



the notice of award

You have the contract!

Construction work typically begins with the NOTICE TO PROCEED. The notice can be given in several ways, but typically it is a letter directing the Contractor to begin the work.

If it is initiated by the Architect, the Notice to Proceed should be sent on behalf of the Owner and at the Owner's direction.

THE ARCHITECT DOES NOT HAVE THE AUTHORITY TO DIRECT THE WORK TO PROCEED OR SEND THE NOTICE OF AWARD."

The Architect's Handbook of Professional Practice, 12.5 Construction Contract Administration, 15th Edition.

- THE PROJECT SCHEDULE TIMELINE IS ESTABLISHED BY THE DATE OF COMMENCEMENT.
- THE DATE OF COMMENCEMENT MAY BE ESTABLISHED BY A "NOTICE TO PROCEED" ISSUED AFTER THE ACCEPTANCE OF THE SUCCESSFUL BIDDER IS RECEIVED BY THE OWNER

WHAT IT IS AND WHEN IS IT USED

- The "**Notice of Award**" is a short document, written by the OWNER, to inform the successful Bidder of the Owner's intent to award the contract.
- The Note of Award establishes the beginning of "challenge period" (if any). These are periods of time during which other bidders may challenge the selection process.
- We may help and Owner to prepare the Notice of Award, but it should be issued by the Owner, not under our letterhead.

INFORMATION ON THE NOTICE OF AWARD

This is an example containing typical text. Always have the Owner to approve the Notice.

- **DATE**
- **TO WHOM IS IT DIRECTED** - Legal name and address of successful bidder
- **INTENT OF AWARD:** This is to inform you that [OWNER'S LEGAL NAME] is officially awarding the [COMPLETE NAME AND IDENTIFICATION OF THE PROJECT].
 - You are required to execute the Agreement and furnish the required documents, no later than [DATE] by [TIME]. If you fail to execute the Agreement and furnish the required documents by this date, the [OWNER] may consider your bid as abandoned.
- **NOTICE OF PRELIMINARY CONSTRUCTION CONFERENCE:** A reconstruction conference is scheduled [DATE, PLACE, AND TIME] at the time acknowledge of receipt of the Notice to Proceed and written acceptance by [COMPLETE IDENTIFICATION OF THE SUCCESSFUL BIDDER] is received by the [OWNER].
- **DATE TO PROCEED:** It is anticipated that the start of the Contract Time shall be [ENTER DATE - LEAVE ENOUGH TIME TO ALLOW THE BIDDER TO PREPARE FOR START OF CONSTRUCTION].
 - [OWNER] will issue the official Notice to Proceed upon the execution of the Construction Documents.
- **SIGNATURE** - By Owner!

Make sure that the Owner sends out the Notice of Award.