



## WORK WITH EXPERTS. WORK WITH ACE.

The period between Notice to Proceed (NTP) and mobilization is one of the most critical phases of any federal construction project. It sets the tone for project execution, ensures compliance, and establishes clear communication with all stakeholders.

Our **Pre-Mobilization Checklist** is designed to help federal contractors:

- Confirm contract scope and funding alignment
- Coordinate with owners, designers, and subcontractors
- Address compliance, documentation, and permitting requirements
- Plan site logistics, labor, and resource allocation
- Establish effective controls and reporting processes

This checklist provides a structured, step-by-step framework to guide your team through early project planning so you can avoid delays, stay compliant, and build strong relationships from the start.

## PRE-MOBILIZATION CHECKLIST FOR FEDERAL CONTRACTORS

### 1. CONTRACT & SCOPE VALIDATION

- Review Notice to Proceed (NTP) for key dates and deliverables
- Verify contract scope aligns with bid assumptions
- Confirm budget and funding allocation
- Identify long-lead items and procurement deadlines

### 2. STAKEHOLDER ALIGNMENT

- Schedule kickoff call with owner, designer, and subs
- Clarify roles, responsibilities, and reporting expectations
- Share communication protocols and points of contact

### 3. COMPLIANCE & DOCUMENTATION

- Submit initial project schedules (baseline CPM)
- Provide required submittals (safety, QC, environmental)
- Confirm permits and regulatory requirements are in place
- Validate insurance, bonding, and COIs

### 4. LOGISTICS & SITE PLANNING

- Confirm site access and security clearance requirements
- Identify laydown areas, staging, and utility connections
- Develop traffic, delivery, and storage plans
- Verify site prep and mobilization sequencing

### 5. RESOURCE & LABOR PLANNING

- Forecast labor needs for first 60–90 days
- Confirm key field staff (QCM, SSHO, Superintendent) are assigned
- Schedule safety and orientation training
- Engage subcontractors on mobilization timelines

### 6. CONTROLS & REPORTING

- Establish cost control system and coding structure
- Upload project into management software (e.g., P6, Procore)
- Set cadence for reporting: daily logs, weekly meetings, monthly reports
- Define change management and RFI processes

### 7. EARLY ACTION ITEMS

- Develop a 30-Day Mobilization Action Plan
- Track critical procurement items
- Verify QA/QC plan implementation
- Conduct pre-mobilization safety review

**Tip:** Treat the NTP-to-Mobilization phase as a strategic advantage. Early planning and proactive communication ensure smooth project startup.

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