

READ THIS FIRST

This Project Spec Document may need additional modifications to suit your project. It is recommended that you proofread each section, paying attention to any “Notes” boxes such as this one--you should remove these “Notes” sections as you go. Also, do a search for all bracket characters “ [] “ as they are used to show you areas containing options or project specific details (you can use Microsoft Word’s Find feature {Ctrl-F} to jump to an open bracket “ [“ character quickly). Again, these bracket characters should be removed.

It is important that every paragraph be numbered to allow for easy referencing. If you use the document’s built in styles and formatting your outline should be fine (turn on the formatting toolbar by going to View > Toolbars > Formatting). Most paragraphs will use the style “Numbered Material” and can be promoted (Shift) or demoted (Shift-Tab).

You should not have to manually enter extra spaces, carriage returns or outline characters such as A, B, C, or 1.01, 1.02; the formatting will do this for you. The entire document is 11 pt. Arial. If you paste items in, you may need to reapply the “Numbered Material” format.

PART 1 GENERAL

1.01 DESCRIPTION

- A. This section identifies the requirements for identifying and measuring work and applying for contract payments.

1.02 REQUIRED SUBMITTALS

- A. Preconstruction Submittals:
 - 1. Submittals shall be made in accordance with the requirements of Section 01 32 19 - Preconstruction Submittals and as specified herein.
 - 2. As a Preconstruction Submittal, submit a Schedule of Values, which includes a complete cost breakdown of all lump sum bid items, whether for the entire Contract or lump sum bid items, showing the value assigned to each part of the Work (activity), including allowance for overhead and profit. The Schedule of Values shall also include any unit price or force account bid items. Upon acceptance of the Schedule of Values by the Engineer, it shall be used as a basis for all progress payments.
 - a. The cost of each activity shall be a portion of a lump sum price as it relates to each activity. The cost shall include labor, material, overhead and fee. Normally, cost for order/delivery activities will not be allowed. The cost of material and equipment shall be associated with the installation of such material and equipment unless otherwise required by the Engineer. The total cost of all activities shall equal the lump sum bid price for the bid item or total Contract as applicable.
 - b. On material where the Contractor anticipates requesting payment in advance of installation, it shall be identified as a separate line item in the Schedule of Values.
 - 3. As a Preconstruction Submittal , submit the force account labor and equipment rates:

- a. Submit for the Contractor and each subcontractor, a list of labor rates for each trade applicable to the scope of work to be performed.
 - (1) These submitted rates shall be broken down to include the base wage, fringes, FICA, SUTA, FUTA, industrial insurance and medical aid premiums as stated in the General Conditions.
 - (2) The rates shall not contain any travel time, safety, loss efficiency factors, overhead or profit.
 - (3) Rates shall be submitted for straight time, overtime and double time.
 - (4) Once the rates have been reviewed and accepted, they will become the basis for pricing labor in Change Order Work.
 - (5) Contractor shall provide proof of all labor rate costs as required by the Engineer including the submission of:
 - (a) the most current Workers Compensation Rate Notice from Labor & Industries and
 - (b) the Unemployment Insurance Tax Rate notice from the Employment Security Department.
 - (6) If labor rates change during the course of the project the Contractor may submit new rates for acceptance.
 - b. Submit for the Contractor and each subcontractor, a list of equipment and rates applicable to the scope of work to be performed.
 - (1) The equipment rates shall conform to the rates shown in the current Rental Rate Blue Book as modified by AGC\WSDOT Equipment Rental Agreement as stated in the General Conditions.
 - (a) In the event a specific piece of equipment does not appear or is applicable to the Rental Rate Blue Book as modified by the AGC\WSDOT Rental Rate Agreement specified rate, a rate shall be developed based on the terms of the Rental Rate Blue Book criteria.
 - (2) Once these rates are reviewed and accepted, they shall be used as the basis for pricing Change Order work.
 - c. No change orders will be processed for the Contractor or subcontractor until the respective labor and equipment rates have been submitted and accepted.
- B. Applications for Payment:
- 1. For each application for payment the Contractor shall submit the following on the date specified in the General Conditions:
 - a. Submit the following utilizing the Pay Application workflow in CMS:

- (1) Request for Progress Payment as required by Division 1 or as established by the Engineer.
 - (a) The final request for Progress Payment shall reflect Work 100% complete.
- (2) Certification that as-built drawings are current per Section 01 77 00 – Construction Project Closeout.
- (3) Certification of Payment to subcontractors and suppliers per G-08.03.D.
- b. Submit the following utilizing the Submittal workflow in CMS:
 - (1) Progress Schedule and narrative update as required by the schedule section of the Project Manual.
 - (a) The Engineer will determine if the Baseline schedule is acceptable for the first Pay Application.

Include the following subparagraph (b). only on Lump Sum Contracts.
NOTE: Lump Sum Contracts have the majority of work represented in lump sum line items on the bid sheet and do NOT have a Mobilization/Demobilization bid item.

- (b) One initial request for Progress Payment for expenditures not directly related to Work accomplished on the project will be allowed before the acceptance of the Contractor's schedule. This payment will be limited to such items as Permits, Bonds, and Insurance. A second request for payment will not be allowed without an accepted schedule.
 - c. Enter the following directly on the CDS website:
 - (1) "Monthly Amounts Paid to All Subcontractor Participants" per Section 00 83 00 – Civil Rights, Title VI, and Non-Discrimination.
 - 2. The progress payment will not become due or be processed until all required documentation is submitted.
 - 3. An approved "Statement of Intent to Pay Prevailing Wages" per the GC-04.06.D is required for payment to any Contractor or Sub-Contractors.
- 1.03 PREPARATION OF APPLICATIONS FOR PAYMENT
- A. Identify percentage complete for each item on the accepted Schedule of Values.
 - B. Add each item on an executed Change Order to the Schedule of Values, listing Change Order number and dollar amount as for an original item of Work.
 - C. Include backup documentation to support Unit Price or Force Account payment requests.
- 1.04 PAYMENT FOR STORED MATERIAL

- A. Payment for stored items will be in accordance with the General Conditions.
- B. With payment request for stored material, submit a copy of purchase order and proof of payment clearly identifying the material, specification reference, Contract number, and price. The following additional documentation may be requested:
 - 1. Notarized certification of payment from supplier.
 - 2. Copy of canceled check to supplier.
 - 3. Lien release from supplier.
- C. Payment request for stored material items may be included in monthly application for payment only after drawings and data submittals, if any are required, have been completed per Contract Documents.
- D. Establish the Port's title to such materials or equipment or otherwise demonstrate the Port's interest has been protected including applicable insurance and transportation for those items stored off-site.
- E. Partial payment for materials and equipment in advance of installation shall not constitute acceptance thereof and will not relieve Contractor of full responsibility for condition and subsequent acceptance by the Port. Faulty materials discovered will be rejected even though partial payment may have been made.

1.05 SUBSTANTIATING DATA

- A. When the Port requires substantiating information, submit data within seven (7) days of request justifying line item amounts in question.

1.06 UNIT PRICES

- A. Any unit prices listed in the Bid Form are complete including labor, plant, equipment, products, fees, and any incidental charges; and including allowance for overhead and profit. Unit prices are not for work required by the Drawings and Specifications that are stated as lump sums in the Base Bid.

1.07 MEASUREMENTS STANDARDS

- A. Measurement and payment descriptions for each item listed in the Bid Form are as set forth throughout the applicable sections of the Contract Documents and as noted herein.
 - 1. All bid items of work acceptably completed under the Contract will be measured by the Engineer according to United States standard measure.
 - 2. Measurements will be made as hereinafter provided unless otherwise provided for by their individual measurement specifications.
 - 3. The method of measurement and computations to be used in determination of quantities of material furnished or of Work performed under the Contract will be those methods generally recognized as conforming to accepted engineering practice and will be carried to the proper significant figures or fractions of units for each item to conform to the usual practice of the Port Engineering Department.
 - 4. Items of Work for which payment is made by a "Lump Sum" will be measured as a complete unit. Partial payment, if made, will be made according to [the completed percentage of the Lump Sum unit as

determined by the Engineer] [the completed percentage of the various components of the lump sum item detailed in a Schedule of Values].

B. Weighing Equipment:

1. Scales for the weighing of natural, manufactured or processed construction materials obtained from natural deposits, stockpiles or bunkers, which are required to be proportioned or measured and paid for by weight, shall be furnished, erected and maintained by the Contractor, or be certified, permanently installed commercial scales.
2. In the event the Contractor elects to furnish, erect and maintain weighing equipment at the site, such equipment shall meet the requirements and conditions set forth in State of Washington Standard Specifications for Road, Bridge and Municipal Construction, current edition.

C. Measurement of Quantities:

1. Unless otherwise specified, measurements will be made horizontally or vertically. In determining the area for items bid on a square yard basis, the measurements will be on the neat dimension indicated on the drawings or as altered by the Engineer.
2. Structures will be measured according to neat lines indicated on the drawings or as altered by the Engineer to fit field conditions.
3. All items which are measured by the linear foot, such as sewers, water mains, pipe culverts, gutters, under-drains, etc., will be measured parallel to the base or foundation upon which such structures are placed, unless otherwise noted on the drawings or specifications. Drainage system pipes, including but not limited to storm drain, sewer or IWS, are measured to the inside face of the manhole or catch basin. Pressurized pipes, including but not limited to water mains, are measured to the point of connection.
4. In computing volumes of excavation and embankment, the method used will be average end-area method, or as stated in the appropriate sections of the specifications.
5. The term "gage," when used in connection with the measurement of plates, means the U.S. Standard Gage, except that when reference is made to measurement of galvanized sheets used in the manufacture of corrugated metal pipe, metal plate pipe culverts and arches, and metal cribbing, the term "gage" or thickness means that specified in AASHTO M 36, M 167, M 196, M 197 or M 219. Corrugated siding or roofing or coated material gage shall refer to material measurement before coating or covering.
6. When the term "gage" refers to the measurement of wire, it means the wire gage specified in AASHTO M 32.
7. The term "ton" means the short ton consisting of 2,000 pounds avoirdupois. All materials that are measured or proportioned by weight shall be weighed in accordance with the standards set forth in this section. Trucks used to haul material being measured by weight, shall be weighed empty and each truck shall bear a plainly legible identification mark.
8. Materials to be measured by volume in the hauling vehicle shall be hauled in approved vehicles and measured therein at the point of delivery.

Vehicles for this purpose may be of any size or type acceptable to the Engineer, provided that the body is of such shape that the actual contents may be readily and accurately determined. When required by the Engineer, the loads shall be leveled when the vehicles arrive at the point of delivery to facilitate measurement.

9. When a complete structure or structural unit or piece of equipment is specified as the unit of measurement, the unit will be construed to include all necessary fittings and accessories.
10. When standard manufactured items are specified, such as railroad rail, ties, fence, wire, plates, rolled shapes, pipe conduit, etc., and these items are identified by gage, unit weight, section dimensions, etc., such identification will be considered to be nominal weights or dimensions, not including bolts or other connectors. Unit Prices bid should include allowances for any bolts and connectors. Unless more stringently controlled by tolerance in cited specifications, manufacturing tolerances established by the industries involved will be accepted.
11. No measurement will be made for work performed or materials placed outside of lines indicated on the plans or established by the Engineer; materials wasted, used or disposed of in a manner not called for under the Contract; material rejected after it has been placed, by reason of the failure of the Contractor to conform to the provisions of the Contract; hauling and disposing of rejected materials; material remaining on hand after completion of the work; or other Work or material payment for which is contrary to the provisions of the Contract.

PART 2 PRODUCTS - Not used

PART 3 EXECUTION - Not used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

- A. No separate measurement or payment will be made for the Work required by this section. The cost for this portion of the Work will be considered incidental to, and included in the payments made for the applicable bid items in the [Schedule of Unit Prices] [Lump Sum price] bid for the Project.

End of Section
