

NOTICE OF EXECUTION / NOTICE TO PROCEED

Dear Sir/Madam:

This is formal notice that the attached contract documents have been executed. The calendar date for the **completion of work** to be performed by _____ for this project shall be _____. The effective date of the **Notice to Proceed/Beginning of Contract Time** is _____. An early **Notice to Proceed** can be requested in writing to _____. If approved, the new **Notice to Proceed** date will also be the **Beginning of Contract Time** date.

Prior to commencement of work, a preconstruction conference shall be held for the purpose of discussing essential matters pertaining to the prosecution and satisfactory completion of the work. The Contractor will be responsible for scheduling the preconstruction conference and will notify the Project Engineer in writing 14 days prior to the requested conference date. In addition to any attendees listed in the contract documents, it is requested that the EEO Officer and the DBE Liaison Officer or their representative attend the preconstruction conference. The name, telephone number and local address of your superintendent or agent who will supervise the work as provided in Subsection 105.05 of the Standard Specifications shall be provided.

Your special attention is invited to Subsection 105.06, 107.18, 107.10, 108.01.1, and 104.04, of the 2004 Mississippi Standard Specifications for Road and Bridge Construction.

When submitting a request for permission to subcontract, please use forms RPS-1, NRAA-1 and SCC-1 for LPA projects.

Very Truly Yours,

PC: _____

