

March 30, 2011

Certified Mail: 

Recipient
Company
Address
Address

RE: PRE-CONSTRUCTION SURVEY

Fin No:
FAP No:
Contract No:
County:
Project Description:

Dear _____ :

Preliminary checks of the original ground line, as shown in the plan cross sections, have been made and the Department will take appropriate action as follows:

CHOICE # 1

Preliminary checks indicate that the original ground line, as shown in the plan cross sections are in substantial compliance with Subarticle 9-1.3.1 and 9-3.2 of the Departments Standard Specification for Road & Bridge Construction. Therefore, no preconstruction survey will be performed and the original ground line, as shown in the plans, will be used for final pay purposes.

CHOICE # 2

Preliminary checks of the original ground line, as shown in the plan cross sections, indicate that changed conditions may exist.

A complete Preconstruction Survey will be performed, as necessary, and final pay quantities will be adjusted per Subarticle 9-1.3.1 and 9-3.2 of the Departments Standard Specifications for Road & Bridge Construction as appropriate.

A copy of the preconstruction survey and any quantity adjustments will be available as they are completed; however, due to a limited amount of time prior to the start of construction, it is recommended that "CONTRACTOR" take the appropriate action for "verification" prior to disturbance of the original ground as per the contract specifications. "CONTRACTOR'S" representative upon request, may accompany our survey crew in a joint effort or as part of your own "verification" process.

If you are in agreement with this action, please return this original letter with your signature to the address above. If you have any questions or if we can be of further assistance, please contact me at () . Your failure to respond within ten (10) days from receipt of this notice shall be considered evidence of your agreement with the Department's position as stated above.

Sincerely,

PA's Name
Project Administrator

By signature of this letter, **NAME OF CONTRACTOR** agrees to the recommended approach as outlined above.

Contractor's Signature

Date