**NOTICE TO PROCEED**

Dated:

|  |  |
| --- | --- |
| TO: |       |
| ADDRESS: |       |
| Project: |       |

OWNER'S CONTRACT NO.

You are hereby notified that the contract times under the above contract will commence to run on: Early Construction Start Date of      , Late Construction Start Date of      . Work shall begin and be prosecuted to completion no later than this date.

Before work may commence, you must submit to the City a current Certificate of Insurance.

Enclosed are the following:

 Original executed Contract

 Original Bid Bond

The following documents are being emailed to you with this Notice to Proceed:

 Copy of Resolution Accepting Proposal, Awarding Contract, Approving Contract Copies of Bonds with City Risk Manager approval.

 Copy of Insurance Certificate with City Risk Manager approval.

 Sales Tax Exemption Certificates *(if complete)*

 EEO memo sent to Clerk *(if federally funded)*

Before you may commence work at the site, submittal of a progress schedule meeting the requirements of SUDAS 1080 1.03 and the Cedar Rapids General Supplemental Specifications to SUDAS Standard Specifications is required. A preconstruction conference is necessary and shall be scheduled through Cindy Potter at the City of Cedar Rapids Public Works Department (319-286-5846).

Large material submittals should be sent through the City FTP site. Notify Cindy Potter at c.potter@cedar-rapids.org when these are submitted.

For the City of Cedar Rapids, Iowa

 Public Works Department

 By:

      , Construction Engineering Project Manager

cc: Taylor Burgin, Construction Engineering Manager

     , Construction Engineering Inspector

     , Project Engineer

City Clerk

Consultant

Mike Zach, PE, Water Distribution Engineering Mgr., Utilities

John Witt, City Traffic Engineer

(Use Certified Mail, Return Receipt Requested)