



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

GOVERNOR

SECRETARY

August 7, 2020

Contact Number:
WBS Element:
County:
Description: (Project Description)

Mr. I. B. Contractor
Anywhere Construction Company
P.O. Box 123
Anytown, North Carolina 2111

Dear Mr. I. B. Contractor:

This serves to confirm the Preconstruction Conference for the above referenced project scheduled for 9:00 A.M. Friday, August 18, 2020, at the Division Office located at 1234 North Blant Street, Anywhere, North Carolina. A vicinity map is attached for your convenience.

A proposed Progress Schedule should be submitted to the Department for review and approval at your earliest convenience. In addition, the following information should be submitted to the Department at the Preconstruction Conference:

- Detailed Construction Schedule
- List of Project Personnel (i.e. Project Manager, Project Superintendent, Traffic Control Coordinator, Erosion Control Coordinator, Concrete Plant Superintendent, etc.)
- List of Material Suppliers
- List of Subcontractors
- List of Company Officials Authorized to Execute Supplemental Agreements

It is requested that you invite any proposed subcontractors deemed necessary. By copy of this letter, I am inviting various Department representatives having involvement and/or interest in this project. I am also inviting utility company representatives along with representatives from the City of Anywhere.

Should you require additional information on this matter, please contact this office at (919) 123-4444.

Sincerely,

I. M. Engineer, PE
Resident Engineer

cc: (Preconstruction Conference Invitees)