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Department of Transportation

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# *Memorandum*

To: Distribution

From: Shane Pegram, PE, Construction Engineering Services Engineer SP

Date: 5/26/2023

Subject: Project Dates

This memo is to define and clarify some critical dates that are part of the contract and the procedures that need to be followed at that time. This memo supersedes all previously dated memos regarding this subject.

Notice to Proceed Date
This date is established in the contract. Contract time assessment always begin on the Notice to Proceed date.

No work may be performed within the right-of-way limits before this date, including mobilization, traffic control installation, temporary erosion control, etc. If the contractor wants to begin work before the Notice to Proceed date and all requirements of Subsections 103.07, 108.01.2 and 108.03 are met, a change order may be executed to move up the date. Note: changing the Notice to Proceed date does not affect the amount of available contract time.

On flex time contracts, the effective date is the Notice to Proceed date. By the contract, the contractor may select a date earlier than this. Since it is allowed by contract, a change order is not required. However, all requirements of Subsections 103.07, 108.01.2 and 108.03 must still be met. If an earlier date is selected in writing and approved, the EPM must send an email to the Construction Administration Services Bureau with the new date so that all contract records for the Notice to Proceed date can be changed accordingly.

Work Begin Date
This date is when the contractor actually starts work within the right-of-way. It cannot be earlier than the Notice to Proceed date.

Finalization Dates
These dates are defined in the Contract Finalization Process document. That document in located in Manuals > Construction Manuals > Finalization Process.

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