

[1. *Date*]

[2. *Contractor*]

[3. *Contractor's Street Address*]

[4. *City, ST Zip*]

RE: NOTICE TO PROCEED (Document 00650)

[5. *Project Name*]

Contract No. [6. *xxxxx*]

GFS No. [7. *x-xxx-xx-x*] (File No. [8. *xxxx-x*])

Drawing No. [9. *xxxxxx*]

Dear [10. *Contractor Contact*]:

You are hereby notified that the Date of Commencement of the Work is [11. *month/day/year*]. On this date you are to start performing your obligations under the Contract Documents. In accordance with Article 2 of the Agreement, the Contract Time is [12. *no. of calendar days*] days.

A preconstruction conference will be held in the offices of the City of Houston, Department of Public Works and Engineering, [13. *location*], Room [14. *number*] at [15. *time*] p.m., [16. *day of week*], [17. *month/day/year*].

Sincerely,

Senior Assistant Director
Department of Public Works and Engineering

[18. *AD:typ*]

c: Jon C. Vanden Bosch, P.E.
Herbert Lum, P.E.
Showri Nandagiri, P.E.
Marty Stein
Bernard Porter

Michael Ho, P.E.
Darien Helton
File No. [19. *xxxx-x*]

INSTRUCTIONS

PURPOSE: The Notice to Proceed (NTP) informs the Contractor that the Contract is made effective by the Controller assigning a contract number, and that the Date of Commencement has been determined so that he may begin the Work.

APPLICATION: This NTP documents the Date of Commencement, which initiates the start of the calendar days for the Contract.

RESPONSE: The Contractor may begin Work as of the Date of Commencement.

INSTRUCTIONS: This NTP is prepared by the City Project Manager and forwarded to the Contractor for his records.

Word Processor replaces italics text and brackets with corresponding information. This document is to be printed on City letterhead. The following instructions correspond to the numbers provided on the form:

1. Insert date the Notice to Proceed is transmitted.
2. Insert the name of the Contractor performing the Work.
3. Insert the Contractor's STREET address (post office box may be added on a separate line).
4. Insert the Contractor's city, state, and zip code.
5. Insert the project name as stated in the Contract Documents.
6. Insert the contract number for the project as assigned by the Controller's office.
7. Insert the GFS number for the project.
8. Insert the file number for the project.
9. Insert the City of Houston drawing number.
10. Insert the name of the Contractor's named representative.
11. Insert the date the Work is to commence.
12. Insert the number of calendar days from Document 00510 - Agreement Between the City of Houston and Contractor.
13. Insert the street address where the pre-construction conference will be held.
14. Insert the room number of the location designated for preconstruction conference.
15. Insert the time of the preconstruction conference.
16. Insert the day of the week the preconstruction conference is scheduled.
17. Insert the date the preconstruction conference is scheduled.
18. Insert the appropriate Assistant Director's initials and typist's initials.
19. Insert the file number for the project.