

PRE-CONSTRUCTION LETTER AND QUESTIONNAIRE

(Date)

(Contractor)

RE: Pre-Construction Meeting and Request for Questions and/or Clarification

Subject: Contract No. _____ and notice of Resident Engineer

Your company has been awarded the above contract on ____ (date) _____. I will be the Resident Engineer on this project.

(Include any standard requests for contract documents or submittals required by the contract.)

To assist the UDOT Project Team in its preparation for the upcoming Pre-Construction and/or Partnering Workshop, please complete the attached questionnaire (Attachment #1) and return it to me along with any other questions, concerns or requests for clarification within five working days of the receipt of this request.

Early knowledge of this information will allow our Project Team time to do the appropriate research either within UDOT or with the appropriate external sources to properly respond at the Pre-Construction and/or Partnering Workshop.

(Resident Engineer Use A or B)

- A. At this time, the State is not aware of any major changes to the contract documents or any issue that would affect the contractor's schedule on this project.

- B. At this time, the following is a list of issues that have been discovered during the bid process for this project and will be discussed at the Pre-Construction meeting.

I will contact you regarding our Pre-Construction and/or Partnering Workshop meeting so that we may prepare our staff and invite all subcontractors and stakeholders for the project.

If you have any questions or need additional information, please contact me at your earliest convenience.

Sincerely,

RESIDENT ENGINEER

ATTACHMENT #1

Project Name and Contract No.: _____

In preparation for the Pre-Construction Conference/Partnering Workshop, please respond to the following questions. Use additional sheets as needed.

1. List utility companies, irrigation districts, railroads, municipalities and any other agencies that you feel coordination is important. Also, indicate which of these companies should have a representative attend : _____

2. Scheduling concerns: _____

3. Construction phasing and/or construction staging concerns: _____

4. Conflicts between design plans, special provisions, standard specifications and/or standard plans: _____

5. Construction methodologies and/or construction procedures that you intend to use that you feel warrant up-front discussion and/or consideration: _____

6. Traffic control concerns: _____

7. Errors in bid quantities: _____

8. QA/QC questions: _____

9. Potential Value Engineering: _____

10. Other issues: _____

Contractors Signature

Date