

Date

Name & Address

Re: Project Name  
Project Number

Dear :

Attached is an approved copy of the Construction Contract on the above referenced project for your file.

This letter shall serve as your official "**Notice to Proceed**" for the above referenced project effective **[Date to Proceed]**. In accordance with the Contract Documents, you have **[Number of days in contract]** days on site to complete this work from the date of the Notice to Proceed. In accordance with Article 37 of the General Conditions of the Contract, you must comply with the stated requirements, furnishing all of the insurance specified.

In accordance with Article 12 of the General Conditions of the Contract, as modified, you are required to submit a construction schedule and a CPM. The CPM is required within 15 days of the Notice to Proceed **[Date]**.

Also, in accordance with Paragraph 12.B.7 (Section 00120) of the Supplementary Instructions to Bidders, you have 45 days from the date of the Notice to Proceed to provide the Executive Director of the Birmingham Construction Industry Authority (BCIA) "a list of the Minority Business Enterprise/Disadvantaged Business Enterprise (MBE/DBE) subcontractors" to whom your firm has awarded or anticipates awarding subcontracts for this project, along with a description of the scope of work to be performed by each such MBE/DBE subcontractor, and the estimated dollar amount for each MBE/DBE firm listed. The due date for the 45-day report for this project shall be **[Date]**. The address for the BCIA office is 3600 Fourth Avenue South, Birmingham, Alabama 35222. Please provide the University with your listing to the BCIA by way of copy to this Office.

On behalf of the University of Alabama at Birmingham, we look forward to working with your company on this project.

Sincerely,

**[NAME]**  
Director of Project Management Services

xc: **Building Administrator**  
**Facilities Administration**  
**Architect**  
**Field Project Manager**  
**Project Manager**  
**UAB OH&S**  
Central File