



Preparation of Progress Payment Documents

Revision and Approval

Revision	Date	Nature of Changes	Approved By
0	02-16-2023	Original Issue	Richard Foley

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Background

This process establishes Structure Construction (SC) roles, responsibilities, and procedures for preparing progress payment documents for completed and accepted structure work detailed on the SC Division of Work Memo.

Progress payment documents quantify and detail completed structure work necessary for the Resident Engineer (RE) to prepare progress payments. This includes all payments for contract bid item work, including partial payments as described herein, and change order work.

Process Inputs

1. SC Division of Work Memo
2. Contract bid item work completed and accepted with material inspection documentation
3. Change order work
4. [Form CEM-5101](#), *Request for Payment for Materials on Hand*

Procedure

1. All work associated with this process is charged as [Project Direct – Construction](#).

2. Review the following documents before proceeding as these documents provide the authority and details to understand how to efficiently prepare progress payment documents that meet the contract requirements:
 - a. [Contract Specifications](#) (CS):
 - i. Section 9-1.01, *Payment – General*
 - ii. Section 9-1.02A, *Payment – Measurement – General*
 - iii. Section 9-1.02C, *Payment – Measurement – Final Pay Item Quantities*
 - iv. Section 9-1.03, *Payment – Payment Scope*
 - v. Section 9-1.04, *Payment – Force Account*
 - vi. Section 9-1.05, *Payment – Extra Work Performed by Specialists*
 - vii. Section 9-1.06, *Payment – Changed Quantity Payment Adjustments*
 - viii. Section 9-1.15, *Payment – Work-Character Changes*
 - ix. Section 9-1.16, *Payment – Progress Payments*
 - x. Section 9-1.17, *Payment – Payment After Contract Acceptance*
 - b. *Construction Manual* (CM):
 - i. Chapter 3, *General Provisions*, [Section 3-9](#), *Payment*
 - ii. Chapter 5, *Contract Administration*, [Section 5-103](#), *Project Records and Reports – The Contract Administration System*
 - c. Review the SC Division of Work Memo to identify all structure bid items of work that will require progress payment documents. Refer to [BCM C-5](#), *SC Division of Project Work*, to understand how the SC Division of Work Memo was prepared.
 - d. In addition to the requirements listed in CS, Section 8-1.03, *Prosecution and Progress – Preconstruction Conference*, and CM, Chapter 5, *Contract Administration*, [Section 5-003](#), *Conduct of Work – Preconstruction Conference With the Contractor*, discuss the following topics at the preconstruction conference:
 - i. Materials on hand, and Form CEM-5101, *Request for Payment for Materials on Hand*.
 - ii. Material certifications required for payment.
 - iii. Payment based on work completed up to and including the 20th day of the month per CM, Chapter 3, *General Provisions*, [Section 3-906](#), *Payment – Progress Payments*.
 - iv. Schedule of values:
 1. Request a schedule of values when required for lump sum bid items, per requirements in CS, Section 9-1.16B, *Payment – Progress Payments – Schedule of Values*, and guidance in CM, Chapter 3, *General Provisions*, [Section 3-906B](#), *Payment – Progress Payments – Schedule of Values*.

- v. Discuss if the Contractor would like to submit requested bid item quantities, commonly referred to as a “wish list”, and when it will be submitted.
3. Assistant Structure Representative (ASR):
- a. Document with sufficient detail the contract quantities of completed work, in the daily report.
 - b. Prepare payment quantity sheets and any accompanying calculations (commonly referred to as a Q-Sheet) for each bid item with work satisfactorily completed by the 20th day of each month by performing the following tasks:
 - i. Gather relevant documents such as concrete pour records, daily reports, etc.
 - ii. Review previous payment Q-sheets, located in Category 48, *Bid Item Quantity Documents*, for bid items to be paid.
 - 1. Because payments are projected through the 20th of a given month, verify the current month payment accurately reflects cumulative quantity of work performed and paid to date.
 - iii. Complete the Q-Sheets per [Attachment 1](#), *Guidance on Preparation of Monthly Progress Payment*.
 - iv. Complete partial payments per [Attachment 2](#), *Guidance on Preparation of Partial Payments*.
 - v. Compare quantities with monthly payment requests submitted by the Contractor (i.e., “wish list”). Resolve any differences by reviewing documents and communicating with the Contractor.
 - vi. Print initiator’s name and sign initials in the “Calculated by” field at the top of form; print date after an independent quantity check is complete.
 - vii. Arrange for another SC staff member to perform an independent check of the calculated quantities and pay sheet.
 - viii. Submit the completed and checked Q-sheets to the Structure Representative (SR) prior to the due date.
 - c. If checking Q-sheets:
 - i. Perform an independent check of the payment quantity sheet and calculations and review payment history to avoid overpayment.
 - ii. Notify the SC staff who prepared the Q-sheet of any discrepancies found or questions resulting from the check.
 - iii. Following resolution of any discrepancies, print name and sign initials in “Checked by” field at top of form, and print date.
 - iv. Return to SC staff who prepared the Q-sheets.

- d. Assist the SR with preparation of materials on hand payments for eligible bid items. See [Attachment 3](#), *Guidance on Preparation of Materials on Hand Payments*, for more guidance. Coordinate an independent check, prior to turning in with other Q-sheets.
 - e. Assist the RE as requested, with review of extra work bills for change order work.
4. Structure Representative:
- a. If the Structure Representative is acting as the RE, complete [Form CEM-6003](#), *Progress Pay-Estimate Project Initiation or Update*. See guidance in [BCM 6-2.0](#), *Instructions for Projects in the Automated Progress Pay System (PISA)*.
 - b. Provide training or guidance on progress payments to ASRs as needed.
 - c. Assist with preparing material on hand payments; coordinate with the RE or Office Engineer as needed.
 - d. Assign responsibility for checking calculations.
 - e. Receive and review the accuracy of progress pay quantity sheets submitted by SC staff.
 - i. Authorize the quantity sheets prior to submitting to the RE.
 - f. Verify payment due dates with RE and/or the Office Engineer.
 - g. Compile and submit quantity sheets to the RE by the due date.
 - h. Assist the RE with reviewing extra work bills for change order work when requested.
5. SC Supervisors:
- a. Verify that the SC Division of Work Memo is being followed, and that change orders are being paid properly.
 - b. Assist with questions that may arise on topics such as partial payments and materials on hand.
 - c. Assist with any required coordination with District staff; on large projects, this may include a Senior RE or a Construction Engineer.
 - d. Perform periodic reviews of progress pay estimate documentation.
 - e. Perform project file review at intervals as specified in [BCM E-2](#), *SC Project Record Review*.
6. SC Managers:
- a. Verify that SC supervisors are performing periodic reviews of the progress pay estimate documentation.

Process Outputs

1. Completed monthly progress payment quantity sheets

Attachments

1. [Attachment 1](#), *Guidance on Preparation of Monthly Progress Payment*
2. [Attachment 2](#), *Guidance on Preparation of Partial Payments*
3. [Attachment 3](#), *Guidance on Preparation of Materials on Hand Payments*