



**San Diego Unified**  
SCHOOL DISTRICT

**Linda Hippe, CPPB**  
Contracts Administration Supervisor, TOC  
Strategic Sourcing and Contracts Department  
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December 13, 2017

Mr. Rasoul Shahbazi  
Palm Engineering Construction Company, Inc.  
7330 Opportunity Road, Suite J  
San Diego, CA 92111

VIA EMAIL  
ross@palmengineering.com

Dear Mr. Shahbazi:

**Subject: Contract No. CZ-18-0539-23 – Construct Joint Use Field at Horton Elementary School**

**Notice to Proceed**

**Construction Manager: John Wilson**

The contract for the above project was awarded to your firm by the Board of Education of the San Diego Unified School District on December 12, 2017 for Base Bid Item 1.

You are hereby authorized to commence work on December 13, 2017, as referenced in the "Supplementary Conditions". This date will constitute the beginning date under the time limits provided in the contract, in accordance with the plans, specifications, the pre-construction meeting set up by the Construction Manager, and the contract documents. Substantial Completion of this project shall be no later than August 31, 2018, with site grading and ADA Ramp construction to be substantially complete, ready for occupancy, and invoiced to the District by April 30, 2018.

District representatives are required to investigate periodically and report whether the work is progressing satisfactorily or is being unduly delayed. We are all interested in the progress and quality of this project. Please be assured that we will give you all cooperation possible so that the work can proceed efficiently and without delay.

Sincerely,

Linda Hippe, CPPB

Contracts Administration Supervisor, Construction, TOC

c: Stephen Faust, John Wilson, Ivory Anderson, Rey Pedregon, Linda Weekly, Mayra Escobedo, Monica Melero, Accounts Payable,

LH/ja