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| **WisDOT Transportation System Development**  Southeast Regional Office  141 N.W. Barstow Street  P.O. Box 798  Waukesha, WI 53187-0798 | **Governor Tony Evers**  **Secretary Craig Thompson**  wisconsindot.gov  Telephone: enter (262) 548-5903  FAX: enter (262) 548-5662  Email: Waukesha.dtd@dot.wi.gov |  |

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| SUBJECT: | I.D. |  |
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This is to confirm arrangements made to hold a preconstruction conference to review construction operations and required utility coordination on the subject project. By copy of this letter, interested parties, including utilities are being invited to this meeting.

The meeting will be at       , on ,     in Room  located at the Lee Sherman Dreyfus State Office Building, 141 N.W. Barstow Street, Waukesha, Wisconsin.

Submit your proposed schedule of operations to the project manager at least 14 calendar days prior to the preconstruction conference. Be prepared to discuss your schedule of operations at the preconstruction conference. The format for the Schedule of Operations should be a horizontal bar chart or linear schedule, with room provided for future revisions. Schedules should be reviewed at regular intervals and updated to reflect delays, etc. that will impact the schedule.

Also included are guidelines that are to be addressed at all preconstruction conferences. You are encouraged to fill in the necessary information, such as chain of communication for yourselves as well as your subcontractors, before coming to the meeting.

**Trans 401 requires an Erosion Control Implementation Plan to be submitted to the appropriate WisDOT Office and the WDNR at least (14) days prior to the preconstruction meeting**. An erosion control inspection sheet will be used for routine and emergency inspections. This completed form will be given to the prime contractor if corrective action is necessary. This is also a requirement of Trans 401.

You and your subcontractors should be prepared to discuss the pertinent requirements of the Special Provisions as related to your contract obligations. Also required of you will be the name of the individual who will be your authorized representative on the project site and an alternate person who will have that same capacity in case the first person is not present.

If you have any questions regarding this project, please contact      , Project , at      .

Sincerely,

Project

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Enclosures

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| cc: | , Project Manager | B. Tran, TSS Manager |
|  | , Project Leader | A. Zimmer, TSS Supervisor |
|  | , PDS Supervisor | J. Boggs, Pavements Engineer |
|  | , Group Manager | S. Maxwell, Soils Engineer |
|  | , Design Project Manager | N. Roberts, Materials Engineer |
|  | , Design Project Supervisor | J. Hart, Materials Engineer |
|  | B. Pluemer, Maintenance Supervisor | S. Rolbiecki, Independent Assurance |
|  | J. Jilling, Maintenance Engineer | D. Balog, Materials |
|  | P. Jacobson, Maintenance Engineer | TBD, HMA |
|  | TBD, Maintenance Engineer |  |
|  | J. Brooks, BOS Supervisor | TBD, TSS Supervisor |
|  | S Reay, BOS Structures Engineer | T. Pinkowski, Environmental/Erosion Control |
|  | J. Zemke, BOS Structures Engineer | Z.Alrebh, Environmental/Erosion Control |
|  | TBD, BOS Structures Engineer | J, Kazmierski, Railroad |
|  | D. Berghammer, Traffic Supervisor | R. Nuetzel, Railroad |
|  | D. Malicki, Work Zone Engineer | M. Birschbach, Utilities Supervisor |
|  | K. Martens, Signing & Marking | G. Berry, Mega Project Utility Const. Engineer |
|  | C. Saldivar, Signing & Marking (Kenosha, Walworth, Washington, Milwaukee) | D. Gates, Utilities  A. Worzella, Utilities |
|  | B. Johns-Konkol, Signing and Marking (Washington, Ozaukee, Milwaukee ,Racine) | H. Jara, Program Services Supervisor  B. Barnard, Project Controls |
|  | H. Sackman, Electrical Supervisor | M. Powers, Compliance Specialist |
|  | J. Haug, Traffic Supervisor | TBD, Compliance Specialist |
|  | J. Gates, Signal Operations | L. Nelson, Compliance Specialist |
|  | K. Roberts, Contract Specialist | K. Carver, Compliance Specialist |
|  | S. Anderson, TSS Construction Services | X. Correa-Sosa, Compliance Specialist |
|  | J. Slota, BPD- Oversight Engineer |  |
|  | A. Malsom, HAZMAT | D. Sellers, Public Information Office |
|  |  | F. Fannon, Public Information Office |
|  |  | C. Verhyen, Public Information Office |
|  | **REMOVE NOTES BEFORE SENDING LETTER**  All yellow highlighted must be added manually |  |
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|  | **Note: See Outlook distribution list send out as calendar for in house staff:** | DOT DL DTSD SE PDS PRE-CON |
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|  | **Note: Choose one of the following for DNR:** | C. Webster, WisDNR, Walworth Co and Waukesha Co.  [craig.webster@wisconsin.gov](mailto:craig.webster@wisconsin.gov) |
|  |  | B. Stelzel, WisDNR, Racine Co., Kenosha Co., Ozaukee Co., Washington Co.  [benton.stelzel@wisconsin.gov](mailto:benton.stelzel@wisconsin.gov) |
|  |  | R. Pappas, WisDNR, Milwaukee Co.  [Ryan.Pappas@wisconsin.gov](mailto:Ryan.Pappas@wisconsin.gov) |
|  | **OTHER:** | J. Pachniak, FHWA  [Joshua.pachniak@dot.gov](mailto:Joshua.pachniak@dot.gov) |
|  | R. Merry, SEWRPC - rmerry@sewrpc.org | Freeway Operations, STOC |
|  | A. Traeger, SEWRPC - [atraeger@sewrpc.org](mailto:atraeger@sewrpc.org) |  |
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