

NORTHWESTERN UNIVERSITY
PROJECT NAME _____
JOB # _____
FC# _____

FOR: _____
ISSUED: 23 May 2022

SECTION 01 2900 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes

- 1. Administrative and procedural requirements necessary to prepare and process Applications for Payment.
- 2. Building Permit Payments

- B. Related Requirements:

- 1. Section 012100 "Allowances" for procedural requirements governing the handling and processing of allowances.
- 2. Section 012200 "Unit Prices" for administrative requirements governing the use of unit prices.
- 3. Section 012600 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
- 4. Section 013200 "Construction Progress Documentation" for administrative requirements governing the preparation and submittal of the Contractor's construction schedule.
- 5. Section 015000 "Temporary Facilities and Controls" for procedural and administrative requirements.
- 6. Section 017419 "Construction Waste Management and Disposal" for procedural and administrative requirements for construction waste management and disposal.
- 7. Section 017700 "Closeout Procedures" for administrative procedures and requirements related to Closeout.
- 8. Section 018113.13 "Sustainable Design Requirements - LEED for New Construction and Major Renovations" for administrative requirements governing submittal of cost breakdown information required for LEED documentation.

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3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with Project Manual table Tjgres-2m]Typ2.0

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- C. Application for Payment Forms: Use **[AIA Document G702 and AIA Document G703]** **[AIA Document G702/CMa and AIA Document G703]** as form for Applications for Payment.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. **[Architect]** **[Construction Manager]** will return incomplete applications without action.
1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
 2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
 3. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
 4. Indicate separate amounts for work being carried out under Owner-requested project acceleration.
- E. Stored Materials: Include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed. Differentiate between items stored on-site and items stored off-site.
1. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment, for stored materials.
 2. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.
 3. Provide summary documentation for stored materials indicating the following:
 - a. Value of materials previously stored and remaining stored as of date of previous Applications for Payment.
 - b. Value of previously stored materials put in place after date of previous Application for Payment and on or before date of current Application for Payment.
 - c. Value of materials stored since date of previous Application for Payment and remaining stored as of date of current Application for Payment.
- F. Transmittal: Submit two signed and notarized original copies of each Application for Payment to **[Architect]** **[Construction Manager]** by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
1. Submit one copy to the Owner's Representative at Northwestern University.
 2. Submit one copy to the Architect.
 3. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- G. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from entities lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.
1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
 2. When an application shows completion of an item, submit conditional final or full waivers.
 3. Owner reserves the right to designate which entities involved in the Work must submit waivers.

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- J. Application for Payment at Substantial Completion: After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
 - 1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 - 2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
 - 3. An Application for Payment at Substantial Completion will not be accepted until all required Substantial Completion Procedures have been completed.

- K. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
 - 1. Evidence of completion of Project closeout requirements.
 - 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 - 3. Updated final statement, accounting for final changes to the Contract Sum.
 - 4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
 - 5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
 - 6. AIA Document G707, "Consent of Surety to Final Payment."
 - 7. Evidence that claims have been settled.
 - 8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.

- B.** Final liquidated damages settlement statement.

1.6 BUILDING PERMIT PAYMENTS

- A. Submit necessary documentation to the Authority(ies) Having Jurisdiction to secure Building P