**Date: (Select date NTP is to be issued)**

|  |  |  |
| --- | --- | --- |
| **To:** | **(Enter Contractor’s Contact Name & Title)** | **Building Permit No.:**  **(Enter Permit #)** |
| **Company Name & Address:** | **(Enter Company Name)**  **(Enter Company Address)** | **Pick Up:** |

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

|  |  |
| --- | --- |
| Project No.: |  |
| Location No.: |  |
| Facility Name: |  |
| 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 **(Enter # of Days) 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)** |
|  |  |
|  |  |
|  | Risk Management Approval:  Director of Risk Management: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 **(Enter PM Phone number)**.

Sincerely,

Mary C. Coker

Director, Procurement & Warehousing Services Department

|  |  |  |
| --- | --- | --- |
| **Attachments:** | |  |
|  | GMP Amendment | |
|  | Document 00600 Performance Bond (if applicable) | |
|  | Document 00610 Payment Bond (if applicable) | |
|  | Document 00455 Background Screening of Contractual Personnel | |
|  | Risk Management Approval (above) and Approved Certificate of Insurance | |
|  | Letter of Recommendation for Building Permit or Building Permit (indicate which) | |
|  | Municipality Letter | |
| **Copies:** |  | |
|  | , School Principal | |
|  | The Honorable, , Mayor (with Municipal Letter) | |
|  | Leo Bobadilla Jr., Chief Facilities Officer (with Copy of Performance and Payment Bonds-If Applicable) | |
|  | Chris Akagbosu, Director, Facility Planning and Real Estate | |
|  | Mary Coker, Director, Procurement & Warehousing Services | |
|  | Robert Hamberger, Chief Building Official | |
|  | Shelley Meloni, Director, Pre-Construction | |
|  | Frank Girardi, Director, Construction | |
|  | Philip Kaufold, Construction Manager (with Copy of Attachments) | |
|  | , Project Manager (with Copy of Attachments) | |
|  | Omar Shim, Director, Capital Planning | |
|  | Nadege Cadesca, Capital Payments Review Supervisor | |
|  | Aston Henry, Director, Risk Management | |
|  | **(Enter Surety Company Name)**, Surety (with Copy of Attachments) | |
|  | **(Enter Project Consultant Firm Name)**, Project Consultant | |
|  | Procurement Project File (with Original Attachments) | |
|  | Contract Set (with Original Attachments) | |
|  | Files | |
|  |  | |