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| **WisDOT** (then Div or Org acronym or name)  Sender’s Unit/Organization Level Name  Street Address or PO Box  Street Address or PO Box  City WI Zip assigned to Street or PO Box | **Governor Tony Evers**  **Secretary Craig Thompson**  wisconsindot.gov  Telephone: enter (Area Code) Number  FAX: enter (Area Code) Number  Email: enter Email Address |  |

Date: Date Letter Sent

Attn: Utility Company Name

Utility Company Contact Name

Address line 1

Address line 2

Address line 3

Subject: Project ID, Project Description, Project Location

Utility Relocation Delay Damages Claim – Notice of Receipt of Claim

Dear Utility Company Contact Name,

The Wisconsin Department of Transportation (WisDOT) hereby notifies Utility Company Name that Contractor Name filed a utility relocation delay damages claim. This notification is being sent to inform Utility Company Name, that WisDOT may incur costs associated with a utility facility conflict on the construction of Project ID, Project Description, Project Location.

The conflicts that have been identified concerning a utility relocation delay are:

1. Include list of conflicts not identified or relocated correctly in the work plan. Please be as specific as possible relating to type of facility, location of conflict, plan sheets, stationing, elevation, special provisions, etc.

Utility Company Name, may respond by providing additional information related to this claim pursuant to Wis. Stat. Sec. 84.063 (4m) (b). Utility Company Name may not request a contested case hearing unless it provides this additional information to WisDOT. Please be aware that WisDOT may seek compensation, as permitted under Wis. Stat. Sec. 84.063.

We appreciate your active participation, cooperation, and professionalism as solutions are developed for the utility conflicts that have been discovered at this point in the construction process. As additional details become available, WisDOT will notify Utility Company Name of the damages that may be necessary to offset the additional costs incurred due to the conflicts listed above or any future conflicts that may occur.

Do not hesitate to contact me at Enter Phone Number should you have questions or if you would like to discuss this further.

Sincerely,

Name

Title

Company

Cc: Name, Project Development Project Manager

Name, Project Development Supervisor

Name, Project Development Chief

Name, Region Construction Oversight Engineer

Name, Region Utility Coordinator

Name, Region Construction Quality Assurance Engineer