

# Notice to Proceed

Date: [month, day], 2014

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Project: **YEAR 2014 ROAD IMPROVEMENT PROJECTS**

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Owner: Village of Germantown

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Owner's Contract No.: 1306

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Contract: YEAR 2014 ROAD IMPROVEMENT PROJECTS

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Engineer's Project No.: 1306

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Contractor: [contractor]

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Contractor's Address: *[send Certified Mail, Return Receipt Requested]*

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You are notified that the Contract Times under the above CONTRACT will commence to run on [month, day], 2014. On or before that date, you are to start performing your obligations under the Contract Documents. In accordance with Article 4 of the Agreement, the date of Final Completion shall be as follows: October 15, 2014. All work shall be completed by October 15, 2014 and the date of readiness for final payment of the retainer is one year after acceptance of improvements by the Village Public Works & Highway Committee.

Before you may start any Work at the Site, Paragraph 2.01.B of the General Conditions provides that you and OWNER must each deliver to the other (with copies to ENGINEER and other identified additional insureds and loss payees) CERTIFICATES OF INSURANCE which each is required to purchase and maintain in accordance with the CONTRACT DOCUMENTS.

Also, before you may start any Work at the Site, you must:

- 1) Conduct a Pre-Construction Meeting at the Germantown Community Library Community Room; and
- 2) Submit a revised Gantt Chart that includes ENGINEER comments provided with the Notice-to-Proceed as required by the Technical Specifications, Section 01015.

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Owner: Village of Germantown

Given by: Brionne Bischke, P.E.

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Authorized Signature

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Title: Village Engineer

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Date: [month, day], 2014

