

April 28, 2023



Frank McElheran  
3DC Contracting, LLC  
PO Box 1278  
Merlin, OR 97532

**RE: NOTICE TO PROCEED – “PORTLAND LOO INSTALLATIONS – OSPREY AND BEAVER PARKING LOTS”; PROJECT NO. LB6314**

Dear Mr. McElheran:

It appears that all items from the Notice of Award are now in order. The Pre-Construction Meeting was held on April 27, 2023. As per Kurt Clark’s discussion with you, we will be expecting construction to begin May 8, 2023. This letter constitutes the Notice to Proceed with the construction work on said project. This Notice to Proceed is effective as of May 8, 2023. As stated in the contract documents, 3DC has 45 calendar days to complete this project. This makes the final completion date June 22, 2023.

We understand that you will act as the on-site superintendent for all work and that you will be accepting and signing field change orders and have the authority to sign and accept partial payments and the final payment under the contract. If this is not so, please advise of any changes.

Progress payments will be one (1) per month as stated in the contract documents. Only one (1) check will be processed per month and the Final Payment will not be made until all work is completed and accepted by the City.

Your bid bond was returned with the signed copy of the contract at the Pre-Construction Meeting.

We look forward to the start of this project.

Sincerely,

Megan Smith  
Engineering Department Support Technician

cc: File: LB6314