
NOTICE TO PROCEED

Date: [INSERT DATE]

[INSERT CONTRACTOR NAME]
ATTN: [INSERT CONTRACTOR CONTACT]
[INSERT CONTRACTOR ADDRESS]
[INSERT CITY, STATE, ZIP]

RE: Project Name: [INSERT PROJECT NAME]
Project No.: [INSERT PROJECT #]
[INSERT RFQ, RFP or BID #]No.: [INSERT RFQ, RFP or BID #]

Dear [INSERT CONTRACTOR CONTACT]:

In accordance with the terms and conditions set out in the contract for the above referenced project and as directed by the City of Friendswood, you are herewith issued **Notice To Proceed** as of START DATE. According to our contract, the work of this project shall be substantially complete within [INSERT WRITTEN CONTRACT DAYS] ([INSERT # DAYS]) [INSERT Working OR Calendar] Days from the date of Notice To Proceed. Contract Time shall run as specified in the General Conditions. The work of this contract shall be complete on or before [INSERT COMPLETION DATE]. Final payment shall be made in accordance with the General Conditions.

Please contact the City of Friendswood [INSERT YOUR DEPARTMENT] forty-eight (48) hours prior to the start of construction. Additionally, you are responsible for informing property owners or residents of work schedules affecting access to and from their properties or any work that may impede or delay routine traffic routes. You are required to inform property owners or residents no less than twenty-four (24) hours prior to beginning any work within private property. Access to work within private property may require agreement with owners or other special provisions that you are responsible for obtaining.

Respectfully,

[INSERT YOUR NAME]
[INSERT YOUR TITLE]
City of Friendswood

END OF DOCUMENT