

**PART 1 GENERAL****1.1 SECTION INCLUDES**

- A. Cash Allowances.
- B. Schedule of values.
- C. Applications for payment.
- D. Change procedures.
- E. Defect assessment.
- F. Alternates.

**1.2 CASH ALLOWANCES**

- A. Costs Included in Cash Allowances: All costs of product, installation, overhead, profit and supervision.

**1.3 SCHEDULE OF VALUES**

- A. Submit printed schedule on AIA Form G703 - Continuation Sheet for G702. Contractor's standard form or electronic media printout will be considered.
- B. Submit Schedule of Values in duplicate within 15 days after date of Owner-Contractor Agreement.
- C. Format: Utilize Table of Contents of this Project Manual. Identify each line item with number and title of major specification Section. Identify site mobilization, bonds and insurance and supervision.
- D. Include separately from within each line item, direct proportional amount of Contractor's overhead and profit.
- E. Revise schedule to list approved Change Orders, with each Application For Payment.

**1.4 APPLICATIONS FOR PAYMENT**

- A. Submit one copy of each application on AIA Form G702 - Application and Certificate for Payment and AIA G703 - Continuation Sheet for G702.
- B. Content and Format: Use Schedule of Values for listing items in Application for Payment.
- C. Submit updated construction schedule with each Application for Payment.
- D. Payment Period: Submit Payment Application each month during construction of the Project. Submit with transmittal letter as specified for Submittals in Section 01330.
- E. Payment: If a Payment Application is submitted by the twenty-fifth day of the month for which payment is requested and the Application correctly states the amount of payment due for work actually performed and materials acquired for the time period, the Owner will release payment on or before the tenth day of the following month, or on the first day after the tenth day of the following month if the tenth day is a Saturday or a Sunday, or on the fifteenth day of the following month if the tenth day is a Legal Holiday.
- F. Substantiating Data: With each Payment Application submit:
  - 1. Copies of invoices from each entity performing work or providing materials for the time period.
  - 2. Description of materials stored off-site. Proof of insurance covering one-hundred percent replacement cost of off-site stored materials.
- G. Payment for products stored off the project site: When delay or added cost to Owner can be avoided by storing Products off Site Owner will make payment to Contractor for such Products provided Contractor shall:

1. Locate Storage Facilities within 20 mile of Project Site or within 50 miles of Architect's Office.
2. Make Storage Facilities available for Architect's observation.
3. Segregate and label Stored Products for specified Project.
4. Assume all risk for loss.
5. Assume responsibility for exceeding Product "shelf life."
6. Protect Stored Products and provide applicable Insurance against their damage, discoloration, and theft, listing the Owner and any Mortgagee as Additional Named Insureds.
7. Submit itemized Inventory and Schedule of Values for Stored Products together with Certificate of Insurance.

### **1.5 CHANGE PROCEDURES**

- A. Submittals: Submit name of individual authorized to receive change documents, and be responsible for informing others in Contractor's employ or Subcontractors of changes to the Work.
- B. The Architect will advise of minor changes in the Work not involving adjustment to Contract Sum/Price or Contract Time by issuing supplemental instructions on AIA Form G710.
- C. Request for Information (RFI): Requests for information, clarifications, interpretations and changes which may or may not change the contract sum shall be made on a form acceptable to the Owner, Architect and Contractor.
- D. The Architect may issue a Request for Information (RFI) including a detailed description of proposed change with supplementary or revised drawings and specifications, a change in Contract Time for executing the change and the period of time during which the requested price will be considered valid. Contractor will prepare and submit estimate within three days.
- E. Contractor may propose changes by submitting a Request for Information (RFI) to Architect, describing proposed change and its full effect on the Work. Include a statement describing reason for the change, and effect on Contract Sum/Price and Contract Time with full documentation and a statement describing effect on Work by separate or other Contractors. Document requested substitutions in accordance with Section 01600.
- F. Stipulated Sum/Price Change Order: Based on Proposal Request and Contractor's fixed price quotation or Contractor's request for Change Order as approved by Architect.
- G. Unit Price Change Order: For contract unit prices and quantities, the Change Order will be executed on fixed unit price basis. For unit costs or quantities of units of work which are not pre-determined, execute Work under Construction Change Directive. Changes in Contract Sum/Price or Contract Time will be computed as specified for Change Order.
- H. Construction Change Directive: Architect may issue directive, on AIA Form G713 Construction Change Directive signed by Owner, instructing Contractor to proceed with change in the Work, for subsequent inclusion in a Change Order. Document will describe changes in the Work, and designate method of determining any change in Contract Sum/Price or Contract Time. Promptly execute change.
- I. Change Order Forms: AIA G701 Change Order.
- J. Execution of Change Orders: Architect will issue Change Orders for signatures of parties as provided in Conditions of the Contract.
- K. Correlation Of Contractor Submittals:

1. Promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as separate line item and adjust Contract Sum/Price.
2. Promptly revise progress schedules to reflect change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
3. Promptly enter changes in Project Record Documents.

**1.6 DEFECT ASSESSMENT**

- A. Replace the Work, or portions of the Work, not conforming to specified requirements.
- B. If, in the opinion of the Architect, it is not practical to remove and replace the Work, the Architect will direct appropriate remedy or adjust payment.
- C. Individual specification sections may modify these options or may identify specific formula or percentage sum/price reduction
- D. Authority of Architect to assess defects and identify payment adjustments, is final.
- E. Non-Payment For Rejected Products: Payment will not be made for rejected products for any of the following:
  1. Products wasted or disposed of in a manner that is not acceptable.
  2. Products determined as unacceptable before or after placement.
  3. Products not completely unloaded from transporting vehicle.
  4. Products placed beyond lines and levels of required Work.
  5. Products remaining on hand after completion of the Work.
  6. Loading, hauling, and disposing of rejected products.

**1.7 ALTERNATES**

- A. None.

**PART 2 PRODUCTS**

NOT USED

**PART 3 EXECUTION**

NOT USED

END OF SECTION