



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

GOVERNOR

SECRETARY

February 7, 2019

WBS Element: 12345.3.1  
Contract No.: C123456  
T.I.P Number: U-5999  
F. A. Project No.: STM-1111  
County: Blueridge

Description: "Bridge Over the Red River with Approaches on US 174"

Subject: Project Progress

Mr. C. C. President  
ABC Contracting Company  
P.O Box 1234  
Somewhere, Stateside 33333-1234

Dear President,

The Department has become concerned with the progress of the work on the above captioned project. If the pace of the progress is not increased, we are concerned as to whether or not the project can be completed by the completion date. As of the last estimate dated September 18, 2009, the project was 6.24% complete with 26.7% of contract time being elapsed. The progress chart shows that you should be 22% complete. This places the project over 10% behind by schedule and dollars.

In an effort to help with the progress, we have scheduled a meeting for Thursday, February 21, 2019 at 2:00 pm, at the Division Office. We would like for you to provide us with an explanation of how the project completion date of December 15, 2010 will be achieved. Please provide realistic target dates of all major project operations remaining. If you have any questions, please contact Mr. D. C. Engineer, P. E., Division Construction Engineer, at (919) 252-6789.

Sincerely,

I. M. Engineer, P. E.  
Division Engineer

cc: State Construction Engineer  
Area Construction Engineer

Assistant State Construction Engineer  
Resident Engineer

Mailing Address:  
NC DEPARTMENT OF TRANSPORTATION  
RESIDENT ENGINEER'S OFFICE  
P.O. BOX 111  
ANYWHERE, NC 27777

Telephone: (919) 555-5555  
Fax: (919) 555-5555  
Website: WWW.DOH.DOT.STATE.NC.US

Location:  
222 DISTRICT STREET  
ANYWHERE, NC 27777