


**SAN FRANCISCO PUBLIC UTILITIES COMMISSION
WATER SYSTEM IMPROVEMENT PROGRAM
CONSTRUCTION MANAGEMENT PROCEDURES**

SECTION: WSIP CONSTRUCTION MANAGEMENT	APPROVED: 
PROCEDURE NO.: 010 TITLE: APPLICATIONS FOR PAYMENT	DATE: 10/25/13 REVISION NO.: 3

1.0 Policy

This CM Procedure defines a standardized approach for preparing, reviewing, processing, and maintaining of records for Applications for Payment. The Contractor shall submit an Application for Payment in accordance with the Contract for each pay period on the 25th day of the month, accompanied by the required submittals as defined by the Contract and listed in this procedure. The Application for Payment shall be made against the pay items defined in the Schedule of Bid Prices, which corresponds to a summary of the Schedule of Values contained in the Project Schedule. All Applications for Payment shall be reviewed and processed in a timely manner such that payment is made within fifteen (15) business days after Application for Payment is determined to be complete and recommended for approval by the Project CM, and forwarded to SFPUC Contracts Administration Bureau for entry into the SFPUC Workflow System for processing, certification and payment . The Project CM shall maintain accurate and comprehensive records to provide an audit trail at all times throughout the project.

This CM Procedure is subject to revision upon deployment of the SFPUC On-line Invoicing System. The SOLIS is a department-wide electronic invoicing system under development that will permit the Vendor or Contractor to input an invoice directly into the Contracts Administration Bureau and SFPUC Financial Services Bureau Invoice Processing System.

This CM Procedure applies to all personnel working on the Water System Improvement Program (WSIP) to the extent that their Work is affected by these WSIP Construction Management (CM) Procedures and does not conflict with specific San Francisco Public Utilities Commission (SFPUC) policies or the Contract under which the Work is executed.

2.0 Description

The Contractor uses Applications for Payment to apply for compensation for Work performed in accordance with the Contract. Applications for Payment provide a detailed documentation of the progress and costs of the Work during the payment period and accumulated over the duration of the Contract.

3.0 Definitions

3.1 Schedule of Bid Prices

The Schedule of Bid Prices is a tabulation of the bid items (as indicated in Contract Document 00410) based on the Contractor's Bid Prices.

3.2 Schedule of Values

The Schedule of Values is a product of the cost-loaded Construction Schedule at project inception and of the Updated Monthly Construction Schedule at the time an Application for Payment is submitted. It provides a breakdown of all bid items in the Schedule of Bid Prices into Work activities for the purpose of facilitating an accurate assessment of the Contractor's progress.

The Schedule of Values shall be organized in accordance with the requirements given in the Contract Specification 00700, General Conditions, and Contract Specification 01026, Schedule of Values for Lump Sum Work, and as otherwise directed by the City Representative.

The total of all items in the Schedule of Values shall equal the award amount of the Contract as amended by approved Change Orders and must correlate directly to the manner in which the Construction Schedule is organized and printed.

3.3 Contractor Payment Estimate Package

The Contractor Payment Estimate Package includes the Contractor's Payment Estimate, updated Monthly Construction Schedule, updated Summary Schedule, updated Schedule of Values and updated Interim Contractor's As-Built Drawings. The Project CM Team works with the Contractor to reach an agreed-upon progress assessment of the project prior to the Contractor's submittal of the Application for Payment.

In the Contractor Payment Estimate Package, the Contractor provides the basis of progress payments, showing the Contractor's assessment of progress and cost data for each item of the Schedule of Bid Prices as a percentage completed of Lump Sum Items or Units installed for Unit Price items, both on a current period and cumulative-to-date

basis, quantities installed, materials stored, estimated costs, and percentage of construction completed. The Contractor Payment Estimate is a direct product of the updated Schedule of Values.

3.4 Application for Payment

The Application for Payment is entered by the Contractor into the CMIS, after the Contractor Payment Estimate Package is approved by the Project CM. The Application for Payment is reviewed by the FCA for compliance with Contract Specifications and for consistency with the Contractor Payment Estimate Package prior to forwarding it to the Project CM for approval.

Upon approval, the Project CM signs the CMIS generated Application for Payment Form. The signed Application for Payment, with all additional required documents, is forwarded to the Contracts Administration Bureau for introduction into the SFPUC Workflow System for processing, certification and payment.

3.5 Allowance Bid Items

Bid Items to be paid under Allowances are Work with undefined quantity and/or scope. Example of this Work is Environmental Mitigation Measures, handling, transportation and disposal of contaminated or hazardous excavated material.

3.6 Construction Management Information System (CMIS)

The WSIP Construction Management Information System (CMIS) is an on-line management tool for the processing of contract documents based on established construction management business processes. It serves as a tool for effective storage and retrieval of various documents generated during a construction project.

Processing of Applications for Payment will utilize the WSIP CMIS Application for Payment Module, which is a process-specific portion of the CMIS application designed to facilitate the processing of Applications for Payment, electronic retention of data and documents pertinent to Applications for Payment and reporting of Applications for Payment and the status of their process. The CMIS is designed for Contractor submittal entry and Project CM response directly into the system.

3.7 Workflow

Workflow is a SFPUC department-wide electronic document approval/management system used by the Contracts Administration Bureau (CAB) and SFPUC Financial Services Bureau to process and track invoices through approval and payment.

4.0 Responsibilities

4.1 Contractor

The Contractor prepares and submits the Updated Monthly Construction Project Schedule, Updated Summary Schedule and Schedule of Values, ensuring that all approved Changes are incorporated.

The Contractor submits the Contractor Payment Estimate Package for review and approval by the Project CM, and provides the Contractor's Interim As-Built drawings for review. Upon approval of the Contractor Payment Estimate Package, the Contractor submits the Application for Payment in CMIS, and the required additional submittals listed in Paragraph 0.

4.2 Project Construction Manager (Project CM)

The Project CM implements the Applications for Payment procedures, ensures the review and verification of the Contractor's Payment Estimate Package and Application for Payment, negotiates agreement with the Contractor for percentages complete and/or quantities contained in the Application for Payments, and recommends the Application for Payment for approval.

4.3 Construction Schedule/Cost Specialist

The Construction Schedule/Cost Specialist assists the Project CM's review of the Contractor's Payment Estimate Package and Application for Payment by verifying the progress and cost reported by the Contractor.

The Construction Schedule/Cost Specialist is responsible for verifying that approved Change Orders are incorporated accurately into the Schedule of Values.

4.4 Field Contracts Administrator (FCA)

The Field Contracts Administrator (FCA) assists the Project CM's review of Applications for Payment for compliance to Contract requirements, validates, processes, and records payment of Applications for Payment in CMIS, and maintains an Application for Payment file.

4.5 Office Engineer (OE)

The Office Engineer reviews the Contractor's Interim As-Built Drawings to verify compliance and accuracy, coordinates with the Lead QA Inspector to review Daily QA Inspection Reports to compare to the Contractor's Interim As-Built Drawings and with the Project Schedule/Cost.

4.6 Administrative Document Control Specialist (ADCS)

The Administrative Document Control Specialist is responsible for logging and filing the Application for Payment and all associated documentation upon receipt of the Contractor's Estimate Package, Field Approved Application for Payment and certified payment of the Application for Payment.

4.7 City Regional Construction Manager (City RCM)

The City Regional Construction Manager monitors the Application for Payment process for each assigned project and resolves payment conflicts that may arise between the Contractor and the Project CM Team. The City RCM approves the Contractor Application for Payment through the CAB Workflow System invoice approval and tracking process.

4.8 Regional Project Manager (RPM)

The Regional Project Manager is responsible for monitoring project costs and funding and for approving the Contractor's Applications for Payment through the CAB Workflow invoice approval and tracking process.

4.9 Contracts Administration Bureau (CAB)

The Contracts Administration Bureau is responsible for receiving and processing the signed Application for Payment through the approval and certification. CAB ensures that all contractually required HRC Forms, certified payroll and insurance forms are complete and compliant and that Application for Payment is fully approved before submitting to SFPUC Financial Service Bureau for payment.

The CAB identifies line items in the Application for Payment that are subject to short pay and shall coordinate with the FCA for the reconciliation of the payment to the Contractor to the Application for Payment.

4.10 Financial Services Bureau

The Accounting Division of the Financial Services Bureau is responsible for payment of Applications for Payment and for the accounting of the project actual costs.

5.0 Implementation

The Contractor Application for Payment is a monthly application for progress payment for Work accomplished, and materials purchased and stored during the payment period. Payment is made against the line items of the Schedule of Bid Prices documented in the Contract, and progress is measured by the Updated Monthly Construction Schedule and the Schedule of Values which is a product of the cost-loaded schedule.

The Application for Payment is made and processed in four (4) phases with the durations as shown:

- Prior to the 25th day of the month, the Contractor submits for the Project CM's review and approval the Contractor Payment Estimate Package containing all documents necessary to verify the progress of the Work.
 - Duration: Five (5) working days; if additional time is required to reconcile differences between the Project CM's assessments of the progress of the Work, an additional three (3) working days may be allotted with Contractor concurrence.
- Upon concurrence and approval of the Project CM that the progress of the Work is accurately measured and documented, the Contractor submits the Application for Payment into CMIS.
 - Duration: One (1) working day.
- The Project CM Team reviews and the Field Project CM recommends the Application for Payment for approval.
 - Duration: One (1) working day.
- The Field Approved Application for Payment is submitted to the CAB for processing for payment. After the Application for Payment is paid, the Project CM Team reconciles the Application for Payment data in CMIS.
 - Duration: Fifteen (15) working days

5.1 Schedule of Bid Prices Submittal and Update

The Schedule of Bid Prices is documented in the Contract. At the inception of the project, the FCA enters the Schedule of Bid Prices into the Contract Module of CMIS. The Schedule of Bid Prices is the basis for calculation of payment of items after the calculation of Work progress in the Updated Monthly Construction Schedule and Schedule of Values.

The FCA amends the Schedule of Bid Prices in CMIS during performance or at completion of the Work in accordance with approved Change Orders, refer to CM Procedure No. 016, Change Management Process. Such amendments are in the form of additional line items in the Schedule of Bid Prices representing the sum value of approved and certified Change Orders. Nothing in the original Schedule of Bid Price line item shall be modified after award of the Contract.

5.2 Initial Schedule of Values Submittal

At the inception of the project, the Contractor submits a detailed Schedule of Values, which is a product of the cost-loaded Project Baseline Schedule. The Schedule of Values provides the basis for the Contractor's progress of Work measurement. All Bid Items must

be represented in sufficient detail to allow the Project CM to accurately verify measurement of progress and associated payment.

As part of the project kickoff, the Program Construction Management (PCM) team shall meet with the Contractor and Project CM Team members, including the Construction Schedule/Cost Specialist, OE and Lead QA Inspector to provide guidance regarding assessment, tracking, and tabulation of the progress, including quantities, of the items on the Schedule of Values in order to conduct timely and consistent review and to document Applications for Payment.

Each month thereafter, the Contractor shall submit, along with the Updated Monthly Construction Schedule, an updated Schedule of Values representing the Value of Work completed.

5.3 Contractor's Payment Estimate Package

5.3.1 The Contractor shall submit a Contractor Payment Estimate Package each month prior to the 25th day of the month to allow sufficient time for review (see the suggested durations listed in Paragraph 5.0). The Project CM's approval of the Contractor Payment Estimate Package is the basis of the Contractor's subsequent input of the Application for Payment into CMIS. The Contractor Payment Estimate Package shall contain the following elements:

- Updated Monthly Construction Schedule, Summary Schedule and Schedule of Values to reflect the Contractor's assessment of progress of the Work and associated costs.
- Monthly Contractor's Progress Report with documentation showing completion of Work.
- Notification to the Project CM that the Interim Contractor's As-Built Drawings are available for review.
- Contractor Payment Estimate of the progress and cost of Work performed for the subject period, including the Value of any Extra Work performed to date, the Value of the materials and equipment delivered and stored on site but not yet incorporated into the Work, and the Value of any credits due the Owner. The Contractor Payment Estimate is in the Form of the Schedule of Bid Prices.

5.3.2 The Office Engineer, along with the Lead QA Inspector, reviews the Interim Contractor's As-Built Drawings for completeness, accuracy and currency, and advises the Project CM on their acceptability. The Project CM may instruct the FCA to withhold 25% of the total amount of the Application for

Payment, if the Contractor's Interim As-Built Drawings are not satisfactory.

- 5.3.3 The Project CM reviews the Monthly Contractor's Progress Report for conformance with the required information and determines what, if any, additional information is needed from the Contractor to complete the report.
- 5.3.4 The Project CM, with the assistance from the Construction Schedule/Cost Specialist, reviews the Contractor's Payment Estimate prior to the 25th day of the month. The Project CM ensures that the Contractor Payment Estimate includes the value of any extra work performed that has been authorized by an approved Change Order. The amount and Value of Extra Work may be estimated in the same way Contract items are estimated. The Project CM must also ensure that the Contractor Payment Estimate includes the value of any credits due the City. Contract credits must be taken on the first period following the originally scheduled completion date of the work that is affected by the credit. The Project CM also determines if there are any withholdings, such as liquidated damages.
- 5.3.5 The Project CM shall require the Contractor to submit a listing of stored materials for which partial payment is requested prior to installation. The list of materials must show the appropriate cost of the materials separate from the cost of installation. Advance payment for materials is intended to be used for major equipment/material items only. The Project CM ensures the verification of the accuracy of the listing of stored materials. Prior to inclusion of such materials into any progress payment, the Project CM verifies that the following requirements set forth in the Contract have been met as follows:
- The Contractor has submitted copies of original invoices and has certified that payment has been made to the supplier.
 - The Contractor has submitted a Schedule of Values incorporating the materials and equipment as pay items in accordance with the applicable provisions of the specifications.
 - Other requirements detailed in the Contract have been satisfied.
 - Certain Contracts may allow for payment for materials and equipment stored offsite. The Project CM must verify that payment is permissible under the Contract and that conditions are met prior to approving such payment. Such

a contract will require that the Contractor to submit a detailed Cost allocation showing separate costs for:

- a. Materials and Equipment;
- b. Delivery;
- c. Installation;
- d. Vendor Data;
- e. Related start-up and testing requirements, if applicable;
- f. Related Operations, Maintenance and Service Manuals, if applicable.

5.3.6 Once approved, the allocation under the above items forms the basis for payment for the materials and equipment on hand, and limits payments to those materials and equipment.

5.3.7 Unit Price Items:

- a. Where Unit Price Items appear in the Schedule of Bid Prices, the Project CM must maintain tabulations for each Unit Price Bid Item showing the quantities installed and paid. Other information should include the bid item number, bid quantity and description, unit of measurement, Unit Price, quantity installed, and date of Work performed.
- b. Actual pay quantities shall be mathematically computed, measured, and counted. The computations must be prepared in a conventional manner, using standard calculation sheets, which are neat, legible, dated, signed, and assigned a pay item number and title. Reference shall be made to applicable drawings.
- c. Certain Bid Item pay quantities may be derived from certified shipping weights, bar lists, scale weights, cut sheets, meter readings, and mill test reports, as outlined in the Contract Specifications.

5.3.8 Lump Sum Pay Quantities:

- a. The Project CM shall assess progress payments made against Lump Sum Bid Items which require using supporting data, including: Daily QA Inspection Reports, Quantity Surveys, Contractor's Interim As-Built Drawings and physical inspection(s) of the Work. The detailed Contractor's Schedule of Values, which is approved prior to the start of work, provides a sound basis for agreement between the Contractor and Project CM on quantities of work completed during the period. However, the Project CM must ensure that the level of detail is sufficient to

readily assess the cost percentage completion of each Lump Sum Bid Item.

- b. Following review of the Contractor's Estimate of Work, if there is not agreement on any proposed payment item, the Project CM must meet with the Contractor and negotiate agreement for the Value of Work completed during the payment period. This must be accomplished prior to the 25th day of the month, unless the Contractor concurs in writing to extend the negotiation period.

5.3.9 Allowance Bid Items

Where a Bid Item is indicated in the Contract to be paid under an Allowance, whether it is a unit price items with undefined quantity or a Lump Sum Item with undefined quantity and scope, the Project CM with the help of his FCA and PE will estimate a quantity and prepare a scope to be given to the Contractor in a form of Work Order.

Each time Work is needed to be performed under this Bid Item, the Allowance Work Order (see attachment 4) shall be submitted to the RPM/PM for approval.

Work and payment for the Work under Allowance Bid Items shall proceed as a Force Account Work and shall apply with Force Account Work Contract Section 00700.607 and CM Procedure No. 036 Administration of Force Account (T&M).

5.4 Applications for Payment

- 5.4.1 Upon approval of the Contractor Payment Estimate Package, the Project CM will instruct the Contractor to enter an Application for Payment into CMIS.
 - a. On the 25th day of the month, the Contractor enters the Application for Payment into the CMIS Application for Payment Module based on the approved Contractor's Payment Estimate Package.
- 5.4.2 The Contractor shall enter the quantity, at the line item, of units installed or actual value of lump sum work accomplished.
 - At no time should the claimed value of work exceed that which was accomplished.
 - At no time should the claimed value of work exceed the value of the Schedule of Bid Price line item to which that work is assigned.
 - The value of the claim for payment for materials purchased but not installed shall not exceed 70% of the total value or total units of the pertinent Schedule of Bid Price line item or

the percentage allowed for by the contract. This value shall be entered in the "This Period" field of the line item and shall not be entered as Materials Stored. The remaining value of the line item shall be entered into subsequent Applications for Payment as the Work is performed.

- b. The Contractor uses the CMIS "Ball in Court" function to forward the action to the Project CM team for approval. The Application for Payment is addressed to the Project CM as City Representative. The responsibility to administer the Application for Payment is delegated to the FCA, to whom the Ball in Court is assigned.

5.4.3 Concurrent with or before the submittal of the Application for Payment, the Contractor submits the following required submittals:

- Human Rights Commission (HRC) Forms, as required;
- Insurance Certificates, if required by policy renewal;
- Certified Payroll (submitted either in hardcopy or electronically using the City approved Project Reporting System (PRS)).

5.4.4 Upon receipt of the Application for Payment in CMIS, the FCA, with assistance from the Construction Schedule/Cost Specialist, processes the Application for Payment as described below. If the Application for Payment is not compliant with contractual requirements, or if required documents are not included in the Application for Payment Package, either as delivered hardcopy documents or electronic documents attached to the CMIS Application for Payment Record, the FCA shall reject the Application for Payment and notify the Contractor by e-mail regarding the required documents or information.

The FCA shall:

- a. Verify the entry of the progress and cost values in the Application for Payment against the agreed-upon Contractor Payment Estimate, and correct discrepancies in CMIS, noting at the line item the reason for modification.
- b. Consult with the RPM to verify that sufficient funds remain in the Contract to cover the value of the Application for Payment, and that the labor rates are correct.
- c. Verify the quantities and condition of material stored.
- d. Verify retention amount.

- e. Check expiration dates of the Contractor's Insurance Certificates.
- f. Verify required HRC Forms. The Contractor should submit these forms simultaneously with the submittal of the Application for Payment into CMIS.
- g. Verify that Certified Payrolls for the time period involved were submitted to the Office of Labor Standards Enforcement (OLSE) either electronically or via hardcopy. Check that the Contractor has been maintaining OLSE sign-in sheets.
- h. Assemble the Progress Payment Package consisting of the Application for Payment (Attachment 10-6), HRC Forms, Insurance Certificates, Certified Payroll and Subcontractor Invoices.
- i. Prepare and verify completeness of the Application for Payment.
- j. Obtain the signature of the Project CM as recommendation for approval.
- k. Maintain payment record/history of each Bid Item.

5.5.5 The Project CM reviews and signs the Application for Payment as recommendation for approval and returns it to the FCA.

5.5.6 The FCA ensures that the ADCS maintains a complete and documented hardcopy and electronic records of the entire Application for Payment. Records shall include all elements of the Contractor Payment Estimate Package, including documentation of negotiation, the Application for Payment signed by the Project CM, and documents required to be submitted with the Application for Payment. These records must include all necessary data to support the respective percentage complete or quantities installed and paid to date. To the degree possible, all pertinent documents shall be retained in electronic form as attachments to the Application for Payment record in CMIS. All documents shall be filed in hardcopy in the Project CM team's hardcopy files.

The Pay Records are subject to audit and must be maintained in a neat and orderly manner and kept up-to-date at all times.

5.5.7 The ADCS scans and attaches all elements of the Contractor Payment Estimate Package and Application for Payment to the Application for Payment Record in CMIS, and forwards via e-mail the complete Application for Payment to the FCA.

- 5.5.8 The FCA transmits via e-mail the complete Application for Payment Package to the Contracts Administration Bureau (CAB) for further processing and payment.
- 5.5.9 The CAB processes the Application for Payment using Workflow System, verifying the required additional submittals and forwarding the invoice package for approval, in turn, to the RPM and RCM. The CAB forwards the approved Application for Payment to Accounting Division of Financial Service Bureau for payment.
- 5.5.10 Upon payment of the Application for Payment, the CAB notifies the RPM via an e-mail that specifies the amount paid to the Contractor. The RPM forwards the e-mail to the Project CM who, in turn forwards the e-mail to the FCA and ADCS.
- 5.5.11 The FCA reconciles the amount paid to the Contractor to the Application for Payment, and coordinates with the CAB in order to account for and report to the Project CM any changes to the payment by CAB or SFPUC Accounting Division of Financial Services Bureau.

6.0 Other Procedural Requirements

6.1 Schedule of Bid Prices

The Schedule of Bid Prices, logged into the CMIS Contracts Module, is subject to modification during the course of the project by approved Changes to the Contract. This procedure is described in CM Procedure No. 016, Change Management Process.

6.2 Unit Price Items and Allowances

- 6.2.1 Application for Payment line items shall not exceed the Unit Price and Allowance Bid Items values in the Schedule of Values or the Bid Proposal line item without prior authorization through an approved change order.
- 6.2.2 When the Application for Payment line item value has reached 80% of the value of the Unit Price or Allowance Bid Item and the Project CM determines that the Work will exceed the value of the Bid Price line item, the Project CM shall issue a Change Order for the anticipated added cost of Work prior to that Work being performed.
- 6.2.3 No additional billing shall be made to Schedule of Bid Price line items for which work is complete and the billed value shall not exceed the value of the completed work. The Percent Complete value shall be a true representation of the

percentage of the value of the Unit Price and Allowance Schedule of Bid Price line item that has been expended and shall remain unchanged for the duration of the contract period.

- 6.2.4 A Bid Reconciliation Change Order shall be issued at the discretion of the Project CM to adjust the total Contract value to account for the unused funds associated with Unit Price and Allowance Schedule of Bid Price line items.

7.0 References

7.1 Technical Specifications

- No. 00410 Schedule of Bid Prices
- No. 00460 Highest Prevailing Wage Rate Certification
- No. 00640 HRC Contract Forms
- No. 00700 General Conditions
- No. 00805 Insurance Requirements
- No. 01020 Allowances
- No. 01026 Schedule of Values for Lump Sum Work
- No. 01027 Applications for Payment
- No. 01310 Progress Schedules

7.2 CM Procedures

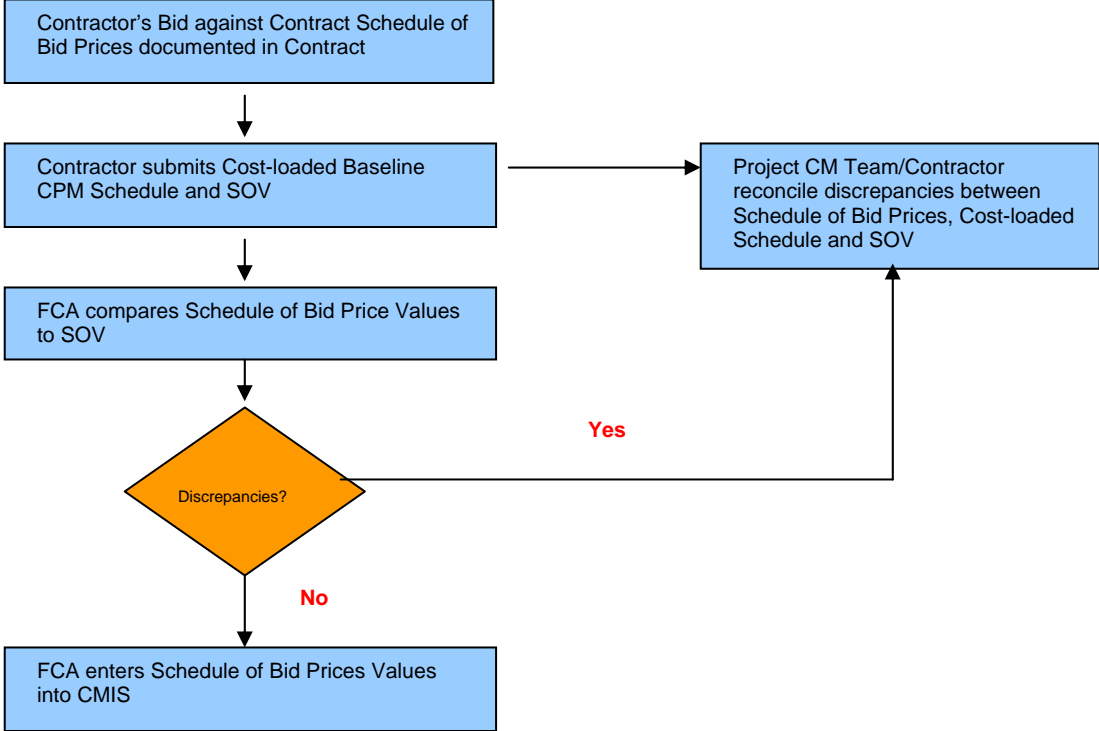
- No. 004 Submittals
- No. 006 Document Control and Correspondence
- No. 007 Daily QA Inspection Reports
- No. 015 Construction Schedule Management
- No. 016 Change Management Process
- No. 020 Project Construction Progress Reports
- No. 035 Certified Payroll Reports
- No. 036 Administration of Force Accounts (T&M)

8.0 Attachments

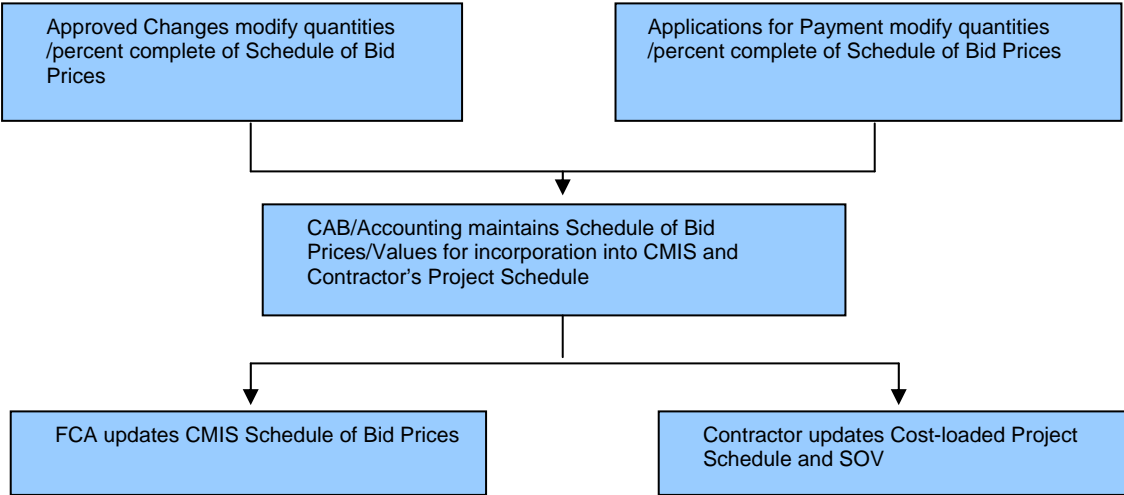
- 10 - 1 Schedule of Bid Prices, Schedule of Values
Process Flow Chart
- 10 - 2 Change Order Implementation Flow Chart
- 10 - 3 Application for Payment Process Flow Chart
- 10 - 4 Allowance Work Order
- 10 - 5 Application for Payment
- 10 - 6 Application for Payment Log
- 10 - 7 Revision Control Log

Attachment 010 - 1
Schedule of Bid Prices, Schedule of Values Process Flow Chart

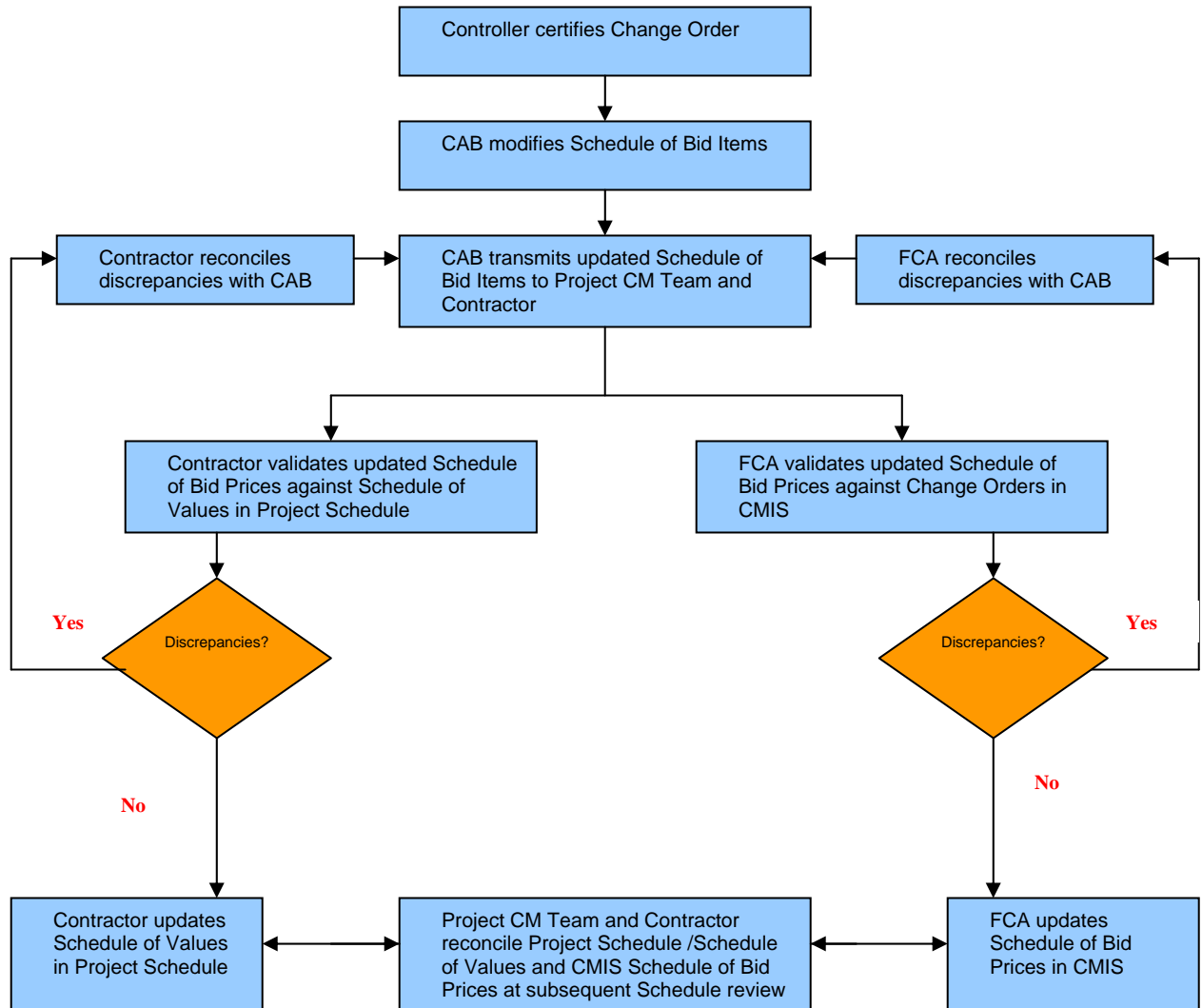
Preparation at Project Inception



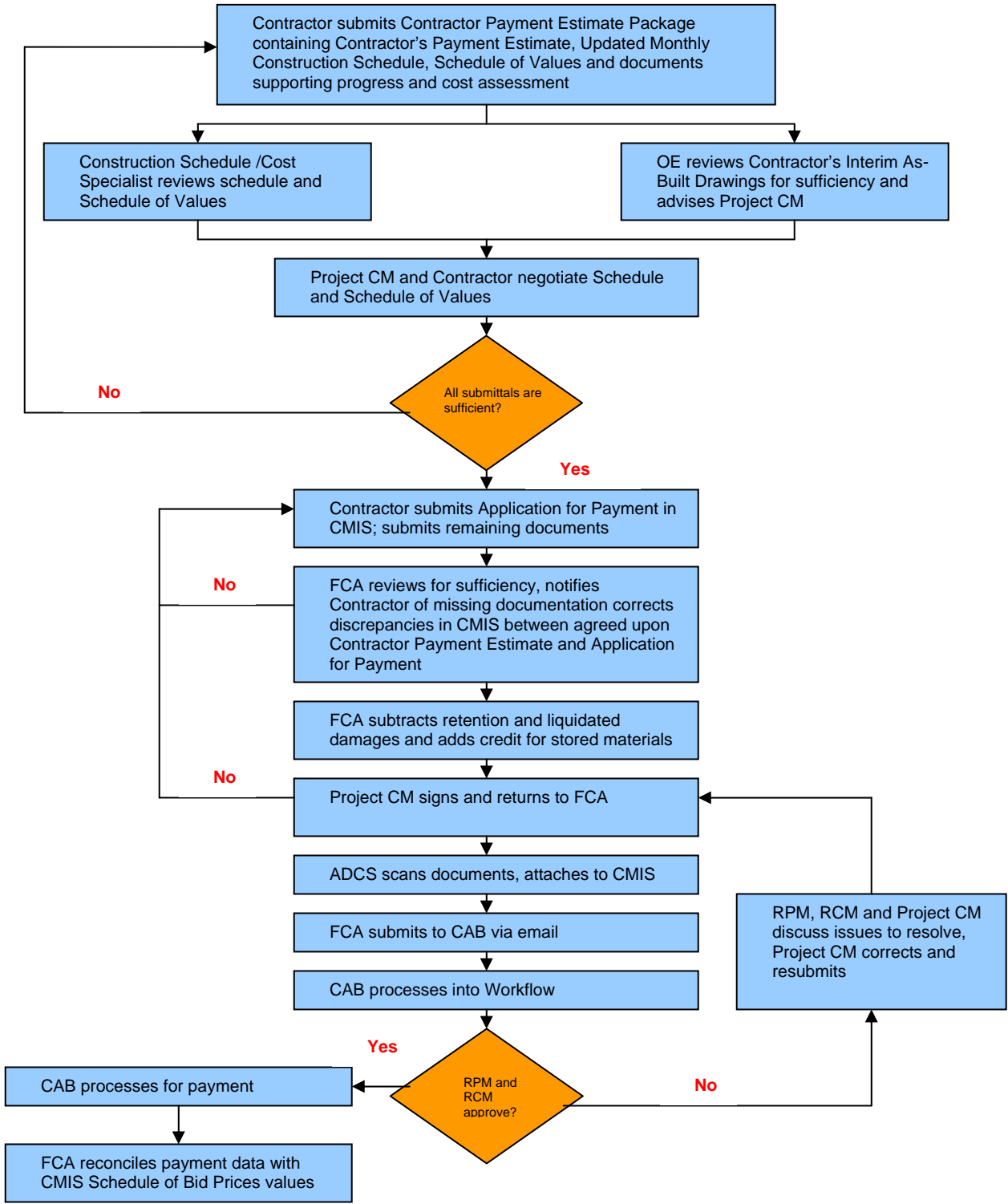
Maintenance during Project Execution



Attachment 010 - 2 Change Order Implementation Flow Chart



Attachment 010 - 3 Application for Payment Process Flow Chart





Attachment 010 - 4

ALLOWANCE WORK ORDER

 <p style="font-size: 8px;">Services of the San Francisco Public Utilities Commission</p>	<p>SAN FRANCISCO PUBLIC UTILITIES COMMISSION WATER SYSTEM IMPROVEMENT PROGRAM</p>	 <p style="font-size: 8px;">HETCH HETCHY WATER SYSTEM IMPROVEMENT PROGRAM</p>
<p>WORK ORDER NO.:</p> <p>PROJECT NAME:</p> <p>CONTRACT NO:</p> <p>DATE:</p>	<p>CONTRACTOR NAME:</p> <p>BID-ITEM No. /CHANGE ORDER NO.:</p> <p>PROJECT CM:</p>	
Total Allowance Amount:		\$000,000,000.00
Requested Allowance Amount for this Work Order:		\$000,000,000.00
Remaining Allowance Amount in Bid-Item No. _____ : Change Order No. _____ :		\$000,000,000.00
Percentage Used To Date Including This Work Order:		00.00%
<p>Brief Description of the Scope of Work: (attach a detailed description including basis of estimated quantity and basis of Allowance amount/cost).</p> 		
<p>Prepared By: _____</p> <p style="text-align: center;">FCA</p>	<p>_____</p> <p style="text-align: center;">Date</p>	
<p>Reviewed and Submitted By: _____</p> <p style="text-align: center;">Project CM</p>	<p>_____</p> <p style="text-align: center;">Date</p>	
<p>Approved By: _____</p> <p style="text-align: center;">Project PM / RPM</p>	<p>_____</p> <p style="text-align: center;">Date</p>	



Attachment 010 - 5

APPLICATION FOR PAYMENT

 <p style="font-size: small; margin-top: 5px;">Services of the San Francisco Public Utilities Commission</p>		<p>SAN FRANCISCO PUBLIC UTILITIES COMMISSION WATER SYSTEM IMPROVEMENT PROGRAM</p>					 <p style="font-size: x-small; margin-top: 5px;">HETCH HETCHY WATER SYSTEM IMPROVEMENT PROGRAM</p>			
<p>CONTRACT:</p>				<p>APPLICATION NO:</p>						
<p>CONTRACT NO:</p>			<p>DATE:</p>							
<p>PERIOD TO:</p>										
A	B	C	D	E	F	G		H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G divided by C)	BALANCE TO FINISH (C – G)	RETAINAGE (IF VARIABLE) RATE	
			FROM PREVIOUS APPLICATION	THIS PERIOD						
<p>Required Submittals:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project CPM Schedule <input type="checkbox"/> Summary Schedule <input type="checkbox"/> Summary of Values <input type="checkbox"/> AS-Built Drawings <input type="checkbox"/> Environmental Reports <input type="checkbox"/> Certified Payroll <input type="checkbox"/> HRC Forms 						<p>Original Contract Value:</p> <p>Approved Change Orders:</p> <p>Current Contract Value:</p> <p>Previously Paid:</p> <p>This Period:</p> <p>Retention:</p> <p>Amount Due:</p> <p>Balance:</p> <p>Approved:</p> <p>Project CM</p> <p>Date</p>				

Attachment 010 - 6

APPLICATION FOR PAYMENT LOG

		SAN FRANCISCO PUBLIC UTILITIES COMMISSION WATER SYSTEM IMPROVEMENT PROGRAM					
CONTRACT:				DATE:			
CONTRACT NO:							
Contractor Name	CMB	Scheduled Value	From Previous Application	This Period	Total Stored To Date	Retainage	Balance To Finish + Retainage
TO:	FROM:						

**Attachment 010 - 7
Revision Control Log**

Revision No.	Revision Date	What changed?
Rev 3	October 25, 2013	<ul style="list-style-type: none"> • Section 3.0; 3.5 added new and renumber section • Section 5.0; 5.3.9 added new • Attachment 4; added New Form • Attachment 7; revised
Rev 2	May 1, 2011	<ul style="list-style-type: none"> • Revised Section 1.0; first paragraph • Revised Section 4.0; 4.2, 4.3 and 4.4 • Revised Section 5.0; second paragraph Bullets, 5.1, 5.2, 5.3.1, 5.3.4, 5.4, 5.4.1, 5.4.2, 5.4.4, 5.4.5, 5.4.6 • Revised Section 6.0; 6.2, 6.2.1, 6.2.2, 6.2.3, 6.2.4 • Revised Attachment 7; Revision Control Log
Rev 1	August 17, 2009	<ul style="list-style-type: none"> • Revised Section 7.0; Added 7.1, 7.2 • Revised Attachment 3 • Added Attachment 7; Revision Control Log
Rev 0	March 20, 2009	Signed