**NOTICE TO PROCEED**

[Date]

[Individual Name]

[Firm Name]

[Address]

[City, State, Zip]

[Project Name]

[Contract #]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

In accordance with the provisions of [Name & Number of Contract, e.g. Construction Manager-at-Risk Agreement #W000000], you are hereby notified to commence work on Pre-Construction Phase Services on or before [Date]. All services shall be performed per the terms and conditions of the Agreement and shall be completed as set forth in the approved Critical Path Method Milestone Schedule.

The Owner’s Designated Representative will provide written approval of each phase of the Pre-Construction Phase Services; at which time you are authorized to move forward to the next phase.

Substantial Completion of the Work shall be achieved on [Date].

Sincerely,

[Name]

[Title]

cc: Office of Contract Administration, OGC

Project File