll (Submitted directly to Labor Compliance in electronic format as specified by OWNER including hard copy)

12. Storm Water Pollution Prevention Plan (SWPPP)

13. Certification of Compliance with CEQA Mitigations

G. Applications for Payment: Administrative actions and submittals that must precede or coincide with submittal of Progress Applications for Payment include, but are not limited to the following:

1. Certified Payroll (submitted directly to Labor Compliance in electronic format as specified by OWNER including hard copy)

 2. Updated and current Project Record Drawings (as-built)

 3. Monthly Construction Schedule (updated, submitted and approved)

 4. Approved Schedule of Values

 5. List of Subcontractors (Payment Summary)

 6. Storm Water Pollution Prevention (SWPP) – Site Monitoring Report

 7. Certification of Compliance with CEQA Mitigations

H. Final Application for Payment at Substantial Completion: Following OAR issuance of certificate of Substantial Completion, submit an Application for Payment:

1. Administrative actions, submittals and/or Work that shall precede or coincide with this application include:

a. Occupancy permits and similar approvals by authorities having legal jurisdiction over Work.

 b. Removal of temporary facilities and services.

 c. Testing, adjusting and balance records.

 d. Removal of surplus materials, rubbish, and similar elements.

 e. Meter readings.

 f. Start-up performance reports.

 g. OWNER training and orientations.

 h. Operating and maintenance instruction manuals.

i. Preliminary Warranties, guarantees and maintenance agreements.

 j. Delivery of extra materials, products and or stock.

k. Change over information related to OWNER occupancy, use, operation, and maintenance.

 l. Final cleaning.

 m. Ensure that Work is completed.

 n. Advise on shifting insurance coverage.

o. List of defective Work, recognized as exceptions to certificate of Substantial Completion.

 p. Change of door locks, including keys, to OWNER system.

q. Certified Payroll (submitted directly to Labor Compliance in electronic format as specified by the OWNER including hard copy)

r. Certification that all benefit contributions due and owing to appropriate union trusts have been paid by CONTRACTOR and Subcontractors, as specified by the Project Stabilization Agreement (PSA) and Article 6.49 of the General Conditions.

s. Storm Water Pollution Prevention – Site Monitoring Reports, SWPP revisions, compliance certifications, and Notice of Termination (NOT).

 t. Certification of Compliance with CEQA Mitigations

 u. Waivers and releases for CONTRACTOR

**END OF SECTION**