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**Office of the Secretary**  
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**John Bel Edwards**, Governor

**Shawn D. Wilson, Ph.D.**, Secretary

January 12, 2016

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| --- | --- | --- |
| CONSULTANT’S NAME  CONSULTANT’S ADDRESS | | **Executed Task Order**  **Notice to Proce****ed Date: DATE (OR N/A IF THIS IS A SUPPLEMENT TO AN ORIGINAL TASK ORDER TO CONTINUE THE WORK)** |
| RE: | **Supplement No. XX (if applicable)**  **Task Order No.** **XXXXXXX**  **Original Retainer Contract**  Contract No. XXXXXX  Retainer Contract For Xxxxxxxx Services  Task Order No. H.XXXXX  Statewide OR Dist.XXXX | |

Dear Mr./Ms. XXXXX:

Please consider this your Notice to Proceed (NTP) on the above captioned Task Order.

**(Choose one of the following three paragraphs below)**

The services shall be completed by ??**EXPIRATION DATE**??. If you have any questions or comments, please contact **XXXX at** **XXXXXX**. The delivery schedule for all project deliverables will be established by the Project Manager.

Or CEI choose the following:

The services to be performed under this Task Order shall be in effect for the duration of the construction period and an additional (??? calendar days) for the final estimate package. The delivery schedule for all project deliverables will be established by DOTD’s Project Manager. If you have any questions or comments, please contact **XXXX at XXXXXXX**.

Or CPM Analysis choose the following:

The services to be performed under this Task Order shall be in effect for the duration of the construction and final estimate period. Final closeout date to be determined by the Section 40 Project Manager. If you have any questions or comments, please contact **XXXX at XXXXXXX**.

Sincerely,

PROJECT MANAGER’S NAME

XX: xx

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| pc: w/att. | FHWA (for information even if Delegated) Do not send if State Only Funds  Ms. Kathy Ward  @@@@(Dist.XX)  Ms. Elaine Rougeau  Financial Services Section |
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