

## SECTION 222 Notice to Proceed

### 222.1 General

The notice to proceed authorizes the prime contractor to proceed with work in the agreement. Authorization to proceed with acquisition of materials is often given to the contractor at the time the contract is sent to them for signature, by the Bureau of Project Development (BPD). The need for lead-time by the contractor should also be considered by the region in notifying them to proceed with construction.

Contract management and the contract work starts with the issuance of the notice to proceed, which occurs after the contract is executed by BPD. The notice to proceed should include the name of the region contact person, the expected schedule for construction, and the traffic control arrangement. See figure 222-1 for an example of a notice to proceed letter.

A notice to proceed should never be issued by the region before the execution of a contract by the BPD. The contract starting date is defined as 10 days after the date of written notification from the engineer. The contract starting date will be the date construction operations are started or the tenth calendar day following the date of notification, whichever is earlier. The contractor should notify the engineer at least three days before starting or resuming work. The contractor should notify the engineer at least one day before changing the project schedule.


A notice to proceed is needed for all working day, calendar day, and completion date contracts. No work or activity should begin or resume before receiving a notice to proceed. The contractor should not begin work on any activity at the project site until after the preconstruction conference; however, the engineer may make exceptions if needed. See [standard spec 108.3](#) for further guidance.

### 222.2 Railroad Insurance Restriction

For projects requiring insurance in the name of a railroad, see [standard spec 107.17.3](#) for further guidance.

FIGURE 222-1 Example of a Notice to Proceed Letter

The image shows a formal letter on the letterhead of the Wisconsin Department of Transportation. The letter is dated December 23, 2003, and is addressed to Zenith Tech, Inc. at P.O. Box 1028, Waukesha, WI 53187. The subject is project 6210-00-70, 'Fox River Bridge & Approaches (Commercial Street to South Capron Street) STH 49 Green Lake County'. The letter authorizes the contractor to begin work on January 5, 2004, and states that the contract starting date will be the date construction operations are started or January 15, 2004, whichever is earlier. The letter is signed by Phil Wilson, Project Manager. A 'RECEIVED' stamp from the Bureau of Highway Construction is dated DEC 29 2003. The letter is also addressed to cc: Doak Christenson, Dave Stertz, Construction files, and Kristin McHugh.

 Wisconsin Department of Transportation


December 23, 2003

ZENITH TECH, INC  
P O BOX 1028  
WAUKESHA WI 53187

SUBJECT: 6210-00-70  
Fox River Bridge & Approaches  
(Commercial Street to South Capron Street)  
STH 49  
Green Lake County

In accordance with Subsection 108.2 of the Standard Specifications you are hereby requested to begin work in connection with your contract on the subject project 6210-00-70 (Fox River Bridge & Approaches on STH 49) within ten calendar days after January 5, 2004.

The contract starting date will be the date construction operations are started or January 15, 2004, whichever is earlier.

Sincerely,  
  
SR Phil Wilson  
Project Manager

cc: Doak Christenson  
Dave Stertz  
Construction files  
Kristin McHugh

Division of Transportation Districts  
District 4  
1881 Second Avenue South  
Wisconsin Rapids, WI 54495  
Telephone: (715) 421-8300  
Facsimile (FAX): (715) 423-0334  
wisrapids.dtd@dot.state.wi.us

RECEIVED  
DEC 29 2003  
BUREAU OF HIGHWAY  
CONSTRUCTION