

**UAB FACILITIES
STANDARD OFFICE INSTRUCTIONS**

**PROCEDURES FOR PREPARING
NOTICE TO PROCEED (NTP)**

PURPOSE:

To establish the procedures for preparing a Notice to Proceed (NTP) for delivery to the Contractor to begin construction.

REQUIREMENTS:

Provided by Contractor:

- Contract Agreement for Construction (5 copies)
- Bonds for Performance and Materials (5 copies)
- Insurance, including Builder's Risk (if applicable)
- Superintendent's Resume
- Application for Payment form (Schedule of Values)
- Construction Schedule

Provided by Project Management Services/Design Build Services:

- Building Administrator/User Request for NTP (memo, e-mail)
- OH&S Asbestos Survey Results

PROCEDURES:

- 1.0 The Contractor provides to the Architect the above items after receipt of Letter of Intent (LOI) from the Owner. The Architect should verify accuracy of each and submit the complete package to the Project Manager.
- 2.0 The Project Manager should also verify the package for completeness. The **NTP checklist (+ntpcklst.pdf)** shall serve as a coversheet for the required documents.
- 3.0 The Project Manager shall forward Contracts, Bonds and Insurance Documents to the Director of Administration for execution.
- 4.0 After Contract Agreement is fully executed, all copies are transmitted back to the Project Manager for issuing the NTP. The administrative assistant shall transmit to the Director of Project Management Services for signature. The **NTP (+ntpltr.pdf)** shall be the standard form letter established by the Department of Project Management Services.

- 5.0 Upon receipt of the signed NTP from the Director of Project Management Services, the administrative assistant faxes a copy to the Contractor and distributes as follows:
- Contractor (original NTP w/ original Contract Agreement)
 - Project Manager (w/ original Contract Agreement)
 - Architect (w/ original Contract Agreement)
 - Central File (w/ original Contract Agreement)
 - Risk Management (copy of NTP only)
 - Building Administrator or User (copy of NTP only)
 - Occupational Health & Safety (copy of NTP only)
 - Director of Facilities Administration (copy of NTP only)
 - Director of Facilities Financial Management (copy of NTP only)
 - Director of Project Management Services (copy of NTP only)
- 6.0 Return the Bid Bonds to the remaining lowest two (2) Bidding Contractors that did **not** get the Contract Award. The administrative assistant prepares for each of those contractors the **standard letter for returning the Bid Bond (+bondrtn.pdf)** to the Contractors and transmits each one to the Director of Project Management Services for signature.
- 6.1 After the Director of DPMS signs the letters, the administrative assistant mails the letter to each Contractor with their Bid Bond attached.
- 7.0 The administrative assistant collects all documents from “pink folder” and transmits them to Central File.

END OF PROCEDURE