



the notice to proceed

operation and maintenance manuals

“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,”

The Architect's Handbook of Professional Practice, 12.5 Construction Contract Administration, 14th Edition.

THE PROJECT SCHEDULE TIMELINE IS ESTABLISHED BY THE DATE OF COMMENCEMENT. THE DATE OF COMMENCEMENT MAY BE ESTABLISHED BY A NOTICE TO PROCEED

WHAT IT IS AND WHEN IS IT USED

- The Notice to Proceed is a short document issued when the time between the signing of the contract and the beginning of construction cannot be established, for example, when the contractor is the winning bidder and the date to begin construction depends on the time the contractor needs to obtain the insurance documents, surety bonds, or other documents.
- The Notice to Proceed establishes the date for the beginning of construction and directs the contractor to begin the work,
 - It is mostly used in public works contracts, but it is also used in private work contracts if needed.
- The Notice to Proceed states the date the work is authorized to start, and also the calendar days to the Substantial Completion, so it is very important.
- The Notice to Proceed may be prepared and issued by us - always with the authorization of the Owner - or it may be issued by the Owner and signed by the Owner. When it is issued by the Owner, we should be notified of the date of start of the work so we can schedule our contract administration work and review the Contractor Schedule during construction.

INFORMATION ON THE NOTICE TO PROCEED

If we have to prepare the Notice to Proceed:

- **ALWAYS ISSUE THE NOTICE TO PROCEED IN A DOCUMENT WITH OUR LOGO (LETTERHEAD PERFECT).** Do not send a email, or worse, a text!!!!
- **RECIPIENT:** Person being addressed name, firm's legal name, address (google it).
- **PROJECT INFO:** Project name and address as in the title block of the drawings.
- **SAMPLE TEXT:** The Owner, [Owner's legal name] has directed RMW to send this Notice to Proceed on the referenced project. You are hereby authorized by the Owner to proceed with the work for your contract for the construction of [Project's name]. In accordance with [Owner's name]. Dated [date] you have agreed to complete the contract as stated below:
 - Construction amount; [amount].
 - Construction time: [time].
 - Start date: [date].
 - Contract Completion Date: [date].
- Signature (In some cases, the Owner's signature may be required. ASK).
- Make sure that the Owner has read the notification and approved it before sending it out.