



Infrastructure Division Application for Payment (Construction Voucher) Process Frequently Asked Questions

1. Q: When should the Contractor provide the *Application for Payment* (also referred to as *Construction Voucher*) to the TPWD Construction Project Manager (CPM)?

A: Optimally, the *Application for Payment* should be submitted to the CPM, three to five business days prior to the monthly progress meeting in order to give the CPM time to review it for accuracy. If it is not submitted ahead of time, it increases the likelihood of slowing down the process, especially if errors are found.

2. Q: Are there any required documents and/or data that must be submitted prior to requesting the first progress payment?

A: Yes, as stated in the Contract Documents, "No progress payments will be made prior to receipt and acceptance of the Schedule of Values." The CPM will work with the General Contractor to create the SOV using the SOV template and then downloading the template from the Commitment in the Contractor SOV section.

3. Q: What documents and/or data should the Contractor submit through the CPM to the Architect/Engineer for ongoing progress payments?

A: Per Article 10 of the Uniform General Conditions, once a progress payment is to be requested, Contractor shall submit to A/E and ODR a complete, clean copy of a preliminary pay worksheet and/or preliminary pay application for their review. A/E and ODR will meet with Contractor to review the preliminary pay worksheet, to observe the condition of the Work and to discuss modifications/revisions to the preliminary pay worksheet. As soon as practicable after this review, Contractor shall submit its Application for Payment, reflecting the required modifications to the Schedule of Values required by A/E and/or ODR. The following data and documents should be submitted:

- Monthly *Application for Payment* (Construction Voucher)
- Third-Party Invoices (Materials stored in accordance with UGC, Article 10, Section 10.5.)
- Approved Schedule of Values data entered into 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)
- Notarized Contractor's Progress Payment Affidavit (**Must use TPWD form**)
- Updated work progress schedule in the format approved during the Administrative Submittals phase to include base line and critical path. Attach written document if schedule reflects a date past current contract completion date.
- Copy of the most recently required Progress Assessment Report (PAR) for the corresponding billing cycle, regarding the Historically Underutilized Business (HUB) Subcontracting Plan (for contracts ≥ \$100,000). Contractor submits original PAR to TPWD's HUB Program Coordinator by the 5th of each month.
- Updated Submittal Module data and RFI data
- If applicable, time extension requests for weather events during this billing cycle (**Must use TPWD form**)
- If applicable, 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)
- Updated Change Proposal Log showing the status of each
- Any other documents that Owner may require as set forth in the Contract Documents

4. Q: What data and documents should the Contractor submit to the CPM and then Architect/Engineer of Record prior to or with the **final** *Application for Payment* form?

A: The following data and documents:

- Monthly *Application for Payment* (Construction Voucher)
- 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 ≥ 150k) (**Must use TPWD form**)
- Schedule of Values data entered into CCMS
- Fully executed Certificate of Substantial / Final Completion (includes Owner's approval signature)*
- Updated Change Proposal Log showing the status of each
- Final approved Maintenance and Operating instructions (O&M Manuals)*
- Final approved Guarantees and warranties*
- Certificates
- As-Built Drawings
- Copy of the most recently required Progress Assessment Report (PAR) for the current billing cycle, regarding the Historically Underutilized Business (HUB) Subcontracting Plan (for contracts ≥ \$100,000). Contractor submits original PAR to TPWD's HUB Program Coordinator. NOTE: it is the responsibility of the Contractor to inform HUB staff of its final PAR.
- Any other contract required deliverables must be submitted before final payment will be made.

5. **Note:** These draft documents should have already been submitted during a Substantial Completion Inspection.

5. Q: When does the 30-day clock for timely payment to the Contractor start?

A: The day after the CPM signs off on the *Application for Payment*.

See Chapter 2251 of the Texas Government Code for more information
<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.2251.htm#2251.001>

6. Q: How long until the Contractor receives funds from the time that payment is issued?

A: That depends on which type of payment delivery method the Contractor set up at the beginning of the contract period. Once payment is issued, the time that it takes for the payee to receive the funds depends on factors beyond the State's control and responsibility, such as the time that it takes for mail delivery, and/or financial institution processing and account posting. Contractors may look up scheduled payment dates in the capital construction project management system. (Instructions for the new system will be developed.)

See Chapter 2251 of the Texas Government Code for more information
<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.2251.htm#2251.001>

7. Q: On the Schedule of Values, should I apply retainage to any of the amounts shown?

A: No. Retainage are their own lines, generally at the bottom of the SOV. The amounts entered by the General Contractor should already have retainage deducted (a.k.a. "Net Amount"). The Schedule of Values shows the net contract amounts by line, because retainage is listed as its or as their own lines. The Balance to Finish shows the "net amount to finish by" line and as the whole contract amount.

8. Q: Does the "%" column refer to THIS *Application for Payment* or all previous *Applications for Payment* plus this *Application for Payment*?

A: The "%" column is a running total of the percentage completed for each item, from the first voucher until the final voucher. The values are carried forward on every voucher, even if that particular item is not being drawn on the current voucher. In all cases, the percentage shown should be the percentage of the sum of the "Total Completed and Stored to Date" column divided by the "Scheduled Value" column.

9. Q: How does a vendor set up or update a payment account with TPWD?

A: Vendors work directly with TPWD's Accounts Payable (AP) Department to set up Vendor accounts. Vendors must submit written notice to TPWD's AP at any time the company name and/or address changes, and when changing or closing a financial account. AP will not make any changes without the required forms. Contact (512) 389-4800 or (800) 792-1112 to reach Accounts Payable with any questions.

10. Q: Who should I contact if there is an issue or problem that has not been resolved after working to address it through the TPWD Construction Project Manager?

A: You may contact the Infrastructure Field Operations Branch's Program Manager.