PART 1 GENERAL

1.1 SUMMARY
A. Includes But Not Limited To
   1. Administrative and procedural requirements governing Contractor's Applications for Payment.

B. Related Sections
   1. Section 01 3000, Administrative Requirements - Requirements for Contractor's Construction Schedule and Submittal Schedule
   2. Section 01 6000, Product Requirements - Administrative procedures for handling requests for substitutions

1.2 CONTRACT MODIFICATION PROCEDURES
A. Administrative and procedural requirements for handling and processing Contract modifications.

B. Minor Changes In The Work - Supplemental instructions authorizing minor changes in the Work, not involving an adjustment to Contract Sum or Contract Time, will be issued by Architect as Owner's Field Order.

C. Change Order Proposal Requests
   1. Owner-Initiated Change Order Requests -
      a. Proposed changes in the Work will be issued by Architect, with a detailed description of proposed change and supplemental or revised Drawings and specifications. Proposal requests issued by Architect are for information only. Do not consider them as instructions either to stop work in progress or to execute proposed change.
      b. Unless otherwise indicated in proposal request, within 7 days of receipt of proposal request, submit to Architect for Owner's review an estimate of costs as specified in Conditions of the Contract.
   2. Contractor-Initiated Change Order Proposal Requests -
      a. When Contractor identifies conditions that require modifications to Contract Documents, Contractor may propose changes by submitting request for change to Architect.
         2) Estimate costs broken down as specified in General Conditions.
         3) Comply with requirements in Section 01 6000 if proposed change in the Work requires substitution of one product or system for product or system specified.
      b. Should Architect agree that proposed modifications to Contract Documents are necessary, Architect will issue a detailed description of proposed change and supplemental or revised Drawings and specifications. Proposal requests issued by Architect are for information only. Do not consider them as instructions either to stop work in progress or to execute proposed change.
      c. Unless otherwise indicated in proposal request, within seven days of receipt of proposal request, submit final estimate of costs as specified in Conditions of the Contract.

D. Change Order Procedures - Upon Owner's approval of Change Order Proposal, Architect will issue a Change Order for signatures of Owner and Contractor, as provided in Conditions

Project Number 1
Heritage May 2003
Section 01 2000
Price And Payment Procedures
1.4 ALTERNATES

A. Alternates are defined as alternate products, materials, equipment, systems, methods, units of work, or major elements of the construction, which may, at Owner's option and under terms established by Bidders Instructions and in Contract of Agreement, be selected for the Work in place of corresponding requirements of Contract Documents. Selection may occur prior to Contract Date, or may, by the Agreement, be deferred for possible selection at subsequent date.

B. Description included for each Alternate is recognized to be incomplete and abbreviated, but implies that each change shall be complete for scope of work affected. Refer to applicable Specification Sections, and to applicable Drawings, for specific work requirements. Coordinate related work and modify surrounding work as required to properly integrate with work of each alternate.

1.5 UNIT PRICES

A. Unit prices listed by Contractor on Bid Form will be used to price changes to Contract Sum. Such unit prices include all labor, material, equipment, overhead, profit, and taxes.

B. Unit Price Measurement and Adjustments of Contract Sum
   1. Keep daily log of each Unit Price item which includes -
      a. A description of Unit Price Item;
      b. Quantity;
      c. Date;
      d. Time of Day with place for AM and PM; and
      e. Signature of person preparing log.
   2. Submit copy of log to Architect with daily construction reports.
   3. Contract Sum will be adjusted by change order to reflect variance, if any, of actual quantities from amount included in base bid for each Unit Price.

1.6 PAYMENT PROCEDURES

A. Payment Requests
   1. Each Payment Request shall be consistent with previous requests and payments certified by Architect and paid for by Owner. Initial Payment Request, Payment Request at time of Substantial Completion, and final Payment Request involve additional requirements specified below.
   2. Payment Request Forms - Use Payment Request forms provided by Owner.
   3. Request Preparation -
      a. Complete every entry on Payment Request form. Incomplete applications will be returned without action.
      b. Entries shall match data on Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions have been made.
      c. Include amounts for Modifications issued before last day of construction period covered by request.
   4. Transmittal - Submit a single executed original Payment Request form to Architect. Include waivers of lien and similar attachments when required. Transmit each Payment Request form with transmittal form listing attachments and recording appropriate information related to request as directed by Architect.
   5. Initial Payment Request -
      a. Administrative actions and submittals that shall precede or coincide with submittal of first Payment Request include -
         1) List of Subcontractors.
         2) Copies of building permits.
         3) Copies of authorizations and licenses from governing authorities for
4) Initial progress report.
5) Minutes of preconstruction meeting.
6) Contractor's Construction Schedule, preliminary if not final.
7) Submittal Schedule, preliminary if not final.
8) Schedule of unit prices.

6. Payment Request At Substantial Completion -
   a. Following issuance of Certificate of Substantial Completion, submit Payment Request. Administrative actions and submittals that shall precede or coincide with this request include -
      1) Operations And Maintenance Manuals
      2) Change-over information related to Owner's occupancy, use, operation and maintenance.
      3) Final cleaning.
      4) Application for reduction of retainage, and consent of surety.
      5) Occupancy permits and similar approvals.
      6) Meter readings.

7. Final Payment Request -
   a. Administrative actions and submittals that shall precede or coincide with submittal of this request include -
      1) Completion of Project closeout requirements.
      2) Completion of items specified for completion after Substantial Completion.
      3) Assurance that unsettled claims will be settled.
      4) Assurance that work not completed and accepted will be completed without undue delay.
      5) Transmittal of required Project construction records to Owner.
      6) Proof that taxes, fees and similar obligations have been paid.
      7) Removal of temporary facilities and services.
      8) Removal of surplus materials, rubbish, and similar elements.
      9) Change of door locks to allow Owner's access.

B. Schedule Of Values
   1. Submit schedule of dollar values to Architect not less than 20 days before submission of first Payment Request as a condition precedent to processing first payment. Coordinate preparation of Schedule of Values with preparation of Contractor's Construction Schedule. Correlate line items in Schedule of Values with other required administrative schedules and forms, including -
      a. Contractor's Construction Schedule.
      b. Payment Request form.
      c. Subcontractors And Suppliers List.
      d. Schedule of submittals.
      e. Schedule of allowances.
      f. Schedule of alternates.

   2. Format And Content - Submit Schedule of Values on Owner's standard Payment Request form. The breakdown shall include pro rata part of overhead and profit for each line item so sum of items will equal Contract Sum. Breakdown shall correspond to items of work in Contractor's Construction Schedule including work of Subcontractors.

**PART 2 PRODUCTS** - Not Used

**PART 3 EXECUTION** - Not Used

END OF SECTION