Click here to enter a date.

Click here to enter Prime Contractor, Address and Project Header as listed in C:\BoxDrv\Box\DTSD\DTSD-NER\PDS\NER-PDS-Construction\LetterTemplates\ID\_CON\XXXXXXXX.docx (select Insert, Object, Text from File)

A preconstruction conference for the above project will be held on Click here to enter a date. at TIME. The meeting will be held at LOCATION. The email transmittal of this invitation includes a Microsoft Teams link and phone number for parties to participate remotely.

This project involves      .

At this meeting, we will discuss the construction schedule, possible utility conflicts and any matters of public interest relevant to this project.

Please submit your erosion control plan, traffic control plan, and construction progress schedule prior to the conference, if not previously submitted.

Utilities are requested to attend and coordinate their adjustments with the highway improvement work. If you are unable to attend, contact CONTACT NAME and inform us of the status of your facility adjustments.

We are also requesting the attendance of all your subcontractors at this meeting.

Sincerely,

Choose an item. , P.E.

Project Development Project Manager

     /

Attachment

Electronic cc:

 DOT DL DTSD NE Precon

 Choose an item., P.E. Design Project Manager (if different than construction PM)

 Choose an item., P.E. Supervisor

 Choose an item. County Highway Commissioner

 Choose an item. County Surveyor (if project has landmark ref. monuments)

       (Consultant for Design)

       (Consultant for Construction)

      ,       Dir. of Public Works (if in a City)

      ,       Village President (if in a Village)

      ,       Town Chairman

      ,       Town Administrator

       Railroad (if involved or RR Ins. required)

 State Patrol (On major roadway or if detoured)

 Choose an item. Sheriff’s Dept. (On major roadway or if detoured)

 Robert Bonack, Dept. of Labor OSHA, bonack.robert@dol.gov

 David Schott, Dept. of Labor OSHA, Schott.David@dol.gov

 Choose an item., DNR

      Veolia Environmental Services (if bridge painting is involved) W124 N9311 Boundary Rd, Menomonee Falls WI 53051

 Nathan Kabir, FHWA (if project has federal funding)

 Rebecca Klein, TMC

 **UTILITIES** (Please get the updated list from the Utilities section)

R/W Project ID: