***Section 108.2 Prosecution of the Work.*** *Unless otherwise provided in the special provisions, the contractor shall not begin or resume the work to be performed under the contract before receiving written notification from the engineer to do so, and then shall begin or resume the work within ten days after the date of such written notice.*

Written notification by our office requires the following Contract Administration items:

A) Contractor must have a fully executed Contract. **ALL of the following items must be complete before Central Office Bureau of Highway Construction Director can add a signature to the contract, which completes full execution of the contract.\*\*\***

1. DBE Commitments turned in by the contractor and signed off by the DBE Office.
2. Contract returned from the contractor with appropriate seals and signatures.
3. The Performance & Payment Bond returned from the contractor with the contract with appropriate seals, signatures, and attachments.
4. The governor puts his signature on the DT 25 form, which authorizes the contract to be approved by the BHC Director.

\*\*\* When the contract has been fully executed, Central Office Bureau of Highway Construction will notify the Region Office, the Contractor, and WTBA.

B) The following Contract Administration items must also be completed.

1. Region must issue a Start Notice to the contractor on working day and calendar day contracts
2. Contractor must have a region approved erosion control implementation plan
3. Contractor must have region approved sublet request forms
4. Contractor must have a region approved work schedule
5. Contractor must have completed the pre-construction meeting with the region.
6. Any other items required by contract before construction can begin (i.e. permits, public meetings, etc.)

**REQUEST FOR *NOTICE TO START/RESUME* WORK ORDER**

Date of Letter: \_\_\_\_\_\_\_\_\_\_\_

(Work will begin within 10 days after date of this letter.)

PROJECT I.D.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT MANAGER/LEADER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All Contract Requirements Are Met:

\_\_\_ Executed Contract

\_\_\_ ECIP

\_\_\_ Request to Sublets

\_\_\_ Pre-Construction Meeting

\_\_\_ Accepted Work Schedule

Form can be faxed or e-mailed to:

Karen Roberts [karen.roberts@dot.wi.gov](mailto:karen.roberts@dot.wi.gov)

FAX: (262) 548-6465