#### Minor Project Notice To Proceed

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| Date: | Click here to enter a date. |
| Project Name: | **Project Name**  |
| Project Number: | **USF-000**  |
| To: | **Minor Project CM Firm Name** |
|  | (Minor Projects Construction Manager) |

This is to advise you that your MP-GMP proposal for this project has been accepted and Purchase Order No. **PO Number** has been issued to you for this work.

**You May Proceed with this Work.**

This project shall be substantially complete by **Month/Day/Year**, and shall be finally complete by **Month/Day/Year.**

Read the following instructions carefully. Failure to comply with the stated provisions may affect your payment and subject you to recall for correction.

* + 1. Within five (5) working days of this notice and prior to beginning work, a pre-construction inspection /review meeting must be arranged by you and conduced with the University Project Manager and A/E Consultant (if applicable). Clearance to begin work will be granted only by the above mentioned University Project Manager.
		2. You shall submit the progress schedule, schedule of values, and list of sub-contractors and major suppliers, with contact person and phone number, at the pre-construction meeting.
		3. Determine the number of parking permits for Contractor’s vehicles, as well as parking areas. Vehicles are allowed to park in non-designated areas close to buildings only when it is deemed as necessary for the unloading of materials.
		4. Water, electricity, and air conditioning must not be interrupted at any time. However, if unavoidable, then the duration and time of the interruption shall be carefully coordinated through the University Project Manager or the designated University Project Manager.
		5. Construction Manager shall not perform any excavations anywhere, unless previously approved by the University Project Manager or the designated University Project Manager.
		6. All changes to the contract involving additional time, charges or credits must be handled as follows:

Submit quote (add/deduct) to the University Project Manager and await an approved change order prior to doing any work. The University will not be liable for additional invoices or additional time without prior approval of an executed change order.

* + 1. All operational problems, difficulties must be reported to and resolved with the designated University Project Manager.
		2. If required by the University Project Manager, a Substantial Completion inspection must be arranged with the University Project Manager and A/E Consultant before a Certificate of Substantial Completion will be issued. Certificates may be signed immediately upon completion of inspection and attachment of punch-list items.
		3. Prior to final payment, the punch list must be completed.

Thank you for your continued help and support in the building of the University of South Florida.

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| University Project Manager |  |
| (Name): **USF PM Name** | (Signature/Date) |

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