Date

Contractor

Address

**NOTICE OF EXECUTION**

Project Number

\_\_\_\_\_\_\_\_\_COUNTY(IES)

Dear Sir/Madam:

This is your formal notice that the attached contract documents have been executed. After submittals are approved, any fabrication of needed materials can begin. (Contractor Name) should request in writing a Notice to Proceed Date within the time frame stated in the NTB in the contract documents. Contract time charges will begin at the Notice to Proceed Date.

Prior to commencement of the work, a preconstruction conference shall be held for the purpose of discussing essential matters pertaining to the prosecution and satisfactory completion of the work. (Contractor Name) will be responsible for scheduling the preconstruction conference and will notify the Project Engineer in writing 14 days prior to the requested conference date. In addition to any attendees listed in the contract documents, it is requested that the EEO Officer and the DBE Liaison Officer or their representative attend the preconstruction conference. The name, telephone number and local address of the superintendent or agent who will supervise the work as provided in Subsection 105.05 of the Standard Specification shall be provided

Your special attention is invited to Subsection 105.06, 107.18, 107.10, 108.01.1, and 104.04 of MDOT’s Mississippi Standard Specification for Road and Bridge Construction.

We attach hereto for your records a copy of your proposal and contract documents on the above captioned project. A blank copy is attached for your field office.

When submitting a request for permission to subcontract, please use forms RPS-1, NRAA-1 and SCC-1 available online as a link in the Project Development Manual for Local Public Agencies at <http://mdot.ms.gov/documents/mdot%20lpa/Manuals/PDM%20Manual.pdf> under Section 7.1 Subcontracts.

Very Truly Yours,

Chief LPA Official Name

Title

PC: Insert MDOT LPA Engineer

 Insert LPA CE&I Project Engineer

 Insert MDOT District LPA Coordinator