

# Cedar Rapids Public Works Department Standard Operating Procedure



<b>Procedure Name:</b> Notice to Proceed		<b>Approved By:</b> Taylor Burgin	
<b>Original Author(s):</b> Cindy Potter		<b>Original Date Issued:</b> 05/04/18	
<b>Date Revised or Reviewed:</b> 01/15/2020 12/19/2022	<b>Revised or Reviewed by:</b> Cindy Potter/Jennifer Selby		<b>Approved By:</b> Taylor Burgin
<b>Published Locations (manuals/websites/etc.):</b> Project Development and Management Manual – After any revisions to this document, replace the obsolete version stored on this webpage			

## Purpose:

To summarize and document the process for notifying the Contractor that the contract is fully executed and work can begin per contract times.

## Procedures:

Upon receipt of the fully executed contract and original bond from the City Clerk:

1. Go into Onbase > Document Retrieval > Custom Queries > All Documents by CIP/DID # to download PDF versions of all approved documents.
  - a. Contract – save as “[Contract No] AWARD-[CONTRACTOR]-CONTRACT [approval date]” in the CONTRACT subfolder
  - b. Resolution Accepting Proposal, Awarding Contract, Approving Contract – save as “[Contract No] RESO-AWARD-[CONTRACTOR] [approval date]” in the CONTRACT subfolder
  - c. Performance and Payment bonds – save as “[Contract No] BONDS [approval date]” in the CONTRACT subfolder
  - d. Insurance Certificates – save as “[Contract No] INSURANCE [approval date]” in the CONTRACT subfolder
2. Fill out the [Notice to Proceed](#)
  - a. Fill in the contractor’s name, mailing address, project name, and contract number. This information can be found in the Agreement under “Designated Representative” or on the Notice of Award.
  - b. List the early and late start dates for the dates the contract times will commence to run on.
  - c. Delete EEO approval if project not federally funded. If Federally funded, attach the [EEO approval memo](#).

- d. Check to see if a preconstruction meeting has been held or is scheduled to be held for the project. Note the date preconstruction meeting is scheduled or was held. Update the last paragraph accordingly.
3. Save the completed form as “[Contract No] Notice to Proceed – [Contractor]” in Word format in the CONTRACT subfolder of the project folder.
4. Save Notice to Proceed as PDF and email to the Construction Project Manager for signature.
5. Once the Notice to Proceed is signed, save as “[Contract No] Notice to Proceed – [Contractor]” in PDF format in the CONTRACT subfolder of the project folder.
6. **EMAIL** the following to the Contractor:
  - a. Fully executed Notice to Proceed (PDF)
  - b. Resolution Accepting Proposal, Awarding Contract, Approving Contract (PDF)
  - c. Performance and Payment bonds with City Risk Manager approval (PDF)
  - d. Insurance Certificate with City Risk Manager approval (PDF)
  - e. Sales tax exemption certificates

Note in email that the original contract and bid bond will be mailed Certified Mail.

7. Save a copy of this email to the CONTRACT subfolder of the project folder.
8. **EMAIL** the following to the Consultant:
  - a. Fully executed Notice to Proceed (PDF)
  - b. Resolution Accepting Proposal, Awarding Contract, Approving Contract (PDF)
  - c. Approved Contract
  - d. Performance and Payment bonds with City Risk Manager approval (PDF)
  - e. Insurance Certificate with City Risk Manager approval (PDF)
9. **EMAIL** the Notice to Proceed to City staff on the “cc” list, as an attachment. Note in the email, “For your records.”
10. **MAIL** the Notice to Proceed, original signed Contract and Bid Bond via Certified Mail to Contractor.
11. Log the mailing date of the Notice to Proceed into the “Current Bid to Precon” tab of the Contract Status spreadsheet.