**AWARD LETTER – CONSTRUCTION**

Company  
ATTN:   
Address  
City, State, Zip

Subject: ***[Insert contract number and project description]***

Date: ***[Insert date]***

Dear ***[Insert name]***,

Your offer in response to our Screening Information Request (SIR) Number ***[Insert SIR number]***, has been accepted by the Federal Aviation Administration (FAA). Contract Number ***[Insert contract number]***, in the amount of $ ***[Insert amount]***, has been awarded to you. A fully executed copy of the contract is enclosed.

A Notice to Proceed date will be established at a later date by separate correspondence.

Within fifteen (15) calendar days, submit the following documents:

1. Signed copies of the Performance Bond Form and the Payment Bond Form, both equal to 100% of the contract price;
2. Completed “Statement and Acknowledgement” form(s), for you and each subcontractor (enclosed);
3. One copy of the enclosed construction schedule showing the order in which you propose to accomplish the work. (When approved by the FAA, the schedule will be returned to you and will be utilized by the FAA to monitor your progress in completing the project);
4. Written evidence from your insurer that insurance, as required by the contract, is in effect and complies with contract requirements; and
5. All shop drawings required for this project shall be submitted in accordance with the specification. You are required to forward all shop drawings by electronic mail (email) to ***[Insert the Engineer’s contact information, to include: name, office, phone number and email]***.

Your certified payrolls shall be submitted to the Contracting Officer's Representative (COR)/Resident Engineer (RE) within seven (7) calendar days after the end of each pay period. You may use the enclosed payroll form WH-347, which contains the required "Weekly Statement of Compliance." If comparable company payrolls are submitted in place of the payroll chart on payroll form WH-347, still complete and submit to the COR/RE the certification and benefit section on the back of payroll form WH-347 with each weekly payroll.

You must submit, as required by the contract, the enclosed "Progress Payment Certification" form with each invoice/voucher.

The following documents, applicable to this contract, shall be posted in a conspicuous place at the construction site: "Equal Employment Opportunity is the Law" poster; U.S. Department of Labor publication WH-1321, "Notice to all Employees;" and General Wage Determination Number(s) ***[Insert wage determination number/s]***.

You are advised of your right to submit, in writing to the Contracting Officer (CO) for review and decision, any instruction or ruling of the COR upon which you are unable to reach mutual agreement. Such submission should be addressed to the CO with a copy to the COR.

You should be thoroughly familiar with all provisions of the contract, including the plans and specifications. Your subcontractor(s) should also thoroughly understand contractual requirements concerning their operations.

All claims submitted pursuant to any contractual provision shall be forwarded directly to the CO and a copy furnished to the COR. (In no instance will a final decision be made or signed by the COR.)

Specifications and drawings will be sent under separate cover.

If you have any questions, please contact the Contracting Officer at ***[contracting.officer@faa.gov******]***or***[Insert phone number]****.*

Sincerely,

*Insert CO’s name*

Contracting Officer

***[Insert Office Name/Code e.g., AAQ]***

***[Insert Office Address]***

Number of Enclosures: 9

1. Contract
2. EEO Poster
3. Payment Bond Form
4. Performance Bond Annual Form
5. Progress Schedule
6. Progress Payment Certification
7. Statement and Acknowledgement Form
8. WH-347
9. WH-1321

cc: