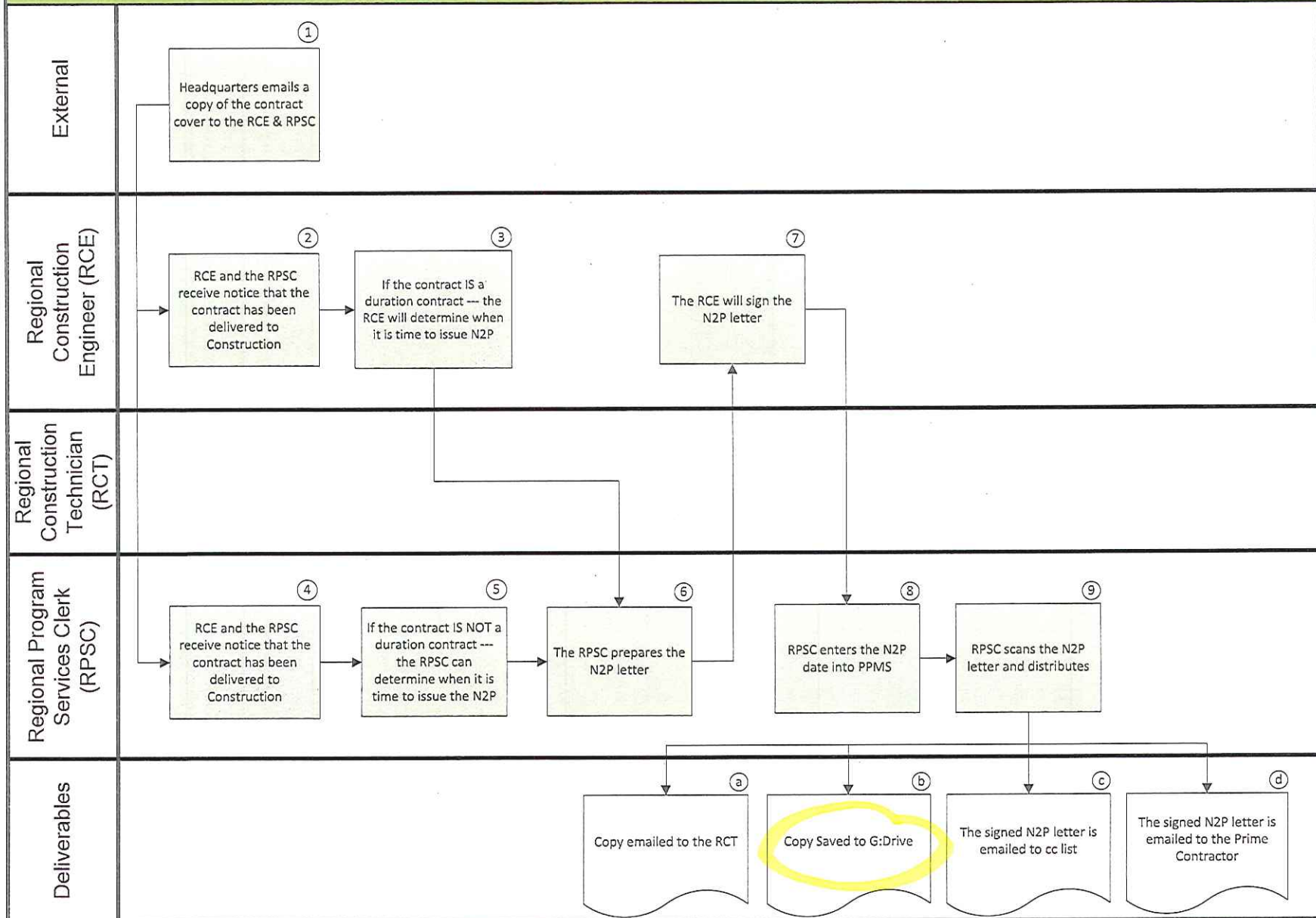


}  
Tab 8  
}

# Contract Notice to Proceed (N2P) Process



**Contract Notice to Proceed (N2P) Process**  
**Work Instructions**

Revision Date: March 20, 2013  
Revision No: 2  
Author: NE Region

Process Step	Available Step Aides	Key Activities	Points of Interest
1. Headquarters emails a copy of the contract cover to the Regional Construction Engineer (RCE) & Regional Program Services Clerk (RPSC)		Headquarters emails a copy of the contract cover to the RCE & RPSC	The fully executed contract will be delivered at a later date to the Regional Office.
2. The Regional Construction Engineer (RCE) and the Regional Program Services Clerk (RPSC) receive notice that the contract has been delivered to the Construction Section		Both the RCE and the RPSC will receive an email from Headquarters that includes a copy of the cover of the contract.	Prior to receiving the cover page from headquarters the RPSC will receive an email from Contract Administration with a copy of the CA-134, which is a heads up that the contract will be delivered to the Construction Section soon.
3. If the contract IS a duration contract -- Regional Construction Engineer (RCE) determines when it is time to issue the Notice to Proceed (N2P)		If the contract is a duration contract --- RCE uses the letter from the Prime Contractor which will include thier "Begin Construction Date" to determine when it is time to issue the N2P. The N2P date will be the Begin Construction Date listed in the letter.	The contract is a "duration" contract when the contract cover indicates a certain number of calendar days within which the contract needs to be completed.  The letter from the Contractor stating the date they wish to start construction, should be received a minimum of 14 calendar days prior to the Begin Construction Date.
4. The Regional Construction Engineer (RCE) and the Regional Program Services Clerk (RPSC) receive notice that the contract has been delivered to the Construction Section		Both the RCE and the RPSC will receive an email from Headquarters that includes a copy of the cover of the contract.	Prior to receiving the cover page from headquarters the RPSC will receive an email from Contract Administration with a copy of the CA-134, which is a heads up that the contract will be delivered to the Construction Section soon.
5. If the contract IS NOT a duration contract --- Regional Program Services Clerk (RPSC) can determine when it is time to issue the Notice to Proceed (N2P)		If the contract is not a duration contract --- RPSC can determine when it is time to issue the N2P	



**Contract Notice to Proceed (N2P) Process**  
**Work Instructions**

Revision Date: March 20, 2013

Revision No: 2

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Process Step (cont'd)	Available Step Aides	Key Activities	Points of Interest
6. Regional Program Services Clerk (RPSC) will prepare the Notice to Proceed (N2P) letter.		RPSC will prepare the N2P letter.	The Notice to Proceed letter should include any interim dates found in the contract.
7. The Regional Construction Engineer (RCE) will sign the Notice to Proceed (N2P) letter.		The RCE will sign the N2P letter.	If the RCE is unavailable to sign the N2P letter the RCE can choose to assign a designee to sign the letter for them; example: <i>Regional Program Services Clerk's (RPSC's) name for the RCE's name</i> .
8. Regional Program Services Clerk (RPSC) will enter the Notice to Proceed (N2P) date into Preconstruction Project Management System (PPMS)	CNTP1	RPSC will enter the N2P date into PPMS	
9. Regional Program Services Clerk (RPSC) scans Notice to Proceed (N2P) letter and distributes		RPSC scans N2P letter and distributes	Once the fully executed contract arrives in the Regional Office the RPSC will prepare Subcontract Packets. See the Subcontract Packet Preparation Process
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Copy emailed to the Regional Construction Technician (RCT)		Copy sent to the RCT	Receipt of the Contract Notice to Proceed (N2P) initiates the Activate a Contract Process; if project not already activated in SiteManager
b. Copy Saved to G:Drive		Copy Saved to G:Drive in Project Correspondence	
c. A signed Notice to Proceed (N2P) letter will be emailed to all members on the cc list		A signed N2P letter will be emailed to all members on the cc list	
d. A signed Notice to Proceed (N2P) letter will be emailed to the Prime Contractor		A signed N2P letter will be emailed to the Prime Contractor.	

**Vermont Agency of Transportation  
Program Development Division  
Construction Section**

**Instructional Sheet:** CNTP1 – Contract Notice to Proceed (N2P) Date into Preconstruction Project Management System (PPMS)

**Revision Date:** April 19, 2012

**Revision No:** 1

**Author:** NE Region

1. Log in to PPMS: Login & Password
2. The CSICS9 Screen will open automatically
3. Type in the contract's six digit "PIN" number
4. Tab to the next field and type 48 in that field
5. Tab to the N2P field and enter the appropriate date MM/DD/YYYY
6. Hit enter
7. A message will appear in the lower left hand corner telling you to "Press F1 to update", which will save the information you entered.
8. Make sure it then says "Record has been successfully updated".
9. If you accidentally hit F2 it will clear all the fields just entered and will kick the cursor back to the spot for the PIN number to be entered for the next project.

PPMS PIN: 07C216 SCREEN NO.: 48 01/31/2012 14:01  
CONSTRUCTION MNGR.: MARSHIA, KEVIN S  
PROJ NAME : BRIGHTON-WARREN CORE COUNTY (1) : ESSEX COUNTY  
PROJ NO. : STP 2724(1) CATEGORY : SYSTEM PRESERVA.  
ROAD/ROOT : VT 114 EST LET DATE:  
PRJ LENGTH : 7.781 MI NHS PROJECT : NO  
WORK DESC : RESURFACE ROADWAY METRIC : NO  
CONTRACTORS NAME: PIKE INDUSTRIES INC  
CONSTR AUTH SIGNED DATE: 08/25/2009 ANTICIPATED COMPLETED DATE : 09/26/2010  
NOTICE TO PROCEED DATE : 08/26/2009 CONTRACTED WORK COMPL DATE : 09/08/2010  
ACTUAL START DATE : 08/26/2009 PROJECT ACCEPTANCE DATE : 10/22/2010  
REGIONAL ENGR: \*\*\*\*\*GRAY, RONALD D FINAL INSPECTION DATE : 10/04/2010  
RESIDENT ENGR: \*\*\*\*\*RUMPS, DOUGLAS E  
REMARKS: N PLANS ARCHIVE DATE :  
Enter--PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--  
ENR URDT REFR MAIN TIE RMRK HELP

-Any issues encountered with PPMS, including passwords & logins, should be reported to the Construction Section Computer Technician in Headquarters and Jim Hoffman, with a cc to the appropriate Regional Construction Technician (RCT)

CNTP1 – Notice to Proceed (N2P) Date in Preconstruction Project Management System (PPMS)