



Application for Payment (Construction Voucher) Progress & Final Payments Required Documentation and Data Checklist

PROGRESS PAYMENT

Monthly Application for Payment (Construction Voucher)
Third-Party Invoices for materials stored on site. CPM must inspect materials prior to the request for payment. Pay Application for Materials stored shall comply with Article 10, section 10.5 of the Uniform General Conditions .
Approved Schedule of Values data entered into capital construction management system (CCMS) (should accurately reflect the estimated amount of Work performed to date, labor furnished, and materials incorporated into the Work, including all invoices for materials not incorporated into the work but stored appropriately)
Updated Change Proposal Log showing the status of each change proposal
Signed and notarized Contractor's Progress Payment Affidavit (Must use TPWD form)
Updated work progress schedule in the format approved during the Submittal phase. (Attach written explanatory summary document if schedule reflects a date past current contract completion date)
<i>Copy of most recently required</i> Progress Assessment Report (PAR) for the corresponding billing cycle, regarding the HUB Subcontracting Plan (for contracts ≥ \$100,000). Contractor submits original to TPWD HUB Coordinator by the 5 th of each month.
Updated Submittal Module data and RFI data
If applicable, see Article 9, section 9.6.2.1 of the Uniform General Conditions (UGC) regarding time extension requests for weather events. <i>NOTE: failure to request a time extension in the corresponding billing cycle may result in request rejection.</i>
If applicable, see Article 9, section 9.9 of the UGC , regarding other time extension requests.
If applicable, invoice from bonding company (typically, the first voucher only)
If applicable, invoice from insurance company (typically, the first voucher only)
Certified payroll records if required by the contract (typically when federal funds are involved)
Any other documents that Owner may require as set forth in the Contract Documents

FINAL PAYMENT

Monthly Application for Payment (Construction Voucher)
Signed and notarized Contractor's Final Payment Affidavit (Must use TPWD form)
Non-Use of Asbestos Containing Material Affidavit
Consent of Surety for Final Payment with a notarized Power of Attorney (contracts ≥ \$150,000) (Must use TPWD form)
Schedule of Values data
Fully executed Certificate of Substantial / Final Completion (includes Owner's approval signature)*
Updated Change Proposal Log showing the status of each change proposal
Final approved Maintenance and operating instructions (O&M Manuals)*
Final approved Guarantees and warranties*
As-Built Drawings
Copy of most recently required PAR regarding the HUB Subcontracting Plan (for contracts ≥ \$100,000). Original sent to TPWD HUB Coordinator. NOTE: Contractor shall inform the HUB Coordinator of its final PAR.
Any other contract required deliverables which must be submitted before final payment will be made

* These documents should have already been submitted during a Substantial Completion Inspection.

Note: If final payment request, all deliverables must be delivered to the ODR prior to or included with the final voucher request.