PART 1 - GENERAL

1.01 SCHEDULE OF VALUES:

Contractor shall submit a Schedule of Values for review and approval by the Engineer at the pre-construction meeting. The preferred form is appended to this Section and included in the "**Contractor Forms Workbook**", a Microsoft Excel spreadsheet program that includes most of the forms that the Contractor will be expected to submit during the life of the Contract. The "Contractor Forms Workbook" will be provided electronically to the Contractor by the Engineer upon contract execution, and the Engineer will provide instruction on its use and troubleshooting support as needed upon request.

Content of the Schedule of Values shall include the following:

A. Identify each line item including mobilization and demobilization with number and title of the respective Specification sections.

B. Include one line for mobilization costs. Total mobilization costs shall not exceed 10% of the Awarded Contract Price unless specifically approved by the Engineer. If administrative items such as contract bonds are identified separately in the Schedule of Values, the total of mobilization costs plus any such administrative items shall not exceed 10% of the Awarded Contract Price unless specifically approved by the Engineer.

C. Identify a separate line item for the production of and safe keeping of the Operations and Maintenance Manuals, Warranties and Bonds Manual, As-built drawings, annotated Project Manual, and all other Record Documents. **This item is minimally 1% for large project and minimally 3% for small projects (under $300,000).**

D. Include in each line item a directly proportionate amount of Contractor's overhead and profit.

E. For items on which progress payments will be requested for stored materials, break down the cost of materials, delivered and unloaded, including taxes and all applicable fees, and indicate the quantity.

F. Round off figures to the nearest whole dollar amount, if possible.

G. Verify that the sum of all items in the Schedule of Values equals the Awarded Contract Price.

1.02 APPLICATION FOR PAYMENT (PAY ESTIMATES):

A. Format and Data Required: Submit applications for payment using City of Seattle Department of Parks and Recreation Monthly Pay Estimate Forms with itemized data as established on Schedule of Values, and Change Orders information listed at the MP (modification proposal) level of detail. Procedures and terms will be presented and reviewed at the Pre-construction Conference. An example of the required form is appended to this section. The preferred method of preparing the form is to utilize the automated version that is included in the "Contractor Forms Workbook", a Microsoft Excel spreadsheet program that includes most of the forms that the

Contractor will be expected to submit during the life of the Contract. The "Contractor Forms Workbook" will be provided electronically to the Contractor by the Engineer upon contract execution, and the Engineer will provide instruction on its use and troubleshooting support as needed upon request.

B. For each progress payment cycle, the Engineer, Consultant, and Contractor shall agree on the percentage of work completed on each line item. This shall be the basis for the total amount payable identified on the Pay Estimate.

C. Preparation of progress payment applications ("Pay Estimates"):

1. Complete all required information including:
   a. Provide information based upon the approved Schedule of Values;
   b. Change orders approved prior to Application submittal date, with unit pricing broken down to correspond with individual modification proposals (MPs) included in the change order;
   c. Signature of responsible officer of Contractor.
2. Submit signed original of Pay Estimate with signed "Public Works Prevailing Wage Certification" statement, accompanied by the "Monthly Pay Application Cover Page" (examples of both these forms are provided at the end of this section, and the forms these are included in the "Contractor Forms Workbook) to the Consultant, who will review and approve requests for payment by signing the Pay Estimate or requesting changes before forwarding to the Engineer for his/her review, approval, and processing.

D. Substantiating Data for Progress Payments:

1. When the Engineer or Consultant requires substantiating data, the Contractor shall submit suitable information with cover letter including:
   a. Project Name.
   b. Application number and date.
   c. Detailed list of enclosures.
   d. For stored products: Identify item as shown on application; describe specific material; provide invoice from supplier.

1.03 UNIT PRICES: Not Used

PART 2 - PRODUCTS: *Not Used*

PART 3 - EXECUTION: *Not Used*

CITY OF SEATTLE - DEPARTMENT OF PARKS & RECREATION

SCHEDULE OF VALUES

PROJECT TITLE: _____ **PW Contract No.** _____

Contractor Name: _____ **Notice to Proceed Date:** _____

Contractor Address: _____ **Substantial Completion Date:** _____

_____ **Physical Completion Date:** _____

Ordinance Number: _____ **Working Days for Subst Compl:** _____

Activity (WC) Number: _____ **Retainage %** _____

Item #	Spec. Section	Item Description	Quantity	Unit Cost	Subtotal
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
54					
55					
CONTRACT TOTAL AMOUNT					

SAMPLE

APPROVAL SIGNATURES

CONTRACTOR CONST MANAGER DATE

PARKS PROJECT MANAGER DATE

DESIGNER/CONSULTANT DATE

PARKS CONSTRUCTION MANAGER DATE

PARK ENGINEER DATE

CITY OF SEATTLE, DEPARTMENT OF PARKS & RECREATION

CONTRACT MONTHLY PAY ESTIMATE

PROJECT TITLE: ______________________________

PW Contract No. ______________
Estimate No. ______________
Payment Through ______________
Summit PO No. ______________

Contractor Name: ______________________________
Contractor Address: ______________________________
____

Retainage % ______________
Sales Tax % ______________

Ordinance Number: ______________________________
Activity (WC) Number: ______________________________

Work Ite	Item Description	Code *	Item Value	Previous Payment	% Comple	Amount Due	Remaining Balance
TOTAL AMOUNTS			**$ -**	$ -		$ -	**$ -**

Notice to Proceed Date:	
Orig. Work Days for Subst Compl:	
Additional Subst Compl Days Allowed:	
Current Substantial Completion Due:	
Current Physical Completion Due:	
Time Used (Working Days):	
Amount Paid/Payable to Date:	$ -
Progress to Date:	
Progress Required:	
Retainage Withheld to Date:	$ -
Liquidated Damages* Withheld to Date:	$ -

Original Contract Price	$ -
CO's/MP'S/Extras to Date	$ -
<Credits to Date>	$ -
Sales Tax	$ -
Total Contract Value	**$ -**
Value of Work Done	$ -
Sales Tax	$ -
Contract Payment Due	$ -
<Less Retainage>	$ -
Amount Due Without Liquidated Damages*	$ -
<Liquidated Damages* Assessible>	$ -
Liquidated Damages* Deferred	$ -
AMOUNT PAYABLE:	**$ -**

** Liquidated Damages accrue at the rate of $1,000 per day for each working day of delay in substantial completion after deadline indicated above.*

SAMPLE

PUBLIC WORKS PREVAILING WAGE CERTIFICATION

I hereby certify that prevailing wages have been paid in accordance with the pre-filed Statement(s) of Intent to Pay Prevailing Wages on file with the Purchasing and Contracting Services Division of the Department of Finance and Administrative Services.

CONTRACTOR SIGNATURE* ______________________ DATE ______________

**This certification shall be signed by an authorized representative of the Contractor prior to payment pursuant to RCW 39.12.040.*

PAY ESTIMATE APPROVAL SIGNATURES

CONTRACTOR SIGNATURE	**DATE**	**DESIGNER SIGNATURE**	**DATE**
PROJECT MANAGER SIGNATURE	**DATE**	**PROGRAM MANAGER SIGNATURE**	**DATE**
PARK ENGINEER SIGNATURE	**DATE**	**DIRECTOR SIGNATURE**	**DATE**

SAMPLE

END OF SECTION