

Expires – Upon Issuance of LPP

Notice to Proceed Submittal

I. BACKGROUND

Division of Local Assistance Office Bulletin DLA-OB 13-3, *Construction Oversight Program*, established Caltrans' policy and procedures for the Construction Oversight Program for Federal-aid highway projects administered by local agencies off the State Highway System (SHS).

To properly administer the program, it is essential that the Construction Oversight Engineer (COE) be apprised of when projects are scheduled to begin the construction phase. This will aid the COE in scheduling oversight reviews, and will provide real time project information consistent with FHWA direction.

Section 12.7 "Standard Specifications" of the *Local Assistance Procedures Manual* (LAPM) allows a local agency to use either Caltrans' *Standard Specifications*, or the *Standard Specifications for Public Works Construction* (commonly referred to as the "Green Book"). In certain situations, locally developed standard specifications may be used.

In accordance with Section 8 – *Prosecution and Progress*, Caltrans' Standard Specifications uses a notice of contract approval to establish the date the contractor is to begin work.

The Green Book uses a Notice to Proceed as per Section 6-1.2 – *Commencement of Work*, to establish when contract time shall commence. In addition, the Green Book defines a Notice to Proceed as "A written notice given by the Agency to the Contractor fixing the date on which the Contract time will start."

Section 15.6 – *Contract Award* of the LAPM allows the administering agency to follow its normal procedures for award of the project without concurrence by Caltrans or the Federal Highway Administration.

Section 15.7 – *Award Package* of the LAPM requires the administering agency to complete and forward one package to the District Local Assistance Engineer (DLAE) after award of the contract and prior to submitting the first invoice of the contract phase. Currently, this package does not include the notice of contract award or Notice to Proceed to the contractor. In addition, the package is often not submitted timely enough to allow for scheduling of construction oversight reviews.

The purpose of this Office Bulletin is to establish Caltrans policy and procedures for receiving a notice of contract approval or a Notice to Proceed issued to contractors for Federal-aid highway projects administered by local agencies off the SHS.

II. POLICY

Local agencies shall submit a copy of their notice of contract award or Notice to Proceed letter, or equivalent, to the DLAE concurrent with its issuance to the contractor, for all Federal-aid projects.



III. PROCEDURE

The notice may be transmitted to the DLAE via email attachment, or fax.

The DLAE will provide a copy of the notice to the COE immediately upon receipt from the local agency. The COE will use the notice to assist in scheduling construction oversight reviews.

IV. APPLICABILITY/IMPACTS

This policy applies to all projects receiving Federal-aid funds administered by a local public agency.

Sections 15.6 and 15.7 of the LAPM will be modified to require submission of the notice concurrently with its issuance to the contractor by the local agency.

Recommended:	Original Signed By	11/12/2014
	_____ Tim Buchanan, Construction Oversight Engineer	_____ Date

Approved:	Original Signed By	11/12/2014
	_____ Mike Giuliano, Acting Chief Office of Project Oversight	_____ Date

Superseded BY LPP 16-04