Date

Contractor

Address

**NOTICE TO PROCEED**

Project Number

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

Dear Sir/Madam:

This is your formal notice that (LPA’s Name) has received (Contractor’s Name)’s request for a Notice to Proceed Date and the effective date of the **Notice to Proceed and Beginning of Contract Time** is (Use date requested by contractor). Time charges will begin on this 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. The Contractor 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.

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