

May 26, 2010

Recipient  
Company  
Address  
Address

RE: AWARDED PROJECT CONFIRMATION

Fin No:  
FAP No:  
Contract No:  
County:  
Project Description:

Dear :

The above referenced project was awarded to Formal Name of Contractor on Date. In an effort to establish open communication, this letter is written to provide you with contact information and to remind you of contractual obligations. In accordance with contract documents, the following submittals are required after award of the contract:

- **Quality Control Plan – due within 21 calendar days after contract award (2010 Standard Specifications, Section 105-7)**
- **Work Progress Schedule – due within 21 calendar days after contract award (2010 Standard Specifications, Section 8-3.2)**
- **Estimate of Quantities (Materials) – due within 21 calendar days after contract award (2010 Standard Specifications 105-2) [Lump Sum Projects Only]**

Please be aware that the Contractor's Past Performance Rating (CPPR) begins at execution of the contract (Reference Form No. 700-010-25 for more information). Category 3 of the CPPR, Timely and Complete Submittal of Contract Documents can be directly affected by non-compliance of the above mentioned submittals.

If unforeseen circumstances require a change to your contractual obligation for beginning construction, please submit your request in writing for review prior to the first chargeable contract day.



Communication is essential for a successful partnership on construction projects. Please feel free to contact me at ( ) - if you have any questions or require any additional information.

Sincerely,

PA's Name  
Project Administrator

cc: , P.E, Operations Center Engineer  
, In-House Contracts Manager  
, Contract Support Specialist

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