SECTION 01 2000
PRICE AND PAYMENT PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES
A. Procedures for preparation and submittal of applications for progress payments.

1.02 RELATED REQUIREMENTS
A. Section 00 5000 - Contracting Forms and Supplements: Forms to be used.

1.03 SCHEDULE OF VALUES
A. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit draft to Architect for approval.
B. Forms filled out by hand will not be accepted.

1.04 APPLICATIONS FOR PROGRESS PAYMENTS
A. Payment Period: Submit at intervals stipulated in the Agreement.
B. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit sample to Architect for approval.
C. Forms filled out by hand will not be accepted.
D. Execute certification by signature of authorized officer.
E. Submit three copies of each Application for Payment.

1.05 MODIFICATION PROCEDURES
A. For minor changes not involving an adjustment to the Contract Sum or Contract Time, Owner will issue instructions directly to Contractor.
B. For changes for which advance pricing is desired, Owner will request, and Architect will issue a document that includes a detailed description of a proposed change with supplementary or revised drawings and specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Construction Manager shall prepare and submit a fixed price quotation within 7 days.
   1. Architect will notify Owner in writing within 48 hours of anticipated cost changes to Architect Fees due to requested change orders.
   2. Architect's additional service fees to be based on Hourly Rate Schedule submitted with Bid Proposal.
C. Computation of Change in Contract Amount: As specified in the Agreement and Conditions of the Contract.
   1. For change requested by Contractor, the amount will be based on the Contractor's request for a Change Order as approved by Owner.
   2. For pre-determined unit prices and quantities, the amount will be based on the fixed unit prices.
D. Substantiation of Costs: Provide full information required for evaluation.
   1. Provide the following data:
      a. Quantities of products, labor, and equipment.
      c. Credit for deletions from Contract, similarly documented.
   2. Support each claim for additional costs with additional information:
      a. Origin and date of claim.
      b. Dates and times work was performed, and by whom.
E. Execution of Change Orders: Owner will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.
F. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.

G. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.

H. Promptly enter changes in Project Record Documents.

1.06 APPLICATION FOR FINAL PAYMENT

A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.

B. Application for Final Payment will not be considered until the following have been accomplished:
   1. All closeout procedures specified in Section 01 7000.

END OF SECTION 01 2000