**Color-highlighted text**

**Yellow: Editor’s Notes. Comments inserted into the text are addressed to the A/E, not the Contractor. Editor’s Notes are formatted as hidden text. Editor’s Notes are not identified with an update. Do not print Editor’s Notes in issue for distribution to Bidders/Contractors.**

**Tip: To not print Editor’s Notes (hidden text) in document choose Tools on Menu bar, click Options, Print tab, under Include with document, uncheck Hidden text (check to print text), click OK. Save.**

**Tip: To view Editor’s Notes (hidden text) in a document choose Tools on Menu bar, click Options, View tab, under Formatting marks, check Hidden text (uncheck to hide text), click OK. Save.**

**Red: Text updated in 1st quarter. April – June.**

**Strikethrough text and highlighting (not text) in previously issued quarters are deleted. Only 1st quarter highlighted updated text is indicated.**

**Turquoise: Text updated in 2nd quarter. July – September.**

**1st quarter updated text remains highlighted.**

**Pink: Text updated in 3rd quarter. October – December.**

**1st and 2nd quarter updated text remain highlighted.**

**Bright Green: Text updated in 4th quarter. January – March.**

**1st, 2nd and 3rd quarter updated text remains highlighted.**

**Text Editing**

**Select options [in brackets] and edit <notes> before issuing specifications for distribution to Bidders/Contractors.**

**Delete Strikethrough text.**

**Tip: To delete strikethrough text, choose Edit on Menu bar, click Find, Find tab, More (Search Options opens), select All, click Format, Font, check Strikethrough, OK.**

**Click Replace tab, Replace All, OK, Close. Save.**

**Delete all highlighting of text from issue to be distributed to Bidders/Contractors.**

**Tip: To delete highlighting, locate cursor at beginning of Section and block all text in Section, press Shift + Control + End, click No Highlight icon on Formatting toolbar. Save.**

**IMPORTANT: Retain month and year under section title on first page indicating updated Guide Specification Section issue used.**

**Note: This** page **will not print when Hidden text is unchecked as indicated in Editor’s Notes Tip.**

IF THE HIDDEN GUIDE SPECIFICATION CONVENTIONS DO NOT APPEAR PRECEEDING THIS

NOTE, TURN THEM ON AS FOLLOWS.

**FOR MICROSOFT WORD 2000 and 2003**, CLICK ON SHOW/HIDE ICON IN MENU BAR OR CHOOSE

TOOLS IN MENU BAR. THEN CLICK OPTIONS, VIEW TAB, UNDER FORMATTING MARKS, CHECK

HIDDEN TEXT.

**FOR MICROSOFT WORD 2007,** CLICK ON MICROSOFT OFFICE ICON LOCATED IN UPPER LEFT

CORNER OF MENU BAR. CLICK ON WORD OPTIONS AT BOTTOM OF DROP DOWN. THEN CLICK

ON DISPLAY. CHECK THE HIDDEN TEXT BOX.

**FOR MICROSOFT OFFICE 2010,** CLICK ON FILE BUTTON LOCATED IN UPPER LEFT CORNER OF

MENU BAR. IN THE DROP DOWN, CLICK ON OPTIONS, AND A WORD OPTIONS BOX WILL

APPEAR. CLICK ON DISPLAY. CHECK THE HIDDEN TEXT BOX.

THE GUIDE SPECIFICATION CONVENTIONS SHOULD NOW BE VISIBLE IN THE DOCUMENT.

(Delete this note before printing.)

SECTION 01 13 00

NOTICE TO PROCEED

(Edited from DeCA June 2022 Design Criteria)

1. GENERAL
   * + 1. SUMMARY
          1. Section Includes:

Notice to Proceed.

* + - * 1. Related Sections:

Division 01 Section Contract Modification Procedures.

Division 01 Section Administrative Requirements.

Division 01 Section Construction Progress Documentation.

Division 01 Section Project Web Site.

Division 01 Section Quality Control.

Division 01 Section Temporary Facilities and Controls.

Division 01 Section Environmental Management.

Division 01 Section Government Safety Requirements.

* + - 1. SUBMITTALS
         1. Submittal List:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Div | Section Title | Reference | Submittal Item | Quantity | Action |
| 00 | Solicitation | See Section | General Liability and other items required in this Section | X | I |
| 00 | Solicitation | See Section | SF1413 | X | R |
| 01 | Notice to Proceed | 1.3C.2.b. | Roster of Personnel, Suppliers and Subcontractors | X | R |
| 01 | Quality Control | See Section | Quality Control Plan | X | R |
| 01 | Construction Progress Documentation | See Section | CPM schedule and Sub-schedules | X | R |
| 01 | Government Safety Requirements | See Section | Security Plan | X | R |
| 01 | Government Safety Requirements | See Section | Fire Prevention Plan | X | R |
| 01 | Government Safety Requirements | See Section | Safety Plan | X | R |
| 01 | Temporary Facilities and Controls | See Section | Temporary Utilities Plan | X | R |
| 01 | Temporary Facilities and Controls | See Section | Temporary Support Facilities Plan | X | R |
| 01 | Administrative Requirements | See Section | Record Photographs | X | R |
| 01 | Environmental Management | See Section | Spill Prevention and Response Procedure (SPRP) Plan | X | R |
| 01 | Environmental Management | See Section | Hazardous Material List | X | R |
| 01 | Environmental Management | See Section | Storm Water Pollution Prevention Plan (SWPPP) | X | R |
| 01 | Environmental Management | See Section | Notice of Intent (NOI) | X | R |
| 01 | Environmental Management | See Section | Solid Waste, Construction, and Demolition Debris Waste Management Plan | X | R |

X Submit quantity specified in Division 01 Section Administrative Requirements.

R Review each submittal, mark to indicate action taken, and return.

I Submittal is for information or record purposes only. No action will be taken.

* + - 1. NOTICE TO PROCEED
         1. The Contracting Officer will issue the Notice to Proceed only after Government receipt of Performance and Payment Bonds.
         2. Contract Completion:

The Notice to Proceed sets the Contractor's Contract start and completion date.

* + - * 1. Mobilization and Submittal Processing:

The activities listed are all included in the time period set forth to complete the Project.

Within ten (10) calendar days after receipt of Notice to Proceed, generate and submit all items listed for Government review and/or approval. Government acknowledgement of their approval of these items is a condition-precedent to the Contractor’s commencement of any building construction **[or demolition]** activity. Allow for Government review time of 21 calendar days for the first submission and an additional 14 calendar days for any re-submittals, if required.

SF 1413 for all trades.

A Project roster of Contractor’s personnel, subcontractors, and suppliers that includes the name of the firm, names, titles, mailing addresses, email addresses, business phones, and emergency phone numbers.

Quality Control Plan - Reference Division 01 Section Quality Control.

Security Plan - Reference Division 01 Section Government Safety Requirements.

Safety Plan - Reference Division 01 Section Government Safety Requirements.

Fire Prevention Plan - Reference Division 01 Section Government Safety Requirements.

Site Usage Plan and submittals related to Government’s Authorized Technical Representative’s office, Contractor’s temporary facilities, fencing, and staging area.

Applicable submittal requirements for temporary facilities. See performance and submittal requirements in Division 01 Section Temporary Facilities and Controls.

The Government’s Authorized Technical Representative’s and Contractor’s temporary offices, utilities, other facilities, fencing, and staging are installed according to the approved submittals and operational.

All of the Contractor’s contractually required field staff is on site.

Record photographs.

Storm Water Pollution Prevention Plan and Notice of Intent.

Hazardous Material List and Waste Management Plan.

* + - * 1. Construction**[/Demolition]**:

Notify the Contracting Officer upon 100 percent completion of the items listed under Mobilization and Submittal Processing and then commence construction**[/demolition]** activities.

1. PRODUCTS (Not Used)
2. EXECUTION (Not Used)

END OF SECTION