



Document 00550: Notice to Proceed

Date: (Select date NTP is to be issued)

To: (Enter Contractor's Contact Name & Building Permit No.:
Title) (Enter Permit #)

Company Name (Enter Company Name) **Pick Up:**
& Address: (Enter Company Address)

This document constitutes your Notice to Proceed with the following Contract:

Bid No.-Project No.: - P.
Location No.: [Click here to enter text.](#)
Facility Name: [Click here to enter text.](#)
Project Title:

You are hereby notified that the Contract Times for Construction as stated for this Contract will commence on the following date:

(Select date)

You are instructed to start performing the obligations of the Contract on that date, with:

- ☐ A required Substantial Completion no later than **(Select Date)** followed no more than 30 consecutive calendar days to Final Completion.
- ☒ A required Substantial Completion Date of ____ **consecutive calendar** days followed no more than 30 consecutive calendar days to Final Completion.
- ☐ As otherwise delineated in the Agreement Form to which you were signatory.

A Pre-Construction Conference is scheduled for:

Date: **(Select Date of the Meeting or TBD)**
Time: **(Enter Meeting Time or TBD)**
Place: **(Enter Meeting Location or TBD)**

Review the applicable sections of the Project Manual for further information regarding attendance and the agenda for the Pre-Construction Conference.

Additional Instructions relative to this Notice to Proceed are listed below:

- | Item | Instruction |
|-------------|--|
| 1. | (Enter Name of Project) – 100% Permit Drawings dated (Select Date) |
| 2. | (Enter Name of Project) Project Manual Date (Select Date) |

Director of Risk Management: _____
Aston Henry (Signature)

Date: _____

Director of Construction,
Capital Programs: _____
Philip Kaufold (Signature)

Date: _____

Task Assigned, Executive Director,
Capital Programs: _____
Sam R. Bays (Signature)

Date: _____

Your surety is being advised of this Notice to Proceed by copy of this document and its attachments. Your Bid Security is returned as an attachment to this Notice to Proceed. If you have any questions concerning this Notice to Proceed, contact the **Project Manager listed below** at

Sincerely,

John Wesley White
Director, Procurement & Logistic Operations Department

Attachments:

- ☒ Document 00520 Agreement Form
- ☒ Document 00600 Performance Bond (if applicable)
- ☒ Document 00610 Payment Bond (if applicable)
- ☒ Document 00450 W-9 Request for Taxpayer Identification Number and Certification
- ☒ Document 00455 Background Screening of Contractual Personnel
- ☒ Document 00420 Bid Security Check or Bid Security Form
- ☒ Certificate of Insurance
- ☒ Letter of Recommendation for Building Permit or Building Permit (indicate which)
- ☒ SDOP Final Compliance Review
- ☒ Document(s) 470 S-M-WBE Statement of Intent
- ☒ Document 00475 S-M-WBE Participation Schedule
- ☒ Document 00480 - S-M-WBE Good Faith Effort Form (if applies)
- ☒ Document 00435 Schedule of Values
- ☒ Construction Schedule
- ☒ Municipality Letter

Copies:

- ☒ _____, Principal
- ☒ The Honorable, _____, Mayor (with Municipal Letter)
- ☒ Sam R. Bays, Task Assigned, Executive Director, Capital Programs (with Copy of Performance and Payment Bonds-If Applicable)
- ☒ Chris Akagbosu, Director, Facility Planning and Real Estate
- ☒ John Wesley White, Director, Procurement & Logistic Operations Services
- ☒ Perla M. Tarrau-Ayala, Task Assigned, Chief Building Official
- ☒ Shelley Meloni, Director, Pre-Construction
- ☒ Philip Kaufold, Director, Construction (with Copy of Attachments)
- ☒ _____, Project Manager (with Copy of Attachments)
- ☒ Omar Shim, Director, Capital Planning
- ☒ Aston Henry, Director, Risk Management
- ☒ **(Enter Surety Company Name)**, Surety (with Copy of Attachments)
- ☒ _____, Project Consultant
- ☒ Procurement Project File (with Original Attachments)
- ☒ Contract Set (with Original Attachments)
- ☒ Files