



Division of Infrastructure
Bureau of Construction

SCOP..... : 15 - 003G

CATEGORY.. : CONSTRUCTION

Subcategory : Notice To Proceed to
Construction Commencement

Keywords : Construction, NTP

SUBJECT: NOTICE TO PROCEED TO
CONSTRUCTION COMMENCEMENT

Supersedes..... : N/A

Supplements..... : N/A

Sheet..... : 1 of 3

APPROVED: 
Associate Commissioner, Thomas Foley, P.E.

Issue Date..... : October 15, 2015

As you are aware, the Special Provisions Article and Information to Bidders as indicated in the BID booklet, states that the Contractor is notified that a Notice To Proceed (NTP) date will be issued for work to commence within 30 days of Contract Registration.

Please ensure that the following attached items and/or activities are addressed once the contract NTP has been issued prior to construction commencement.

Attachment

FROM NOTICE TO PROCEED TO CONSTRUCTION COMMENCEMENT

	TASK ITEM or ACTION REQUIRED	NOTES / COMMENTS
	Meetings	
	Community Board Meeting (Open Public)	
	Preconstruction Meeting (Formal)	
	M/WBE or DBE Meeting	
	FHWA Funded Projects - "Affirmative Action" Meeting must be held with FHWA and SDOT representatives	
	Agency / Project Staff Items	
	Send out Stakeholders notification of proposed scope and schedule impacts	
	All subcontractors must be approved by VENDEX and DDC	
	Conduct a project walkthrough with contractor and Utilities	
	Review OCMC traffic stipulations, and revise if necessary	
	Furnish information to OCON for fact sheet	
	Furnish information to contractor for Project Information signs	
	EIC to furnish sign orders	
	EIC to furnish street segments and limits of project to Mosaic Coordinator (City Streets)	
	Ensure REI staff is furnished with applicable specifications and standard drawings	
	Arrange for PIMS training for REI staff and as needed for DDC staff	
	Quality Assurance Items	
	Materials and vendors must be approved DDC Quality Assurance	
	Corporate and site health and safety plan must be approved by DDC QA	
	Noise mitigation and monitoring plan must be submitted and approved	
	Dust mitigation and monitoring plan must be submitted and approved	
	Construction report for monitoring vibration and settlement must be submitted and approved	
	Concrete and asphalt mix designs must be approved by QA	
	Contaminated materials handling plan must be approved by QA	
	Other Agency Items	
	Obtain NYC DOT street opening permits	
	NYC DOT Street Light and Traffic Signal shop drawing approvals	
	MPT and Detour plans must be approved by NYC DOT	
	Preform existing street sign survey	
	Hydrant lock removal request to NYC DEP	
	Obtain all water and sewer mains and services as-built records	
	Coordinate sanitation pickups relative to MPT	
	Request NYPD TEA posts and setup NYPD account	
	Obtain Parks Department tree removal / installation permits	

FROM NOTICE TO PROCEED TO CONSTRUCTION COMMENCEMENT

	TASK ITEM or ACTION REQUIRED	NOTES / COMMENTS
	Contractor Tasks / Submittals	
	Field Office (located and approved)	
	Contractor's CPM Schedule (review and approved)	
	Material Shop Drawings must be submitted and approved	
	Manhole drill sheets must be submitted and approved	
	Rebar drawings must be submitted and approved	
	Preconstruction surveys and controls must be completed and approved	
	Rodent survey and baiting plan must be completed and approved	
	Sheeting and temporary structures/decking must be approved by DDC Design	
	All existing private building contractor work must be coordinated	
	Preconstruction photos and videos must be completed	
	Trunk main geometry and fabrication drawings must be submitted and approved	
	Provide ultra-low sulfur diesel monthly report	
	Install tree protection	
	Contractor to initiate process to secure NYS-DEC permits, Wetland permits and LI Well permits where applicable	
	SWPPP and NOI to be submitted approved, implemented and inspected prior to construction start	
	Utility Items	
	Obtain Code 53 documentation	
	Section U Negotiation (Contractor with Utility)	
	Private Utilities to provide layout drawings for all new facilities	
	MTA Items	
	All activities, i.e. sheeting and piles impacting railroads must be approved by MTA or LIRR	
	Coordinate bus stop re-location and route issues with MTA Buses	
	Request subway station closures to MTA Subway	